



DREXEL UNIVERSITY

Department of

Human Resources

To: Notary Public/Designated Agent
From: Nadia McCrimmon, Executive Director, Human Resources
Date: January 1, 2013
Subject: Form I-9 Completion and Supporting Documentation

Drexel University is a comprehensive global research university ranked among the top 100 in the nation. Occasionally, our business requires us to hire remote workers. The Immigration Reform and Control Act (IRCA) require all U.S. employers to verify the employment authorization and identity of all employees hired to work after November 6, 1986. To implement the law, employers are required to complete Employment Eligibility Verification forms (Form I-9) for all employees, including U.S. citizens. A copy of the Form I-9 is enclosed in this letter.

NOTARY/DESIGNATED AGENT AS EMPLOYER'S AGENT. The person presenting the Form I-9 to you is a prospective employee of Drexel University. Because it is not physically possible for this person to come to our offices in Philadelphia, Pennsylvania to complete Form I-9, the United States Customs and Immigration Service (USCIS) allows employers to designate agents, such as you, to carry out their I-9 responsibilities. The law does not allow the employer to carry out I-9 responsibilities by means of documents scanned or faxed by an employee.

EMPLOYEE MUST COMPLETE SECTION 1 OF FORM I-9. Our employee must complete Section 1 of Form I-9. The employee's signature holds him/her responsible for the accuracy of the information provided.

NOTARY/DESIGNATED AGENT MUST COMPLETE SECTION 2 OF FORM I-9. The employer, or the designated agent, must review original documents and complete Section 2 of Form I-9. We are asking you to act as our agent and review the documents for us to satisfy this requirement.

DREXEL UNIVERSITY is responsible to ensure proper completion of the entire Form I-9. Proper documentation establishes both that the employee is authorized to work in the U.S. and that the employee who presents the identity and employment authorization documents is the person to whom it was issued.

The official lists of acceptable documents for establishing identity and employment authorization is enclosed with this letter being presented by our prospective employee.

1. You may accept **any one List A document**, which establishes both identity and employment authorization.
2. **OR**, you may accept **one document from List B** (establishing identity) **and one document from List C** (establishing employment authorization).

You should examine the document(s) and accept them if they reasonably appear to be genuine and if they reasonably appear to relate to the person standing before you. Requesting more or different documentation than the minimum necessary to meet this requirement may constitute discrimination and/or document abuse. If the documentation presented by an employee does not reasonably appear to be genuine or relate to the employee who presents them, then you must refuse to accept them, and you must ask for other documentation from the lists of acceptable documents.

GENUINENESS OF DOCUMENTS. You are not required to be a document expert. In reviewing the genuineness of the documents presented by an employee, employers are held to reasonableness standards.

PHOTOCOPIES OF DOCUMENTS NOT ACCEPTABLE. You cannot accept photocopies of identity or employment eligibility documents to fulfill Form I-9 requirements. Only the original documents, meaning the actual document issued by the issuing authority, are satisfactory with the single exception of a certified photocopy of a birth certificate. Please make copies of the documents presented by the employee to be sent with the completed Form I-9, as we retain photocopies with the completed Form I-9 and the supporting documentation.

NOTARY/DESIGNATED AGENT MUST COMPLETE CERTIFICATION UNDER SECTION 2 OF FORM I-9. Drexel University authorizes you, as our designated agent, to sign and date the certification portion of Section 2. Please also print your full name where indicated. You will note that our Business Name and Address is already pre-filled on the form.

Enclosed you will find all of the necessary forms and instructions. If you have any questions about completing Form I-9, please contact Drexel University Human Resources at 215-895-2850.

Thank you so much for your assistance in this matter.

Enclosures:

Form I-9 and Instructions (5 pages)

Sample Completed Form I-9