How to Process Your I-9 Using I-9 Anywhere Remote Service
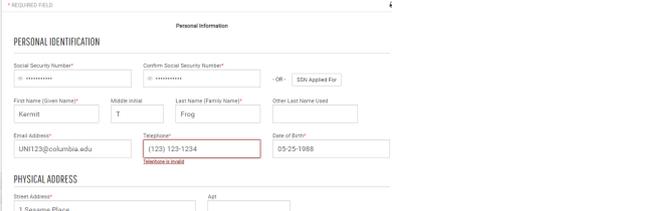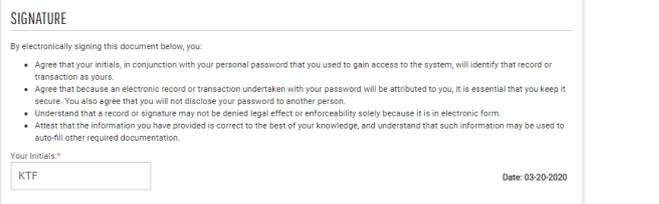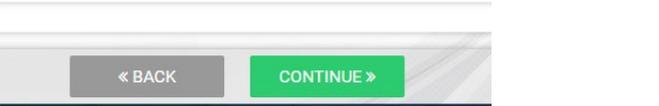
The information provided below walks you through how to complete section 1 of the Form I-9, and how to schedule an appointment for completing section 2. Section 1 of the Form I-9 must be completed on or before your first day work. Section 2 of the Form I-9 must be completed, in person, with original documentation, by the end of the 3rd business day from your start date.
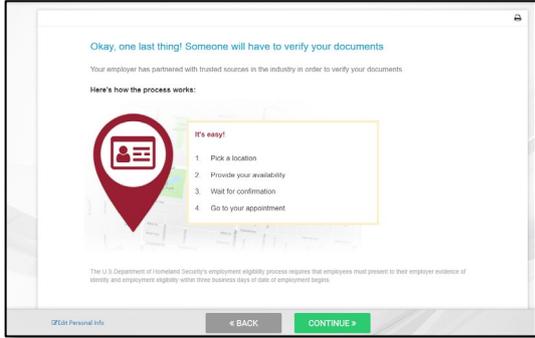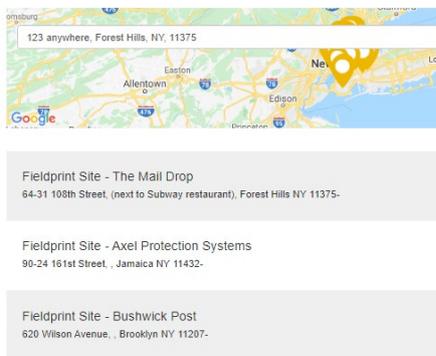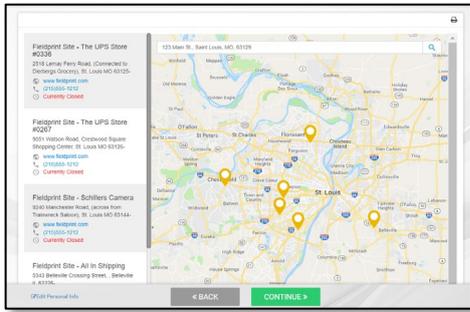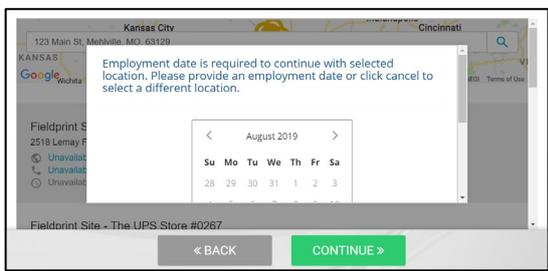
If you have questions about when you start, please reach out to your hiring supervisor, or the HR manager for the school/department you will be working for.
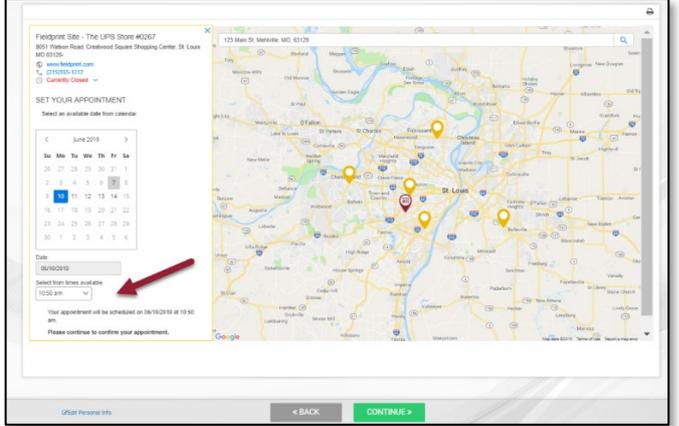
Complete Section 1

Navigate to the Columbia University Remote I-9 Employment Center page.

