

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

My Job & Career

Quick Links

- [BU Career Centers](#)
- [Career Events](#)
- [Direct Deposit Information](#)
- [Eligibility Requirements for Student Employees](#)
- [Employment Expectations](#)
- [Employment Verification](#)
- [I-9 Compliance Paperwork](#)
- [Job Evaluations](#)
- [Re-Issue Paycheck Form](#)
- [Tax Information & Procedures](#)
- [Update Tax Information](#)
- [What is Handshake?](#)
- [Work-Study Dates and Deadlines](#)
- [Work Study Award Information](#)

Employee Time Entry

Employee Self-Service Site

Job Listings

Your Career Journey

Career Resource Glossary

Schedule Career Counseling

Additional Resources

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 ?	Last Name (Family Name) Reyes	First Name (Given Name) Pablo	M.I. ? N/A	Citizenship 4
List A Identity and Employment Authorization Document Samples		OR	List B Identity AND	
Document Title: ?	-- 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			-- S
Issuing Authority: ?				
Document Number: ?				
Expiration Date (if any)(mm/yy)				
Document Title: ?				
Issuing Authority: ?				
Document Number: ?				
Expiration Date (if any)(mm/yy)				
Document Title: ?				
Issuing Authority: ?				

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.



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 51415565885
Most Recent Date of Entry: 2017 July 25
Class of Admission (F1)
Admit Until Date (D/S)



Details provided on the I-94 Information form:

Last/Surname : [Redacted]
First (Given) Name : [Redacted]
Birth Date : [Redacted]
Passport Number : [Redacted]
Country of Issuance : China

Form I-94 [Visit](#)

Images may be subject to copyright. [Learn More](#)

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 U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0012345678 			
SURNAME/PRIMARY NAME Surname Sample	GIVEN NAME Firstname Surname	Class of Admission F-1 ACADEMIC AND LANGUAGE	
PREFERRED NAME First Name	PASSPORT NAME		
COUNTRY OF BIRTH FRANCE	COUNTRY OF CITIZENSHIP FRANCE		
CITY OF BIRTH Paris	DATE OF BIRTH 01 AUGUST 2004		
FORM ISSUE REASON INITIAL ATTENDANCE	ADMISSION NUMBER		
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 		
FINANCIALS			

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) ? Reyes	First Name (Given Name) ? Pablo	M.I. C	Citizenship/Immigration Status ? 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	Additional Information ? <input type="checkbox"/> COVID-19 <input type="checkbox"/> Documents physically examined <input type="checkbox"/> Other
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	QR Code - Section 2 & 3 Do Not Write in This Space
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	
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 <i>(See instructions for exemptions)</i>				
Signature of Employer or Authorized Representative ? <input type="checkbox"/> 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.

Boston University Business Link logoff

Student Employment

HIRING PROCESS FUNCTIONS:

- [New Hire/Rehire](#) 
- [Approve/Review/Delete](#)
- [Form I9 Compliance, Section 2](#)

GENERAL FUNCTIONS:

- [Student Employees by Unit/Dep or Mail Code](#)
- [Student Employee Information](#)
- [Student Job and Earnings History](#)
- [Student Alpha Search](#)

STUDENT PAYROLL FUNCTIONS:

TIME ENTRY

- [Supervisor Weekly Time Entry](#)

TIME ENTRY (STEP)

- [Supervisor Approval of Student\(s\) Time Entry](#)
- [PC Approval/Change of Student\(s\) Time Entry](#)

SEO USE ONLY FUNCTIONS:

- [Tax Update W4/M4](#)
- [Pay Reversal/Adjustment](#)
- [SE Jobs Pending Approval](#)
- [Approved SE Jobs List](#)
- [WS Pending Jobs](#)
- [WS Approved Jobs](#)
- [WS Off-Campus Reset Timesheet Date](#)
- [Review of Supervisor Evaluations](#)
- [Review of Student Evaluations](#)
- [Job Audit Report](#)
- [I9 information Update](#)
- [I9 Form and IPP Waiver Mail Code Change](#)
- [I9 Location Mail Code Group Update](#)
- [Rehire Indicator Update](#)

JOB MAINTENANCE FUNCTIONS:

- [Add/Change Supervisor\(s\) For Departmental Jobs](#)
- [Add/Change Secondary Supervisor\(s\) For Work-Study Students](#)
- [Check Destination Change](#)
- [Distribution Change \(Budget Line\)](#)
- [Estimated Hours Per Week Change](#)
- [Pay Rate Change](#)
- [Terminations](#)
- [Start/End Date Change](#)
- [Group Rate/Distribution Change \(Budget Line\)](#)
- [Evaluate Your Student\(s\)](#)

MAIL CODE APPROVAL

- [Mail Code Approve To Pay](#)
- [Mail Code Status](#)

WORK-STUDY JOB FUNCTIONS:

- [Maintain Existing Work-Study Jobs](#)
- [Create a New Work-Study Job](#)
- [Create Outside Agency WS Job](#)
- [Award Balance by Mail Code](#)

STUDENT JOB SERVICE FUNCTIONS:

- [Post a Job](#)
- [Manage your Job Posts](#)

ISSO USE ONLY FUNCTIONS:

- [Permission To Work](#)
- [ISSO Update](#)

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.

SECTION ONE

Social Security Number:

I9 Mail Code for New Employee: SEMI9

Date I9 Completed: 22/ 10/ 27
yy mm dd

Job Grade: Job Code: - OR - Enter Job Number For Rehire only:

Job Code Reference:

Employment Duration:

	Start Date			End Date		
Semester Hourly Start Date:	23	08	28	24	05	19
Semester Wk-Salary Start Date:	yy	mm	dd	yy	mm	dd

Number of Hours Worked Per Week: **Number of Weeks During Employment: 0**

Visa Type:

Entry Date:
yy mm dd

Work Expire Date:
yy mm dd