National Guides



Littler on I-9 Compliance & Work Authorization Visas

Scope of Discussion. This publication provides an overview of compliance with Form I-9 and penalties. This is especially relevant for employers given the Department of Homeland Security's continued enforcement efforts focused on employers suspected of hiring illegal immigrants. This publication also addresses nonimmigrant visa categories and provides an overview of their relationship to work authorization and employment in the United States. The visa and work authorization categories are subject to procedures that are not intuitive and often lack standardization within agencies and from agency to agency, and the material below helps employers to understand the complexity of employing foreign national workers in the United States.

The focus of this publication is federal law. While some state law distinctions may be included, the coverage is not comprehensive.

1. OVERVIEW OF I-9 REQUIREMENTS

- 1.1 Introduction
- 1.2 Form I-9 Compliance
- 1.3 E-Verify
- 1.4 Antidiscrimination Rules Under the Immigration Reform and Control Act
- 1.5 Enforcement & Penalties Under the Immigration Reform and Control Act (IRCA)
- 1.6 Related Criminal Penalties
- 1.7 Social Security Numbers

2. OVERVIEW OF WORK AUTHORIZATION VISA CATEGORIES

- 2.1 Introduction
- 2.2 Nonimmigrant & Immigrant Visa Status
- 2.3 Visitor Visas (B-1 & B-2)
- 2.4 Student & Training Visas (F-1, M-1, & J-1)
- 2.5 Work-Authorized Visas (E-1 & E-2, H, L, O)
- 2.6 Country-Specific Work Visas (Tn & E-3)



3. PRACTICAL GUIDELINES FOR EMPLOYERS

- 3.1 Common Mistakes Employers Make in I-9 Preparation
- 3.2 Internal Form I-9 Audit & Correction Guidelines
- 3.3 Requesting & Handling Social Security Numbers
- 3.4 Sample Social Security Number Statement
- 3.5 Procedure for Individual to Obtain a Social Security Number
- 3.6 Nonimmigrant (Temporary) Classifications
- 3.7 E-1 Treaty Trader & E-2 Treaty Investor Visas
- 3.8 Scheduled Professions Eligible for Tn-Visa Status
- 3.9 Documentation in Support of O-1 Visa: Sample Format for Advisory Opinion

