

UTA



THE UNIVERSITY OF TEXAS
AT ARLINGTON

Completing Form, I-9 Section

1

Equifax I-9 Management

Employment Eligibility Verification (Form I-9)

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. (I-9, Employment Eligibility Verification, 2022).

Form I-9 Section 1 (Work location)

- Use the following link to access Section 1 of the Form I-9.
 - <https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18567>
- Section 1 takes 2 to 3 minutes to complete.
- The work location will be “Arlington”

Work Location

What location will you be working at?
Search by location name or code, street, city or zip code.

Arlington
1225 W. Mitchell St. Suite 212 , Arlington TX 76019

Default
P.O. box 19156 , Arlington TX 76019

No Location
P.O. box 19156 , Arlington TX 76019

I do not know my work location

Form I-9 Section 1 (Work Start Date)

- Enter the first day you will report to work.

University of Texas - Arlington English

Work Start Date

What is your work start date?

Work Start Date

Please enter Work Start Date

< Back Continue >

The screenshot shows a web form for the University of Texas - Arlington. At the top, it says "University of Texas - Arlington" and "English" with a dropdown arrow. Below that is a grey header bar with the text "Work Start Date". The main content area asks "What is your work start date?". There is a text input field with a red border, containing the placeholder "mm/dd/yyyy" and a calendar icon on the right. Below the input field is the text "Please enter Work Start Date". At the bottom of the form, there are two buttons: a grey button with "< Back" and a blue button with "Continue >".

Form I-9 Section 1 (Personal Information)

- Enter all your personal information.
- If you are an international employee who does **not** have a Social Security Number, select “SSN Applied For”

Personal Information

Okay, first we need a little bit of information about you.

First Name <input type="text"/> <small>Please enter First Name</small>	Middle Initial (optional) <input type="text"/>	Last Name <input type="text"/>
Preferred Name (optional) <small>?</small> <input type="text"/>	Other Last Name Used (optional) <small>?</small> <input type="text"/>	
Social Security Number <input type="text"/>	<input checked="" type="checkbox"/> SSN Applied For	Date Of Birth <input type="text" value="mm/dd/yyyy"/>
Street Address <input type="text"/>	Apartment/Suite (optional) <input type="text"/>	
City <input type="text"/>	State Select one <small>▼</small>	Zip Code <input type="text"/>
Phone (optional) <input type="text" value="() - -"/>	Email (optional) <input type="text"/>	

Continue >

Form I-9 Section 1 (Tell us about your status)

You will select your Citizenship Status. The options are:

- **A Citizen of the United States**
- **A Non Citizen National of the United States:** An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
- **A Lawful Permanent Resident:** An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional residents.
 - Employees who select this box should enter their seven-to-nine-digit Alien Registration Number (A-Number) or USCIS Number in the space provided. The USCIS Number is the same as the A-Number without the “A” prefix.
- **An Alien Authorized to work until:** An individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States. For examples: F1, J1, OPT, and H-1B visa holders. Asylees and Refugee
 - Employees who select this box will enter the expiration date of the I-9 document. (F-1, J1, & OPT visa holders will enter their program end date)
 - **Alien Authorized Document-** in the drop-down menu you may select Foreign Passport Number or Form I-94 Admission Number.

University of Texas - Arlington English

Form I-9 Form Instructions

Tell us about your status.

I attest under penalty of perjury that I am:

- A Citizen of the United States
- A Non Citizen National of the United States
- A Lawful Permanent Resident
- An Alien Authorized to work until

Please pick your Citizenship Status

Citizenship Status
You must select one of the following options provided to attest to your citizenship or immigration status. For further information, click here for [instructions](#).

← Back Continue →

Form I-9 Section 1 (Using Preparer or Translator?)

- If someone is **not** helping you prepare or translate the I-9 select “continue”
- If someone is helping you prepare or translate the I-9 select the box and enter the Preparer/Translator Information

University of Texas - Arlington English

Form I-9 Form Instructions

Is someone helping you prepare or translate this document?

 Yes, someone is helping prepare or translate this document.

Preparer/Translator Information
Parents or legal guardians attesting to the identity of minors and individuals attesting to the identity of certain employees with disabilities must complete the below information.

Preparer/Translator Information ▼

First Name Last Name

Please enter First Name

Street Address

City State Zip Code

[+ Add Another Preparer](#)

< Back Continue >

Form I-9 Section 1 (Information Review)

- Review all information provided. If corrections are needed select the pencil in the top left corner of the section needing corrections.
- Select “Use the information I provide to fill my Form I-9”
- Select “Sign”
- Select “Finish and Submit

Personal Information 

First Name:	jane	
Middle Initial:	N/A	 Added to meet Form I-9 rules
Last Name:	doe	
Other Last Name Used:	N/A	 Added to meet Form I-9 rules
SSN:	Applied for	
Date of Birth:	08/20/1993	
Street Address:	1225 South Grand Boulevard	
Apartment / Suite:	N/A	 Added to meet Form I-9 rules
City:	St. Louis	
State:	MO	
Zip Code:	63104	
Phone:	N/A	 Added to meet Form I-9 rules
Email:	N/A	<input type="checkbox"/> Exclude Email 

Use the information I provided to fill my Form I-9.

 Electronic Signature Need Assistance? 

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that the foregoing information is complete, true and correct.

Employee Signature