Description	Sample
Make sure you have your start date **before you begin.** This process cannot be completed if you do not have your employment start date.	
Select Location "Columbia University – E-Verify"	
Complete the personal information page	
Once complete, enter your initials at the bottom. Your initials must exactly match the first, last and middle initial entered in the personal information. Example: if you enter Kermit T. Frog, then you must enter KTF as the initials.	
When all information is entered, please double-check for accuracy and then click "Continue"	
Complete the rest of the I-9 information requested, including citizenship status	
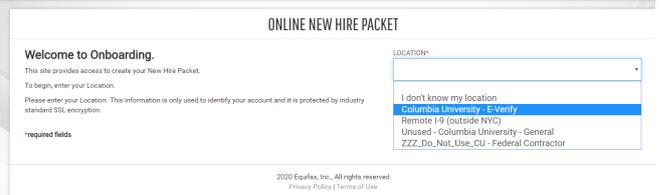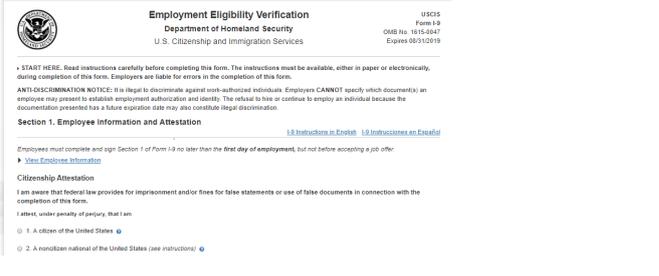
Schedule Appointment for Section 2

Description	Sample
Once you have electronically signed the I-9, you will be presented with the scheduling tool. Click "Continue"	
A list of locations will be presented to you, based on the address you entered in the Form I-9. If you need locations for a different address, enter it in the search field on the page	
Select a location from the list of options to meet the Local Completer to finish your Form I-9	
Enter your hire date. If you do not have one, you must speak with your hiring supervisor/department to obtain the date.	

Description	Sample
A map will be presented with the location information. Select a date and time for your appointment. Click Continue. You must click "Continue" in order to confirm the appointment and finish the scheduling process.	
You will then be presented a confirmation screen. You should print or email this information to yourself. **You must have the appointment number with you when you go to your appointment. The I-9 cannot be completed if you do not have the appointment number.** This confirmation page also lists the acceptable documents you should bring to the appointment. The list is based on the citizenship status you elected in Section 1 of the Form I-9.	
Shortly after completing the packet, you will receive an email confirming your appointment date, time, location, and appointment number.	
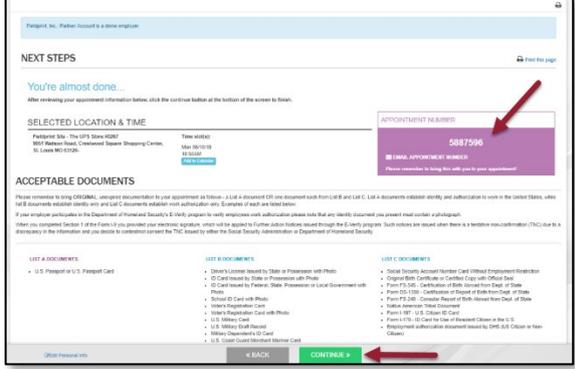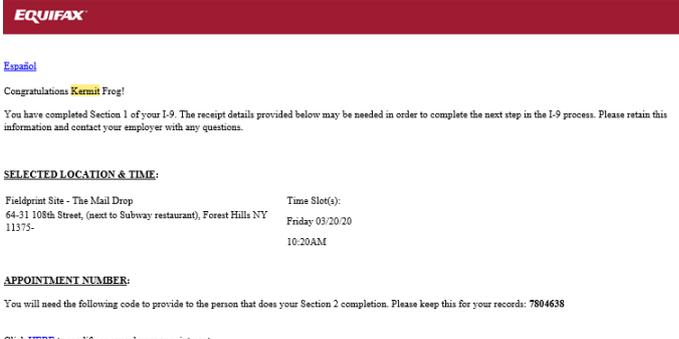
Reschedule/Cancel Appointment

Description	Sample
You can cancel or reschedule your appointment by clicking on the link in your email confirmation	
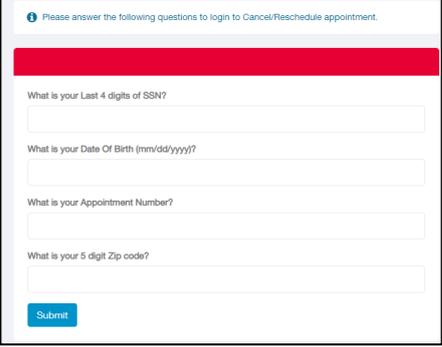
Description	Sample
Enter the information requested to access and make changes to your original appointment request	
If you miss your scheduled appointment, you will have the ability to reschedule through the link for **5 business days** (weekend days are not included). Once the 5 business days pass after their scheduled appointment, the link within the email will expire. If they would still like to reschedule beyond the link expiration, you must contact your local HR department and CUHR (cuhr@columbia.edu) to have the transaction canceled and then begin the entire process again.	