I-9 Employment Verification for F-1 Student On-Campus Employment

You will need the following documents to complete section 1 and to present to ISSO for the completion of section 2: your Form I-20, your passport, and your I-94 [https://i94.cbp.dhs.gov/I94/#/home]

1. **NAVIGATE TO THE STUDENT EMPLOYMENT WEBSITE**

2. **SELECT** You will then be asked to enter your Last Name and First Name (City of Birth is optional – so it is not required) and select ‘OK’ to start the process.

3. **ENTER YOUR BUID NUMBER IN THE ‘UNIVERSITY ID’ FIELD** (required field)

4. **COMPLETE THE EMPLOYEE INFORMATION SECTION**

   **USEFUL TIPS:**
   - **DO NOT CHECK THIS BOX**
   - **ENTER YOUR NAME** (as it appears in your passport)
   - **ENTER YOUR CURRENT U.S. ADDRESS**
   - **ENTER YOUR DATE OF BIRTH** (Month/Day/Year)
   - **ENTER IF KNOWN** (you may not have this number yet; it is OK to leave this blank)
   - **THESE ARE OPTIONAL FIELDS** (you do not need to provide these details to complete the process)
5. COMPLETE CITIZENSHIP STATUS WITH YOUR F-1 IMMIGRATION DOCUMENTS

USEFUL TIPS:

THIS OPTIONS APPLIES TO YOU

ENTER THE END DATE OF YOUR PROGRAM (as indicated on the 1st page of your I-20)

ENTER YOUR MOST RECENT I-94 NUMBER

6. SIGN THE ELECTRONIC DOCUMENT

USEFUL TIPS:

YOUR NAME WILL AUTO PRE-FILL

CHOOSE A SECURITY QUESTION FROM THE DROP DOWN MENU

ANSWER THE QUESTION

TO COMPLETE SECTION 1 CLICK ON “SIGN”