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”
Form I-9 Section 1
(Work Start Date)

- Enter the first day you will report to work.
Enter all your personal information.
If you are an international employee who does not have a Social Security Number, select “SSN Applied For”
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.
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
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”