

# 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** **PROCEED** 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

### Citizenship Status

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.  
I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States ?

A noncitizen national of the United States (See instructions) ?

A lawful permanent resident ?  
(Alien Registration Number/USCIS Number) ?

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

Some aliens may write "N/A" in this field.  
 N/A - Not Applicable

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number / USCIS Number: ?

OR

2. Form I-94 Admission Number: ?

OR

3. Foreign Passport Number: ?

Country of Issuance: ?

## 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"

### Employee eSignature

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Last Name

First Name

Middle Initial Name

Security Question

Your answer

When the 'Sign' button below is clicked, you acknowledge, agree and attest that you:

- Have reviewed and confirmed that the information in the Section 1 is true and correct to the best of your knowledge.
- Are the person named in Section 1.
- Freely intend to create and are adopting as your own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as your handwritten signature.
- Understand that you may refuse to sign this document electronically by selecting the 'Back' button below, or close the browser window, but instead have freely elected to sign electronically.