

If you have been hired to work at a remote or off-site location for Brandeis University and/or are not physically able to be on the Brandeis campus, you may complete Form 1-9 remotely provided you present original and unexpired document(s) for inspection to an authorized agent who fulfills the requirements described below within the first three days of your employment.

This procedure enables you to establish your identity and employment eligibility as required by the [United States Citizenship and Immigration Services \(USCIS\)](#). Otherwise, we cannot authorize your employment.

Authorized Agent

An authorized agent must complete the attached form. "Agreement to Act as Agent for Brandeis University," and must be any of the following individuals who is familiar with the employment eligibility verification process:

- a representative of your current or former employer in an office such as human resources, a hiring dean's office, or legal services

- a notary, attorney, banker, or accountant

Completing the Form 1-9

To avoid errors and/or delays, carefully and accurately follow the procedures described below.

Section 1: to be completed by you, the employee

1. Complete each question accurately because employers or authorized agents are not permitted by law to correct any information in this section.
2. Sign and date the form in the presence of the authorized agent. Do not sign above the line or the form will be invalid.
3. Present the authorized agent with original, unexpired document(s) from the list of acceptable documents found on page ten in the attached [Form 1-9 instructions](#) found on the [U.S. Citizenship and Immigration Services website](#). The supporting documents must be signed originals. The only exception is a certified copy of a birth certificate.
4. Mail the (a) completed Form 1-9, (b) Agreement to Act as Agent for Brandeis University Form, and (c) copies of the unexpired supporting document(s) to the Office of Human Resources, 415 South Street MS 118, Waltham, MA 02454. We cannot accept documents that are faxed or e-mailed.
5. Remember to include a photocopy of the front and back of the supporting document(s), as applicable.

Section 2: to be completed by the authorized agent

1. The authorized agent must complete the Agreement to Act as Agent for Brandeis University Form in order to act on behalf of Brandeis University. He/she is stating that (a) he/she examined the document(s) presented and (b) the document(s) appear to be genuine.
2. The authorized agent must complete Section 2 in its entirety, with the exception of the employment date, which will be completed by the Office of Human Resources, Brandeis University.
3. The agent must carefully review the original, unexpired document(s) you present and record the document title, issuing authority, number, and expiration date.
4. The agent must sign and date the form in the appropriate place, and print his/her name, title, and business or organization name and address.

If you or your authorized agent have any questions, you may contact the Office of Human Resources at (781) 736-4474 or humanresources@brandeis.edu.



By my signature on this document, I hereby represent that I have the authority to act, and I agree to act, as agent for the employer, Brandeis University, for the sole and express purpose of completing, certifying, and signing Section 2. Employer Review and Verification, on the Form 1-9, issued by the Department of Homeland Security of the [United States Citizenship and Immigration Services \(USCIS\)](#) for:

(Print) Name of Brandeis University Employee

I represent that I am qualified as an authorized agent and am one of the following individuals who is familiar with the [Form 1-9 employment eligibility verification process](#) (check one):

- a current or former employer representative in an office such as human resources, a hiring dean's office, or legal services: (please specify) _____
- notary
- attorney
- banker
- accountant

I further attest to having examined the original and unexpired supporting documents enabling completion of this form and that the individual signed and dated the Form 1-9 in my presence.

(Print) Name of Authorized Agent

Title

(Print) Business or Organization

(Print) Business Address

(Print) E-mail Address

Telephone Number

I understand the Form 1-9 requirements and I have complied with the process to act as an authorized agent for Brandeis University.

Signature of Authorized Agent

Date

The purpose for requesting information on this form is to verify the individual's eligibility for employment in the United States. The information contained on this form is proprietary to Brandeis University and shall not be used for any purpose other than the intended purpose. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by United States Citizenship and Immigration Services or Department of Labor.