E-Verify FAQ’s

1) Can we hire a new employee that is currently on a STEM OPT at another school (at Harvard or another university), and then extend them here?
   a. Yes

2) Can we hire a new employee strictly on a STEM OPT extension? Or do they need to already be employed here on a STEM OPT?
   a. Both are acceptable – can do either.

3) How much does it cost to run a single E-Verify report?
   a. Approximately $2.10

4) Do we need to complete an E-Verify for employees who already have an I-9 on file?
   a. No. If you’re unsure if a staff employee’s I-9 is on file, please contact Sofia Borja (sofiaborjaprieto@hsph.harvard.edu) To check faculty/academic employees, please contact Lindsey Palmer (lpalmer@hsph.harvard.edu).

5) Can we use a temporary SSN to complete the E-Verify report?
   a. No, an official SSN is always required.

6) What if the employee doesn’t have an official SSN?
   a. HR will temporarily accept a receipt showing the employee has filed an application for an SSN card.
   b. As soon as the employee receives their SSN card, you must submit an updated I-9 form and E-Verify report.

7) How long does it take to run the E-Verify report in HireRight?
   a. Typically, HireRight completes the report within minutes. Although sometimes it can take up to 24 hours.

8) Can I use a retroactive date in HireRight to complete the E-Verify report?
   a. No. HireRight only allows you to use that current day’s date.

9) How do I get access to HireRight?
   a. Please reach out to Samantha Longo in HR (slongo@hsph.harvard.edu) and she will set up the appropriate individuals with access.
10) What if the E-Verify report status you receive is “DHS Tentative Non-Confirmation Status Received – Employee Referral Required”?
   a. Please reach out to Sofia Borja (sofiaborjaprieto@hsph.harvard.edu) and she will advise on next steps.

11) What if our last employee on the STEM OPT Extension is leaving the department?
   a. Please notify Sofia Borja (sofiaborjaprieto@hsph.harvard.edu) and she will coordinate the removal of the Wasabi E-Verify trigger. Please note, once the last person on the STEM OPT Extension leaves, your department will no longer need to complete E-Verify reports for all new hires from that point forward.

12) What should I do with the completed E-Verify report after I submit it to HR?
   a. Please make sure to save the hard copy of the I-9, the supporting documentation, and the E-Verify report in a safe and locked area within your department.

13) If I have an employee on the STEM OPT Extension and have already completed their I-9 and E-Verify check, but they have new/updated documents, do I need to re-run the E-Verify check with the updated I-9?
   a. Yes – if a current employee on the STEM OPT Extension has recently received new documentation, you must re-run the E-Verify check and submit an updated I-9.

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**E-Verify Definitions/Acronyms**

- **F-1 Visa**: Issued to international students who are attending an academic program or English Language Program at a US college or university. F-1 students must maintain the minimum course load for full-time student status

- **STEM**: Science, Technology, Engineering, Mathematics

- **OPT**: Optional Practical Training
  - Temporary employment that is directly related to an F-1 student’s major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion)

- **HireRight**: Harvard’s preferred vendor for on-demand employment background checks, drug testing, Form I-9 and employment and education verifications
• **E-Verify:** An Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. It compares information from Form I-9 to government records to confirm that an employee is authorized to work in the U.S.

• **Employee Authorization Document Card (EAD or Form 1-765):** Known popularly as a "work permit", is a document issued by the (USCIS) that provides temporary employment authorization to noncitizens in the United States

• **USCIS:** United States Citizenship and Immigration Services