Completing I-9s

For International Students

The material in this presentation has been prepared by the ISSO to assist BU hiring departments to complete I-9s for international students in F-1 visa status working on-campus.

- Students in other visa statuses should be referred to ISSO to complete their I-9 documentation.

- Students who need to reverify their I-9s because they have extended their programs should complete the reverification process with the ISSO.

Have the student complete Section 1of the I-9 , no later than their first day of employment, using the link found in the My Job & Career section of the MyBUPortal.

To complete the hiring information for the international student they will need to present the following original documents in-person to document their employment eligibility as an F-1 student.

a. Valid passport issued by a foreign country.

b. Valid Form I-20 issued by BU **only.** *If I-20s is issued by a different school, student should be sent to ISSO for review.*

c. Valid I-94 arrival record indicated that the student is in the US in F-1 student status with an expiration of D/S only. If the student presents an I-94 with a different immigration status other than F-1 or specific expiration date other than F-1, student should be sent to ISSO for review.

Do not scan or copy documents. See sample documents.

Hiring managers should log into Form I-9 and enter student BU ID in Sec 1 Management to navigate to specific student's I-9.

Select For Passport w/I20 & I-94 or I94A (F1) as a List A document. This selector will then help walk you through each required document in Section 2.

You may also accept valid items from list B and list C.

"Lists of Acceptable Documents."

Employee Info from Section 1 ⑦	Last Name *(Family Name)* Reyes	First Name *(Given Name)* Pablo	M.I. ⑦ N/A	Citizens 4

List A OR **List B** AND
Identity and Employment Authorization **Identity**
Document Samples

Document Title: ⑦   -- S

-- Select a Document --
List B and C Documents
Expired EAD with Endorsed I-20 (STEM Ext) 180 Day
Employment Authorization Document (Form I-766)
I-797 Receipt Notice with Expired Employment Authorization Document (EAD)
Foreign Passport with Form I-94/I-94A
For Psspt w/DS-2019 & I-94 or I-94A(J1)
For Psspt w/I-20 & I-94 or I-94A(F1)
FSM Passport with Form I-94
RMI Passport with Form I-94
For Psspt w/I-94 or I-94A (Indefinite)
For Psspt w/I-94 or I-94A (Refugee/Asylee)
Refugee/Asylee w/I-94 or I-94A w/Photo
Refugee/Asylee w/I-94 or I-94A
Refugee/Asylee w/List B and C Documents

Receipt: Replacement EAD (Form I-766)
Receipt: For Psspt w/DS-2019 & I-94 or I-94A(J1)
Receipt: For Psspt w/I-20 & I-94 or I-94A(F1)
Receipt: FSM Passport with Form I-94
Receipt: RMI Passport with Form I-94

Issuing Authority: ⑦
Document Number: ⑦
Expiration Date *(if any)(mm/*
Document Title: ⑦
Issuing Authority: ⑦
Document Number: ⑦
Expiration Date *(if any)(mm/*
Document Title: ⑦
Issuing Authority: ⑦

Under Foreign Passport – select *country* that issued passport as issuing authority, enter passport number and passport expiration date.

Under I-94/I94A – select *US Customs and Border Protection* as issuing authority, enter 11 digit I-94 number and expiration date (which should always be D/S) Take note of the arrival date on the I-94 as you will use this as the **entry date** on the hiring form.

Under Form I-20 – select *DHS, US Immigration and Customs Enforcement* as issuing authority, enter SEVIS ID number from top left-hand corner of I-20 and I-20 expiration date (section 5 of I-20) This I-20 expiration date reflects the current maximum period of on-campus employment authorization and is the **I-9 expiration date.** This the date you will enter on the hiring form as the work expiration date.

| Department of Homeland Security | I-20, Certificate of Eligibility for Nonimmigrant Student Status |
| U.S. Immigration and Customs Enforcement | OMB NO. 1653-0038 |

