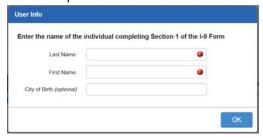
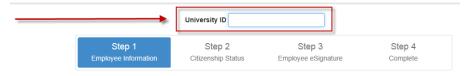
I-9 Employment Verification for F-1 Student On-Campus Employment

You will need the following documents to complete section 1 and to present to ISSO for the complete 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 https://www.formi9.com/formi9verify/integration/buseo/buseosection1.aspx
- 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.



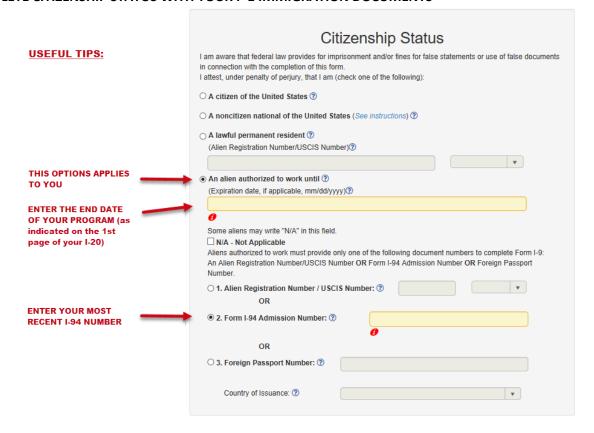
3. ENTER YOUR BUID NUMBER IN THE 'UNIVERSITY ID' FIELD (required field)



4. COMPLETE THE EMPLOYEE INFORMATION SECTION

	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		
USEFUL TIPS:	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.		
DO NOT CHECK THIS BOX Check box to show the Preparer / Translator section			
	Last Name	Family Name	②
		0	
	First Name	Given Name	®
ENTER YOUR NAME (as it appears in your passport)		Ø	
appears in your passport,	88:44-1-1-14:-1		
	Middle Initial		③
	Other Last Names Used	(if any)	②
ENTER YOUR CURRENT	Address	Street Number and Name	②
U.S. ADDRESS		0	
	Apt. Number		②
	City or Town		®
	City of Town	a	
	State	- Select State -	• 0
	Zip		⑦
ENTER YOUR DATE OF BIRTH (Month/Day/Year)		0	
BIRTH (Month/Day/Tear)	Date of Birth	mm/dd/yyyy	®
ENTER IF KNOWN (_ Sale of Small	0	
enter IF KNOWN (you may not have this number yet -	U.S. Social Security		
it is OK to leave this blank)	Number		②
	Email	(Optional) Employees's E-mail Address	®
THESE ARE OPTIONAL FIELDS			
(you do not need to provide	Telephone Number	(Optional) Employees's Telephone Number	?
these details to complete the process)			

5. COMPLETE CITIZENSHIP STATUS WITH YOUR F-1 IMMIGRATION DOCUMENTS



6. SIGN THE ELECTRONIC DOCUMENT

