

I-9 document list for foreign nationals

Completing the I-9 for a Foreign National requires additional information per [federal regulations from the USCIS](#).

When reviewing foreign national or permanent resident employment authorization documents that are cards, please scan both sides of the card.

F-1 visa holders (students, recent graduates)

Document	Document Title field	Select Issuing Authorization field	Document Number field	Expiration Date field
Passport	Select "Foreign Passport"	Choose the country that issued the passport	Enter the passport number	Enter the passport's expiration date
I-94 (arrival form)	Select "US Arrival/Departure Card (Form I-94 or I-94A) with foreign passport"	Workday will auto-populate this field with "U.S. Customs and Border Protection"	Enter the <i>Admission Record Number</i> on the I-94	Enter the <i>Admit Until</i> date listed on the I-94
Certificate of Eligibility for Nonimmigrant (I-20)	Select "Certificate of Eligibility for Nonimmigrant (F-1)"	Select "U.S. Citizenship and Immigration Service"	Enter the number listed in the top left on the I-20 issued by the UW	Enter the <i>Program End Date</i> listed on the I-20

J-1 visa holders (cultural exchange visitors/postdocs)

Document	Document Title field	Select Issuing Authorization field	Document Number field	Expiration Date field
Passport	Select "Foreign Passport"	Choose the country that issued the passport	Enter the passport number	Enter the passport's expiration date
I-94 (arrival form)	Select "US Arrival/Departure Card (Form I-94 or I-94A) with foreign passport"	Workday will auto-populate this field with "U.S. Customs and Border Protection"	Enter the <i>Admission Record Number</i> on the I-94	Enter the <i>Admit Until</i> date listed on the I-94
Certificate of Eligibility for Nonimmigrant (DS-2019)	Select "Certificate of Eligibility for Nonimmigrant (J-1)"	Select "U.S. Citizenship and Immigration Service"	Enter the number listed in the top right on the DS-2019 issued by the UW	Enter the <i>To</i> date found on the DS-2019 in "Box 3 – Forms Covers Period"

H-1B visa holders (faculty/postdocs/permanent staff)

Document	Document Title field	Select Issuing Authorization field	Document Number field	Expiration Date field
Passport	Select "Foreign Passport"	Choose the country that issued the passport	Enter the passport number	Enter the passport's expiration date
I-94 (arrival form)	Select "US Arrival/Departure Card (Form I-94 or I-94A) with foreign passport"	Workday will auto-populate this field with "U.S. Customs and Border Protection"	Enter the <i>Admission Record Number</i> on the I-94	Enter the <i>Admit Until</i> date listed on the I-94

TN visa holders (Canada/Mexico; may include staff)

Document	Document Title field	Select Issuing Authorization field	Document Number field	Expiration Date field
Passport	Select "Foreign Passport"	Choose the country that issued the passport	Enter the passport number	Enter the passport's expiration date
I-94 (arrival form)	Select "US Arrival/Departure Card (Form I-94 or I-94A) with foreign passport"	Workday will auto-populate this field with "U.S. Customs and Border Protection"	Enter the <i>Admission Record Number</i> on the I-94	Enter the <i>Admit Until</i> date listed on the I-94

Other visa holders

Document	Document Title field	Select Issuing Authorization field	Document Number field	Expiration Date field
I-766 (EAD)	Select "Employment Authorization Document (Form I-766)"	Select "U.S. Customs and Immigration Service"	Enter the EAD Card number	Enter the <i>Card Expires</i> date indicated on the front of the card
I-94* (arrival form)	Select "US Arrival/Departure Card (Form I-94 or I-94A) with foreign passport"	Workday will auto-populate this field with "U.S. Customs and Border Protection"	Enter the <i>Admission Record Number</i> on the I-94	Enter the <i>Admit Until</i> date listed on the I-94

* *Asylees and DACA recipients might not have an I-94 record; leave this section blank if an I-94 record is not available.*