Remote I-9 Instructions – COVID-19 (Marquette University Graduate School)

Attached you will find the I-9 form that is required for all employees to complete. Information regarding how to complete the form accurately is listed below. Please be aware that your I-9 must be completed by the conclusion of your third working day. Failure to do so could result in an unpaid suspension until the form is completed.

Please reach out to the Graduate School at 414-288-7137 or gradadmit@marquette.edu with any questions or concerns while filling out the I-9 form.

Section 1
- Please complete on your own. Ensure that all information is provided. If any information does not apply, please write N/A in that specific section.
- Please also remember to sign and date it.

Preparer and/or Translator Certification
- Please check the appropriate box. If a translator or preparer was used, they should complete the translator section.

Section 2
Another individual must complete Section 2. This person could be a librarian, banker, notary, lawyer, etc., but it also can be a family member or friend. If you have questions about this, please contact gradadmit@marquette.edu. Please note that someone else must complete this step for you.

Steps for authorized representative:
- Enter the employee’s last name, first name, middle initial and note the correct citizenship/immigration number in the “Employee Info from Section 1” area at the top of Section 2.
- Ensure that any document the employee presents is original and on the Lists of Acceptable Documents or is an acceptable receipt. Review a document from list A, or a combination of documents from lists B and C to verify your identity and authorization to be employed in the United States.
  - Physically examine each document to determine if it reasonably appears to be genuine and to relate to the individual presenting it. If you determine the document does not reasonably appear to be genuine and relate to the employee, allow the employee to present other documentation from the Lists of Acceptable Documents.
  - Documents must have a future expiration date.
- Enter the document title, issuing authority, document number and expiration date (if any) from the original document(s) the employee presented.
- Enter the date the employee began or will begin work for pay.
- Make a copy of the forms of identification and employment authorization and return to the employee.
- Sign and date the second page.
- List “Authorized Representative” as the title, Marquette University as the Organization Name, and 1324 W. Wisconsin Ave., Room 305, Milwaukee, WI 53233 as the address.

Section 3
This section does not need to be completed.
Next Steps
Immediately fax or email the completed I-9 and copies of the documents used to the Marquette University Graduate School at 414-288-1902 or gradadmit@marquette.edu.

Please immediately mail the original, completed I-9 to 1324 W Wisconsin Avenue, Room 305, Milwaukee, WI 53233. Also, retain a copy for your records.

Important Information
Please note if that you utilize a notary to complete the second section of the I-9, they should not provide a notary seal on the I-9.

Should you have further questions regarding completion of the I-9 form, please reach out to the Graduate School at 414-288-7137.

Thank you,

Marquette University Graduate School

Updated: March 30, 2020