I-9 and E-Verify Information for Designated School Officials Responsible for Updating SEVIS for F and M Visa Students

Updating the Student and Exchange Visitor Information System (SEVIS)
As a designated school official, the information you provide in the Student and Exchange Visitor Information System (SEVIS) can affect the records of F and M visa students that demonstrate they have employment authorization. DHS requests that you fulfill your SEVIS reporting requirements and regularly log in to the system and read all of your alerts. Visit DHS' SEVIS Help Hub for more guidance about how to properly report information in SEVIS.

Verifying Employment Eligibility with Form I-9
Federal law requires employers to verify their employees' identity and eligibility to work in the United States. Employers must complete Form I-9, Employment Eligibility Verification, no later than three business days of when an employee, including an F or M student, begins to work for pay. The employer must physically examine the original documents that the student provides from the Form I-9 Lists of Acceptable Documents to show the student's identity and employment authorization. For more information about Form I-9, visit I-9 Central and review the Form I-9 Employee Information Sheet which is available in English and 20 other languages. In general, unpaid interns do not need to complete Form I-9 unless they will receive something of value (remuneration) in exchange for their labor or services.

What You and Your F and M Students Need to Know About E-Verify
Many employers use E-Verify to confirm a student's employment eligibility once Form I-9 is completed. E-Verify is the electronic employment eligibility verification program administered by the Department of Homeland Security (DHS) that compares information from an employee's Form I-9 to records available to DHS and the Social Security Administration (SSA). E-Verify uses the information in SEVIS to confirm the work authorization of F and M students. If the information does not match DHS or SSA records, E-Verify may issue a Tentative Nonconfirmation (TNC) which the employer should give the employee an opportunity to resolve. Work authorized students may avoid a TNC by:

- Before completing Form I-9:
  - Using Self Check to confirm that their government records are accurate.
  - Knowing how to correct inaccurate immigration records, and then continuing to review Self Check to ensure that their records have been corrected.
- Knowing which documents to present when completing Form I-9 by reviewing:
  - The Exchange Visitors and Students section starting on Page 14 of the Handbook for Employers.
  - The Additional Documentation Requirements for exchange visitors and students.
- Following these Tips to Prevent a Tentative Nonconfirmation.
- Using Self Lock in myE-Verify to prevent someone else from fraudulently using the student's Social Security number in E-Verify.

Resources for You About F and M Students
If you have questions about F and M students' employment eligibility, visit the working in the United States page on DHS' Study in the States website. Additional information is available at Student and Exchange Visitor Program Employment for F-1 students and Students and Employment.

For the latest information concerning F and M students, SEVIS reporting and news about the Student and Exchange Visitor Program, follow Study in the States on social media.

Additional Resources for Your F and M Students
If your work authorized F and M students have questions about their rights during the employment eligibility verification process, direct them to E-Verify's Employee Rights Toolkit. You can also provide an E-Verify Know Your Rights flier to any student who receives a Tentative Nonconfirmation.

Students can follow USCIS on Facebook and Twitter for important updates regarding Form I-9: www.Facebook.com/USCIS, www.Twitter.com/USCIS and www.Twitter.com/EVerify.