

# Completing the Form I-9 and other Employment Forms

Before you can begin work in an on-campus job, you must complete certain employment eligibility forms. Use this guide for step-by-step instructions on how to access and submit these forms.




If you've worked at BU before, you may already have some of the forms on file. Still, before starting work in a new on-campus job, it's important to double check the status of your forms.

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## Completing Section 1 of Form I-9

 The Form I-9 is comprised of 2 sections. The student completes section 1 using the Form I-9 Compliance platform. Section 2 is completed by the hiring supervisor or authorized representative.

Please Note: Students are required to be **IN PERSON** to present the identifying documents to the party assisting in completing Section 2.

[Click here](#) for more information about Form I-9.

1. Get started by navigating to the following link:

<https://www.formi9.com/formi9verify/integration/buseo/buseosection1.aspx>

2. An initial page of **instructions** will load. (See below for a screenshot.) Read carefully, as this will explain how to complete both steps in the I-9 process. Note the external links to additional information, which can be reviewed as needed. Then click **PROCEED** to continue.

Boston University Student Employment Office  
881 Commonwealth Avenue, 2<sup>nd</sup> Floor  
Boston, Massachusetts 02215  
T 617-353-3596 F 617-353-9200



### WELCOME TO BOSTON UNIVERSITY'S STUDENT EMPLOYMENT ELECTRONIC FORM I-9 COMPLIANCE SITE

As a new student employee at Boston University, you are required to complete a Form I-9. You cannot be hired into your job until you have completed a Form I-9.

Section 1 of the Form I-9 must be completed on or before your first day of employment.

Section 2 of the Form I-9 must be completed by your hiring department. In the event they are unable to complete section 2 with your hiring department, you may visit the FirstPoint Customer Service Center, located at 881 Commonwealth Avenue, 2<sup>nd</sup> floor. This must be done in person, no later than 3 business days after your first day of work.

**STEP 1:** To complete Section 1, click on the **Proceed** button below. Enter your Boston University Student I.D. (U.....) in the BUID field located at the top of the form; fill in required information then submit for processing.

**STEP 2:** Section 2 of the Form I-9 can now be completed, in person, at one of the above mentioned locations. Your ORIGINAL documentation will need to be presented at this time. Copies cannot legally be accepted.

A reminder: You are required to bring with you an original document from List A or an original document from both List B **AND** List C. To view and print out the list of acceptable documents for the Form I-9 [click here](#).

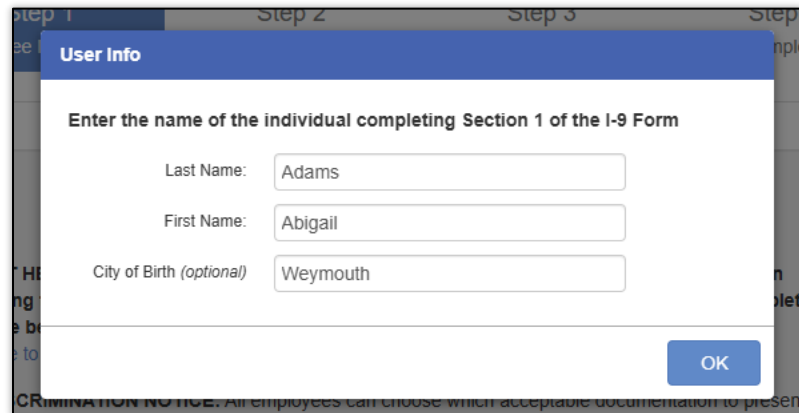
For more detailed information on completing Form I-9 [click here](#).

**PROCEED**

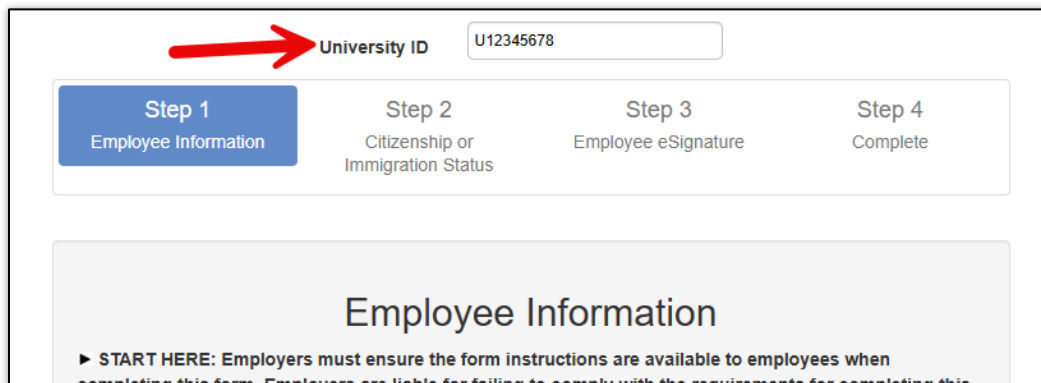


## Completing Form I-9 and other Employment Forms

3. A pop-up box labeled '**User Info**' will appear. Input your Last Name and then your First Name into the applicable fields. Inputting your city of birth is optional, but can support efficient I-9 *processing*.



