Things to Remember When Certifying the I-9 Form

1. Ensure you are using the most recent version.
   - The top right corner of the form should list “Expires 7/31/2026”
   - The bottom left corner of the form the date should indicate “8/1/2023”.

2. The I-9 form should be completed in Onboarding Students.
   - The form is completed electronically by the new employee and the certifier in Papers – Onboarding. Please visit [https://ww1.odu.edu/finance/payroll/hiring-student-workers](https://ww1.odu.edu/finance/payroll/hiring-student-workers) for information and requesting access to Onboarding.
   - There are two options for examination of documents.
     - Department representatives that certify the I-9 can meet with the new student employee to physically examine their unexpired I-9 documents and submit the certified I-9 in onboarding. Students upload the documents they want to use during the onboarding process.
     - Department representatives may also use remote examination of the documents. After a student has uploaded their I-9 supporting documents in Onboarding, the department representative may schedule a live Zoom meeting with the student to view the documents by video and compare them to the uploaded documents. If the department uses this alternative procedure, Section 2, Additional Information Section, box – “check here if you used an alternative procedure authorized by DHS to examine documents” must be checked.

   - In Section 1, only the employee can make corrections to this section.

3. If a preparer and/or translator assisted in completing Section 1, that person MUST complete the
Preparer and/or Translator Certification on page 3.

4. In Section 2, prior to your review of the documents, as the certifier, please ensure the “Employee Info from Section 1” is complete.

**Things to Remember When Certifying the I-9 Form**

- If you used the alternative procedure, please check the box in the additional information section.
- Please remember to indicate the employee’s actual first day of employment. Generally, this date would be the same as the first day of the pay period, but when it is not, please indicate the first day the employee physically begins work.
- Lastly, in Section 2, please remember to complete the following:
  - Employer's Business Name as: Old Dominion University
  - Address as: 5115 Hampton Blvd, Norfolk, VA 23529 (not your physical campus address)
  - Your Name & Title as the Certifier
**Please Note:** I-9 forms should be forwarded to the Student Employment Office by the completion of the first or second business day of employment. This practice ensures that the internet-based system, E-Verify, is accessed and the verification process is complete within the three-business day requirement.

Here are some other helpful tips to remember when completing the I-9 Form:

- Only use blue or black ink
- Do not use whiteout or correction tape on the Form.
  - If an error is made by the employee, please have them cross out the error using one line and initial and date the correction.
  - If an error is made by the certifier, please cross out the error using one line and initial and date the correction.
- Always enter the current date the I-9 is being completed, never back date the I-9 for any reason

If you have any additional questions or need assistance concerning I-9 Completion for student employees; please contact Lisa Hecker at lhecker@odu.edu or 683-3193 or Brenda Woodhouse at bblount@odu.edu or 683-5399.