

Remote I-9 Employment Eligibility Processing

Welcome to Teachers College, Columbia University!

Federal Law requires Teachers College to have a valid Form I-9 on file for every employee, and requires the employee to complete Section 1 no later than their first day of employment, and Section 2 of the Form I-9 no later than three business days from their employment start date.

The Form I-9 has two sections: Section 1 is completed and signed by the employee, and Section 2 is completed and signed by the employer (or authorized representative) after examining the employee's original documents (see link to the List of Acceptable Documents below).

Failure to complete the steps below within this time frame will result in denied authorization to work and/or in delayed payment. In the event that you are unable to complete the I-9 process in person at Teachers College, please use this form as a guide to complete your I-9 Form.

Employee Instructions: *Complete Section 1 of the I-9 Form*

Step 1: [CLICK HERE](#) to complete the Section 1 of the I-9 Form online. You must complete Section 1 of the I-9 Form on or before your first day of work.

Step 2: Section 2 of the I-9 Form must be completed in person by a designated representative. Please contact HR at hr@tc.columbia to receive a list of consortium institutions located closest to you.

Step 3: After selecting your designated representative, the HR office will send a link to Section 2 of the Form I-9 to the representative for completion.

Important Information:

- You must present valid, unexpired documents for review by the designated representative. You are not allowed to present photo copies of your document(s) in place of the original document(s).
- You may submit 1 document from List A **OR**
You may submit 1 document from List B **AND** 1 document List C.

- Here is a list of acceptable documents you may present: <https://www.uscis.gov/i-9-central/acceptable-documents>.
- If you do not have a Social Security Number, please contact the Office of International Students and Scholars (OISS) for assistance to apply for one. ***You must still complete the I-9 form even if you do not presently have a SSN.***
OISS Contact: tcintl@tc.columbia.edu or at (212) 678-3939.

Designated Representatives Instructions: Complete Section 2 of the I-9 Form

Thank you for completing Section 2 of the Form I-9 Employment Authorization on behalf of Teachers College, Columbia University. Please follow these steps to complete the form accurately and completely. You may also refer to the United States Citizenship and Immigration Services I-9 Central for additional information and resources.

1. Click on the link you received via email from Tracker on behalf of Teachers College, Columbia University. *If you did not receive the email, please contact our office at hr@tc.columbia.edu or 212-678-3175.*
2. Examine the documents presented by the employee from either List A **OR** List B **AND** C of the List of Acceptable Documents.
Please note: the documents presented must be the original documents. You may not accept a picture, photocopy, video, etc. of the List A or List B and C documents. If the employee does not have the original document(s), they will need to return with them to complete the form.
3. Verify that Section 1 of the online I-9 form is completed accurately.
4. Complete Section 2 online in the Tracker System. Scan copies of the documents the employee presents into the Tracker System.
5. Review and Submit.

If you have any questions or if you need assistance at any time throughout this process, please do not hesitate to give us a call at 212-678-3724 or 212-678-3284, or email us at hr@tc.columbia.edu.