

I-9/E-Verify process for I-9 Representatives

If a student employee receives a Tentative Nonconfirmation, the system will give one of the following notices:

SSA Tentative Nonconfirmation

DHS Verification in Process

Photo Non-match

Guidelines for student employee contesting a Tentative Nonconfirmation

Student employee contests the Tentative Non-confirmation from the Social Security

Administration (SSA):

1. Call Todd Kilburn to let them know of the case 646-3649.
2. Email Dartmouth Internal E-Verify Referral Form to Todd Kilburn and send to HB 6124.
3. Student employee continues to work during the verification process.
4. Notify student employee, print Notice of Tentative Nonconfirmation; you and the student employee must sign this notice.
5. Print the referral letter and sign it as well as the student employee.
6. Give the original of the signed notice and referral letter to the student employee.
7. Keep a copy and send with I-9 form to EIS/Payroll HB 6161.
8. Tell student employee they must visit a SSA office within 8 federal government workdays. Point out detailed instructions on referral letter.
9. Tell student employee they must take the tentative non-confirmation, referral letter, and employment eligibility documents with them to the SSA office.
10. The SSA will determine if the Social Security record needs to be updated, verify authenticity of documents submitted, and send employer an update on the case status through the E-Verify system.
11. Todd will resolve the case.

Student employee contests a Tentative Non-confirmation from the Department of Homeland Security (DHS):

1. Call Todd Kilburn to let him know of the case 646-3649.
2. Email Dartmouth Internal E-Verify Referral Form (student) to Todd Kilburn and send to HB 6124.
3. Student employee continues to work during the verification process.
4. Notify student employee, print Notice of Tentative Nonconfirmation; you and the student employee must sign this notice.
5. Print the referral letter and sign it as well as the student employee.
6. Give the original of the signed notice and referral letter to the student employee.
7. Keep a copy and send with I-9 form to EIS/Payroll.
8. Student employee must contact the DHS by phone within 8 federal government workdays.
9. E-Verify will provide an update within 3 federal government workdays of the referral.
10. Todd will resolve the case.

Student employee contests the Photo Non-match from Department of Homeland Security (DHS):

1. This is only used if a student employee presents a Permanent Resident Card (I-551) or an Employment Authorization Card (I-766).
2. Call Todd Kilburn to let him know of the case 646-3649.
3. Email Dartmouth Internal E-Verify Referral Form (Student) to Todd Kilburn and send to HB 6124.
4. If it is determined that there is a photo mismatch or it could not be determined if it was a match. The I-9 Representative must email (must be in a .GIF format) or mail **copies** of the student employee's documents and the referral letter to DHS (see manual or referral letter for address).
5. Print the referral letter and sign it as well as the student employee.
6. Make two copies, one to send to DHS and one for the student employee.
7. The student employee must contact DHS by phone within 8 federal government workdays. The phone number as well as the verification number will be on the referral letter to provide to the Immigration Status Verifier.
8. Keep a copy and send with I-9 form to EIS/Payroll.
9. E-Verify will provide an update within 10 federal government workdays of the referral.
10. Todd will resolve the case..

Guidelines for student employee Not Contesting a Non-Confirmation or if a case cannot be resolved:

1. Have the student employee contact Todd Kilburn.
2. Todd will resolve the case.

Resources:

The Dean of the College Office will assist students if they have no other means of transportation to get to an office, and Steve Silver, the International Student Advisor in OPAL is working on creating a rideshare for international students who need assistance.