SEVIS ID: N0012345678 ⬅

SURNAME/PRIMARY NAME Surname Sample	GIVEN NAME Firstname Surname	**Class of Admission**
PREFERRED NAME First Name	PASSPORT NAME	**F-1**
COUNTRY OF BIRTH FRANCE	COUNTRY OF CITIZENSHIP FRANCE	
CITY OF BIRTH Paris	DATE OF BIRTH 01 AUGUST 2004	**ACADEMIC AND**
FORM ISSUE REASON INITIAL ATTENDANCE	ADMISSION NUMBER	**LANGUAGE**

SCHOOL INFORMATION

| SCHOOL NAME
Boston University
Boston University | SCHOOL ADDRESS
International Students and Scholars Office, 888
Commonwealth Avenue, 2nd floor, Boston, MA 02215 |
| SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL
Jeanne Kelley
Managing Director | SCHOOL CODE AND APPROVAL DATE
BOS214F00056000
30 JANUARY 2003 |

SCHOOL INFORMATION

| SCHOOL NAME
Boston University
Boston University | SCHOOL ADDRESS
International Students and Scholars Office, 888
Commonwealth Avenue, 2nd floor, Boston, MA 02215 |
| SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL
Jeanne Kelley
Managing Director | SCHOOL CODE AND APPROVAL DATE
BOS214F00056000
30 JANUARY 2003 |

PROGRAM OF STUDY

EDUCATION LEVEL BACHELOR'S	MAJOR 1 Psychology, General 42.0101	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 06 AUGUST 2023
START OF CLASSES 05 SEPTEMBER 2023	PROGRAM START/END DATE 05 SEPTEMBER 2023 – 25 AUGUST 2027 ⬅	

Complete the certification section of the I-9. Enter the employee's first date of work, enter your job title and name and address information.

Complete the Signature validation.

Employee Info from Section 1 ?	Last Name (Family Name) ?	First Name (Given Name) ?	M.I. ?	Citizenship/Immigration Status ?
	Reyes	Pablo	C	4

	List A Identity and Employment Authorization Document Samples	OR	List B Identity	AND	List C Employment Authorization

Document Title: ?	Foreign Passport ▼		▼ ?		?
Issuing Authority: ?	Dominican Republic ▼		▼ ?		?
Document Number: ?	DR9876543210		?		?
Expiration Date (if any)(mm/dd/yyyy): ?	06/16/2032		?		?
Document Title: ?	Form I-94/I-94A ▼				
Issuing Authority: ?	US Customs and Border Protection ▼				
Document Number: ?	98765433289				
Expiration Date (if any)(mm/dd/yyyy): ?	D/S				
Document Title: ?	Form I-20 ▼				
Issuing Authority: ?	DHS, US Immigration & Customs En ▼				
Document Number: ?	N1259654786 SEVIS Number Samples				
Expiration Date (if any)(mm/dd/yyyy): ?	05/25/2030				

Additional Information ?
- ☐ COVID-19
- ☐ Documents physically examined
- ☐ Other

QR Code - Section 2 & 3
Do Not Write in This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): ? `08/27/2023` (See instructions for exemptions)

Signature of Employer or Authorized Representative ? ☐ Signature Validation	Today's Date (mm/dd/yyyy): ? 08/18/2023	Title of Employer or Authorized Representative ? Student Payroll Manager
Last Name of Employer or Authorized Representative ? Gately	First Name of Employer or Authorized Representative ? Carol	Employer's Business or Organization Name ? Boston University Student Employment

Employer's Business or Organization Address (Street Number and Name) ? 25 Buick Street	City or Town ? Boston	State ? MA ▼	ZIP Code ? 02215

Once the I-9 is complete you can enter the hire by navigating to the New Hire/Rehire function in the Student Employment section of the Business Link.

Enter the appropriate job information.

Enter F1 in the Visa Type field (This is a 2-character field so do not enter the -)

Enter the arrival date from the I-94 in the Entry Date field.

Enter the I-20 expiration date in the Work Expire Date field.

Click Submit and continue entering the remaining job information.