To complete and submit a remote (out-of-state) I-9 Form, please follow these steps:

1. Please note that completion of an I-9 Form is a U.S. Department of Homeland Security requirement for every employee. (Exception: If an employee is physically working outside the United States, I-9 verification does not apply. Such an employee does not have to complete an I-9 Form. Note: If an employee is working outside the United States, but his/her Workday record does not reflect that fact, the department needs to do a Change Job/Change Location business process so that Workday correctly reflects the non-U.S. work location.) See guide located at https://workday.training.yale.edu/training-materials/change-job-change-work-location-outside-connecticut.

2. The employee should take the I-9 Form with acceptable documents, the Yale I-9 Authorization Letter, Authorized Representative Instructions, and Authorized Representative Information Form to a Notary Public or University Official at a host Institution. (The Yale I-9 Authorization Letter, Instructions and Information Form will be emailed or faxed to the employee).

3. The employee signs and completes Section 1 of the I-9 Form.

4. Yale is an E-Verify employer and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If you have been issued a Social Security number, you must provide it in “U.S. Social Security Number” field.

5. The Notary Public or University Official at a host institution completes and signs Section 2 of the I-9 Form: The Notary should not affix their stamp on the I-9 Form. The Notary Public does NOT need to complete the employee’s start date in the CERTIFICATION statement; it can be left blank. The notary also must complete Yale’s Authorization Letter and Authorized Representative Information Form.

6. Please fax or use the webform to send the completed I-9 Form, along with Yale’s authorization letter, Authorized Representative Information Form, and a copy of your documentation that was provided on the I-9 Form to Yale University Human Resources (HR) so that it can be processed as soon as possible. (Yale’s HR webform and fax number are listed below).

7. After submitting copies of the documents, please mail the original I-9 Form and Yale’s authorization letter to Yale HR for its permanent records.

Yale Human Resources contact information:

Email: employee.services@yale.edu

Fax: 203-432-5153

Webform for electronic submission: https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_2rBa2EVdQyp6WGN

Mailing address: 221 Whitney Avenue, New Haven, CT 06511