

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"	ONLINE NEW HIRE PACKET
	Welcome to Onboarding. LOCATION The site provide access to create your Nove Here Packet. In the provide access to create your Nove Here Packet. In the provide access to create your Nove Here Packet. In the provide access to create your Nove Here Packet. In the provide access to create your Nove Here Packet. In the provide access to create your Nove Here Packet. In the provide access to create your Nove Here Packet. In the provide access to create your Nove Here Packet. In the provide your Nove Here Packet. In the packet
Complete the personal information page	
Once complete, enter your initials at the bottom. Your	I Seame Pace
initials must exactly match the first, last and middle	By electronically signing this document below, you:
initial entered in the personal information.	 Agree that your initials, in conjunction with your personal password that you used to gain access to the system, will identify that record of transaction as your. Agree that because an electricitor is consistent of the system of
Example: if you enter Kermit T. Frog, then you must enter KTF as the initials.	Your Initials * KTF Dete: 09-20-2020
When all information is entered, please double-check	
for accuracy and then click "Continue"	« BACK CONTINUE »
Complete the rest of the I-9 information requested, including citizenship status	<text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text>



HUMAN RESOURCES

I-9 Anywhere

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"	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
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	123 anywhere, Forest Hills, NY, 11375 123 anywhere, Forest Hills, NY, 11375 Coordie Fieldprint Site - The Mail Drop 64-31 108th Street (next to Subway restaurant), Forest Hills NY 11375-
	Fieldprint Site - Axel Protection Systems 96-24 161s Street , Jamaica NY 11432- Fieldprint Site - Bushwick Post 620 Wilson Avenue , Brookyn NY 11207-
Select a location from the list of options to meet the Local Completer to finish your Form I-9	Figure for - Fix L/B thrap: Bit Link Fix Aut Constant: Bit Link Fix Aut Constant:
Enter your hire date. If you do not have one, you must speak with your hiring supervisor/department to obtain the date.	Kansas City 123 Man St. Methica: M0. 63729 KANSAS Googlowdar Employment date is required to continue with selected location. Please provide an employment date or click cancel to select a different location. Fieldprint St. 2518 Lemey F. C. Unsweet O Unsweet D Unsweet 28: 29: 30: 31: 1: 2: 3 Fieldprint Ste - The UPS Store #0267

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I-9 Anywhere



Reschedule/Cancel Appointment

Description	Sample
You can cancel or reschedule your appointment by clicking on the link in your email confirmation	SELECTED LOCATION & TIME: Fieldprint - Test Prod Time Slot(s): 12000 Commerce Parkway, Suite 100, Mount Laurel NJ 08053- Monday 11/11/19 06:00AM
	APPOINT MENT NUMBER You will need the following code to provide to the person that does your Section 2 completion. Please keep this for your records: 7264033 Click HERE to modify or cancel your appointment.

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Description	Sample
Enter the information requested to access and make changes to your original appointment request	Please answer the following questions to login to Cancel/Reschedule appointment.
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 (<u>cuhr@columbia.edu</u>) to have the transaction canceled and then begin the entire process again.	