

Completing a Form, I-9 using the “Virtual Inspection Method”

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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

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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)

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0123456789			
SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission	
PREFERRED NAME	PASSPORT NAME	F-1	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	ACADEMIC	
CITY OF BIRTH	DATE OF BIRTH	LANGUAGE	
FORM ISSUE REASON	ADMISSION NUMBER		
INITIAL ATTENDANCE			
SCHOOL INFORMATION			
SCHOOL NAME	SCHOOL ADDRESS		
University of Utah	200 S. Central Campus Dr. rm 410, Salt Lake City, UT 84112		
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL	SCHOOL CODE AND APPROVAL DATE		
Holly Reininger	DSM214F10094000		
I-20 Area Supervisor	27 JANUARY 2023		
PROGRAM OF STUDY			
EDUCATION LEVEL	MAJOR 1	MAJOR 2	
MASTER'S	Information Science/Studies 11.0401	None 00.0000	
PROGRAM ENGLISH PROFICIENCY	ENGLISH PROFICIENCY NOTES	EARLIEST ADMISSION DATE	
Required	Student is proficient	09 DECEMBER 2023	
START OF CLASSES	PROGRAM START/END DATE		
08 JANUARY 2024	08 JANUARY 2024 - 08 MAY 2025		

U.S. Department of State CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)				OMB APPROVAL NO. 1605-0119 EXP. DATE: 10/01/2020 ESTIMATED BINDER TIME: 45 min *See Page 2
1. Surname (Primary Name)	Given Name	Gender	Passport Number	
Li	Lydia	Female	N0035554444	
2. Date of Birth (MM/DD/YYYY)	City of Birth	Country of Birth	Citizenship Country Code	Citizenship Country
01-09-1990	Fuzhou, Fujian	CHINA	CH	CHINA
3. Legal Permanent Residence Country Code	Legal Permanent Residence Country	Program Code	Program Title	
CH	CHINA	214	UNIVERSITY GRADUATE STUDENTS	
4. Address (Street Address)	City	State	Zip	
University of Utah	SALT LAKE CITY, UT	84112-0830		
5. Program Sponsor	Program Title	Program Number	Program Dates	
University of Utah	Dept of Physics and Astronomy	F-1-00830	08/01/2023 - 08/01/2025	
6. Exchange Visitor Category	Exchange Visitor Subcategory	Exchange Visitor Status	Exchange Visitor Remarks	
RESEARCH SCHOLAR	RESEARCH SCHOLAR	40.0801	Conducting research in theoretical particle physics, particle astrophysics and cosmology.	
7. During the period covered by this form, the total estimated financial support (in U.S. \$) to be provided to the exchange visitor by:				
Current Program Sponsor: \$100,000.00				
Total: \$100,000.00				

Document Number

Expiration Date
(Used for Sec. 1 and Sec. 2)

Ensure document is issued for the University of Utah

U.S. Customs and Border Protection Securing America's Borders	
Most Recent I-94	
Admission (I-94) Record Number : 69000888062	I-94 Document Number
Most Recent Date of Entry: 2024 July 24	
Class of Admission : J1	
Admit Until Date : D/S	I-94 Expiration Date
Details provided on the I-94 Information form:	
Last/Surname :	Li
First (Given) Name :	LYDIA
Birth Date :	1990 January 01
Document Number :	B00123456
Country of Citizenship :	Mexico

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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**.

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

