

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 **PROCEED**: 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)

University ID

Step 1 Employee Information | Step 2 Citizenship Status | Step 3 Employee eSignature | Step 4 Complete

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)

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 ⓘ

First Name Given Name ⓘ

Middle Initial ⓘ

Other Last Names Used (if any) ⓘ

Address Street Number and Name ⓘ

Apt. Number ⓘ

City or Town ⓘ

State - Select State - ⓘ

Zip ⓘ

Date of Birth mm/dd/yyyy ⓘ

U.S. Social Security Number ⓘ

Email (Optional) Employees's E-mail Address ⓘ

Telephone Number (Optional) Employees's Telephone Number ⓘ

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-2019) →

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: ?

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-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: ?

Employment Authorization Document – EAD* (for OPT, OPT STEM or other EAD categories) Example

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

The screenshot shows the 'Citizenship Status' section of a form. It includes a disclaimer and a question: 'I attest, under penalty of perjury, that I am (check one of the following):'. There are four radio button options: 'A citizen of the United States', 'A noncitizen national of the United States', 'A lawful permanent resident', and 'An alien authorized to work until'. The 'An alien authorized to work until' option is selected. Below it is a text field for the expiration date, which is highlighted in yellow. To the left of this field is a red circle containing the number '1'. Below the expiration date field is a checkbox for 'N/A - Not Applicable'. Below that is a text field for document numbers, with a red circle containing the number '2' next to it. Below this is another 'OR' section with a radio button for '3. Foreign Passport Number' and a text field. At the bottom is a dropdown menu for 'Country of Issuance'. Red arrows point from the 'USEFUL TIPS' text to the corresponding fields in the form.

*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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International Students and Scholars Office

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