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

   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 below)

**J-1 Exchange Visitor Example**

**USEFUL TIPS:**

- **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:**

- **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**
**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](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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