# ISSO Clearance and Check-in for New Foreign National Employees I-9 Employment Verification

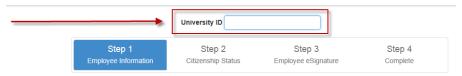
(US Citizens & Lawful US Permanent Residents see BU Human Resources)

You will need the following documents (as appropriate) to complete section 1: 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. GO TO BU'S ELECTRONIC I-9 WEBSITE
- 2. UNDER STEP 2, SELECT 'CHARLES RIVER CAMPUS AND MEDICAL CAMPUS' AND : You will then be prompted to enter your Last Name and First Name (City of Birth is optional) and select 'OK' to start the process.

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)

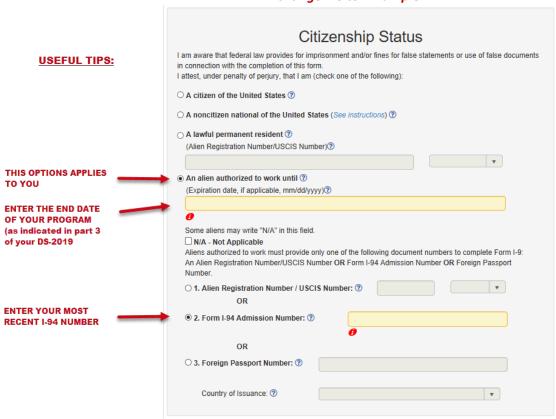


4. COMPLETE THE EMPLOYEE INFORMATION SECTION

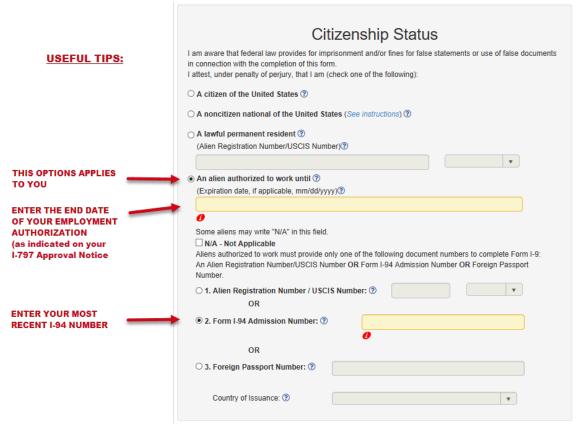
USEFUL TIPS:  DO NOT CHECK THIS BOX	Employee Information  START HERE: Read instructions carefully before completing this form. The instructions must be available during completion of this form.  Click here to view Instructions Click here to view List of Acceptable Documents  ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.  Check box to show the Preparer / Translator section		
	Last Name	Family Name	<b>②</b>
		Ø	
ENTER YOUR NAME (as it	First Name	Given Name	<b>②</b>
appears in your passport)		<b>0</b>	
	Middle Initial		<b>1</b>
	Other Last Names Used	(if any)	•
ENTER YOUR CURRENT	Address	Street Number and Name	<b>②</b>
U.S. ADDRESS		<b>0</b>	
	Apt. Number		•
	City or Town		<b>②</b>
		0	
	State	- Select State -	▼ ②
	Zip		<b>1</b>
ENTER YOUR DATE OF BIRTH (Month/Day/Year)		0	
	Date of Birth	mm/dd/yyyy	<b>②</b>
ENTER IF KNOWN (you may not have this number yet -	II & Cooled Cocumity	<b>0</b>	
it is OK to leave this blank)	U.S. Social Security Number		•
	Email	(Optional) Employees's E-mail Address	•
THESE ARE OPTIONAL FIELDS	Telephone Number	(Optional) Employees's Telephone Number	•
(you do not need to provide these details to complete the process)			

## 5. COMPLETE CITIZENSHIP STATUS (See examples below)

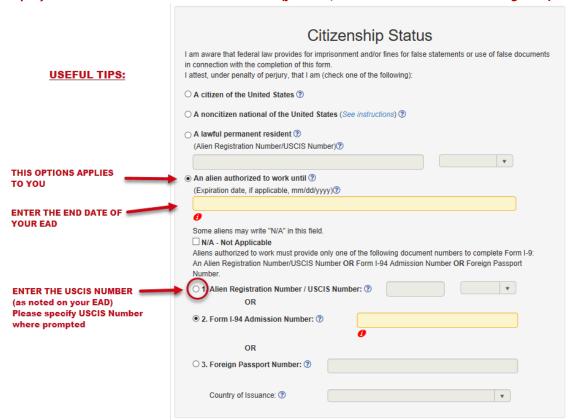
#### J-1 Exchange Visitor Example



## H-1B Employee Example



## Employment Authorization Document - EAD\* (for OPT, OPT STEM or other EAD categories) Example



\*New employees presenting a valid EAD for employment 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

7. PREPARE FOR AND ATTEND YOUR IN-PERSON NEW EMPLOYEE I-9 EMPLOYMENT VERIFICATION APPOINTMENT WITH THE ISSO: (If you have not already scheduled your appointment, you can schedule here).

**Bring the following documents to your scheduled appointment** (any missing documentation can delay your onboarding process):

- Your ORIGINAL immigration/employment documents (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]
- Your BU offer of employment (unless sponsored under BU's J-1 or H-1B classification)
- Completed ISSO Employee/Scholar Clearance Form

We look forward to meeting you soon!

#### **ISSO Scholar Services Team**

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