Contents

Occument Guidelines	2
J.S. Passport	
J.S. Passport Card	
oreign Passport	
imployment Authorization Document (EAD)	
Permanent Resident Card	
ist B + List C Documents	5

Document Guidelines

- Ensure there are no glares or shadows, and that your photo and all document details are clearly visible.
- Avoid covering any part of the document with your fingers or other objects.
- Label each file using the following format:
 - Document Name Front
 - Document Name Back

U.S. Passport

If you are using a **U.S. Passport**, we will need you to attach **one clear photo** of the **photo page** of your passport.



U.S. Passport Card

If you are using a **U.S. Passport Card**, we will need you to attach **2 separate photos** of your passport card:



Figure 1: Front of Sample U.S. Passport Card



Figure 2: Back of Sample U.S. Passport Card

Last Updated 10/14/2025 Page 2 of 7

Foreign Passport

If you are using a **Foreign Passport**, we will need you to attach **1 photo** of the photo page of your passport:

If you are using a foreign passport **with additional documentation** for List A eligibility (e.g., visa status), please also attach the appropriate supporting documents.

Examples include:

• J-1 Status: Form DS-2019 and I-94

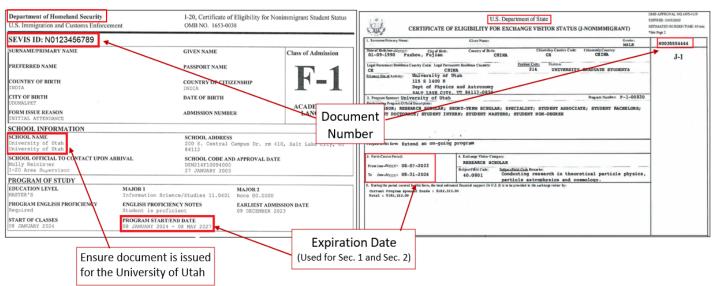
F-1 CPT or On-Campus: Form I-20 (Pages 1 & 2) and I-94

H-1B Status: I-94

For more information on acceptable combinations, visit the USCIS site:

Form I-9 Acceptable Documents – Combination Documents

F-1 (I-20) J-1 (DS-2019)





Last Updated 10/14/2025 Page 3 of 7

Employment Authorization Document (EAD)

If you are using an **Employment Authorization Document (EAD)**, we will need you to attach **2 separate photos**:



Permanent Resident Card

If you are using a **Permanent Resident Card**, we will need you to attach **2 separate photos**:





Last Updated 10/14/2025 Page 4 of 7

List B + List C Documents

If you are using **List B + C Documents**, we will need **3 separate attachments in PDF format**:

- 1. Front of List B Document
- 2. Back of List B Document
- 3. List C Document

Examples of List B Documents:

- Driver's License (U.S. State)
- Government-issued ID Card (Federal, State, Local)
- School ID Card
- Voter's Registration Card
- U.S. Military Card / Dependent Card
- U.S. Coast Guard Merchant Card
- Canadian Driver's License

For individuals under 18 who do not have one of the above:

- School record or report card
- Clinic, doctor, or hospital record
- Daycare or nursery school record

Examples of List C Documents:

- Social Security Card (must NOT say any of the following):
 - "NOT VALID FOR EMPLOYMENT"
 - "VALID FOR WORK ONLY WITH INS AUTHORIZATION"
 - "VALID FOR WORK ONLY WITH DHS AUTHORIZATION"
- U.S. Birth Certificate
- Native American Tribal Document
- U.S. Citizen ID Card (I-197)
- Other Employment Authorization Document issued by DHS

Note: If your Social Security card has restrictions printed on it as shown above, it will **not be** accepted.

Last Updated 10/14/2025 Page 5 of 7

Examples of most commonly used List B Document

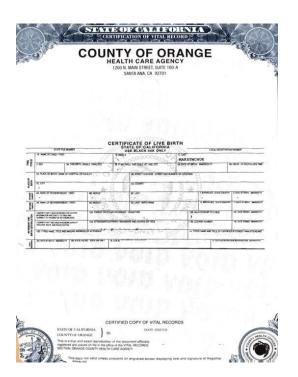








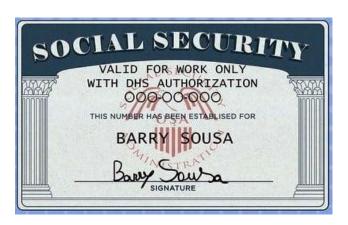
Examples of most commonly used List C Document





Last Updated 10/14/2025 Page 6 of 7

The below example of social security will not be acceptable because it indicates that separate DHS authorization is required.



Last Updated 10/14/2025 Page 7 of 7