I-9 Employment Verification (BU Employees)

You will need the following documents (as appropriate) to complete section 1 and present to ISSO: Form DS-2019 (J-1), I-797 Approval Notice (H-1B), EAD (OPT, OPT STEM, etc.), passport, and I-94 [https://i94.cbp.dhs.gov/I94/#/home].

1. NAVIGATE TO THE HUMAN RESOURCES I-9 PROCESS PAGE – https://www.bu.edu/hr/manager-resources/onboarding/i-9-process/. (then find the link to the BU Form I-9 in the text)

2. SELECT ‘CHARLES RIVER CAMPUS AND MEDICAL CAMPUS’ AND THEN – You will then be asked to enter your Last Name and First Name (City of Birth is optional) and select ‘OK’ to start the process.

   ![Image](https://example.com/image.png)

   NOTE: Do not select the ‘Boston University – E-VERIFY’ option unless BU Human Resources or your hiring department have confirmed that you are assigned to a federal contract prior to requesting that you complete the I-9 Employment Verification.

3. ENTER YOUR BUID NUMBER IN THE ‘UNIVERSITY ID’ FIELD (leave blank if you don’t have it or are unsure)

   ![Image](https://example.com/image.png)

4. COMPLETE THE EMPLOYEE INFORMATION SECTION

   ![Image](https://example.com/image.png)

   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 (See examples provided)

**J-1 Exchange Visitor Example**

**USEFUL TIPS:**

- An alien authorized to work until
- (Expiration date, if applicable, mm/dd/yyyy)

**THIS OPTIONS APPLIES TO YOU**

- Enter the end date of your program (as indicated in part 3 of your DS-2018)

**ENTER YOUR MOST RECENT I-94 NUMBER**

**H-1B Employee Example**

**USEFUL TIPS:**

- An alien authorized to work until
- (Expiration date, if applicable, mm/dd/yyyy)

**THIS OPTIONS APPLIES TO YOU**

- Enter the end date of your employment authorization (as indicated on your I-797 Approval Notice)

**ENTER YOUR MOST RECENT I-54 NUMBER**
USEFUL TIPS:

THIS OPTIONS APPLIES TO YOU

ENTER THE END DATE OF YOUR EAD

ENTER THE USCIS NUMBER (as noted on your EAD)
Please specify USCIS Number where prompted

*New employees presenting a valid EAD for must also provide the ISSO with the appointment/offer letter to confirm the terms of the employment as it provides specific details needed for us to complete Part 2 of the I-9 employment verification.

6. SIGN THE ELECTRONIC DOCUMENT