4. Click '**OK**' to continue.
5. The first page of the form will load, which is used to collect **Employee Information**. At the top of the page, be sure to enter your UID.  
→ Use an uppercase letter 'U'.



6. Enter your information as applicable. Click any of the question mark icons beside a field for more information if needed.  
→ The following fields are **REQUIRED**:
  - i. Street Address, City/Town, State and Zip – *Use your local address while attending BU*
  - ii. Date of Birth  
→ The following fields are **OPTIONAL**, but recommended to include if applicable:
  - i. Other last names used, if any
  - ii. Address apartment/unit number
  - iii. U.S. Social Security Number (SSN)  
→ *If you do not have or do not know your social security number (SSN), it is acceptable to leave this field blank. You may still start work and receive payment. However, an SSN will be necessary later for tax purposes, so we encourage any*

*students without an SSN to review the information here:*

<https://www.bu.edu/seo/international/obtain-ssn/>

iv. Email

v. Telephone Number

→ If you require the assistance of a Preparer or Translator to complete the form, check the box to include the Preparer/Translator section of Form I-9. Leave the box unchecked if you are completing the form yourself.

Check box to show the Preparer / Translator section

See below for an example of a completed Employee Information section:

► **START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).  
[Click here to view List of Acceptable Documents](#)

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Check box to show the Preparer / Translator section

Last Name	Abigail	?
First Name	Adams	?
Middle Initial		?
Other Last Names Used	Smith	?
Address	135 Adams Street	?
Apt. Number		?
City or Town	Quincy	?
State	Massachusetts	?
Zip	02169	?
Date of Birth	04/21/2001	?
U.S. Social Security Number	123-45-9619	?
Email	secondfirstlady@bu.edu	?
Telephone Number	617-773-1177	?

Next

7. Once your information has been entered, click 'Next'.

8. On the next page, indicate your **Citizenship or Immigration Status** information. Click any of the question mark icons beside a field for more information if needed.

The screenshot shows a four-step process: Step 1 (Employee Information), Step 2 (Citizenship or Immigration Status), Step 3 (Employee eSignature), and Step 4 (Complete). Step 2 is the active step. The main heading is 'Citizenship or Immigration Status'. Below it is a disclaimer: 'I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.' The instruction is 'Check one of the following boxes to attest to your citizenship or immigration status:'. There are four radio button options: 1. A citizen of the United States, 2. A noncitizen national of the United States (See instructions), 3. A lawful permanent resident (Enter USCIS or A-Number.) with an adjacent text input field, and 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) with an adjacent 'Enter Exp Date' text input field. Below these is an unchecked checkbox for 'N/A - Not Applicable'. A note says 'If you check Item Number 4., enter one of these:' followed by a dropdown menu labeled '-- Select a Document --'. Below that are three input fields: 'USCIS/A-Number', 'Form I-94 Admission Number', and 'Foreign Passport Number and Country of Issuance'. The first two are separated by 'OR', and the last two are separated by 'OR'. At the bottom are 'Back' and 'Next' buttons.

→ If you are an **International Student on an F-1 or J-1 visa:**

- Select “4. A noncitizen authorized to work until (exp. date if any)”
- For the work expiration date, enter the END DATE of your program as indicated on the first page of your I-20 or DS-2019.  
**⚠ DATE MUST BE ENTERED IN MM/DD/YYYY FORMAT**
- You can select any of the 3 document options, but it is recommended to select Form I-94 and then enter your most recent Form I-94 number.

## Completing Form I-9 and other Employment Forms

- Below is an example of this selection completed successfully:

4. A noncitizen (other than **Item Numbers 2.** and **3.** above) authorized to work until (exp. date, if any) [?](#)

N/A - Not Applicable

If you check **Item Number 4.**, enter one of these:

USCIS/A-Number [?](#)      Form I-94 Admission Number [?](#)      Foreign Passport Number and Country of Issuance [?](#)

OR  OR

9. Once your citizenship/immigration information has been entered, click **'Next'**.

10. On the next page, review the attestation and double check that your name has been entered correctly. Then, select a security question and answer, which you can use to revisit your form in case any corrections need to be made after submitting. Below is an example:

Step 1      Step 2      **Step 3**      Step 4  
Employee Information      Citizenship or Immigration Status      Employee eSignature      Complete

### 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.

11. Click **'Sign'** to attach your electronic signature to the form.
12. Signature verification results may briefly appear, but will automatically redirect after a few seconds.

Step 1 Employee Information    Step 2 Citizenship or Immigration Status    **Step 3 Employee eSignature**    Step 4 Complete

### Employee eSignature Result

Electronic Signature is **VERIFIED AND SECURE**

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.

**Instant Signature**

**Terrier, Rhett**  
electronically signed the  
**Form I-9, 08/01/2023**, dated  
**Friday, June 6, 2025 12:19 PM Pacific Time** at the **Employee's** signature line.

Back    Sign

**Section 1 is completed. Redirecting...**

13. A **confirmation message** will appear, reiterating the instructions regarding next steps to complete Section 2 of the form.

**Congratulations, you have completed Section 1 of the Form I-9.**

Congratulations, you have completed Section 1 of the Form I-9.

Section 2 of the Form I-9 must be completed by your hiring department. In the event you are unable to complete section 2 with your hiring department, you may visit the FirstPoint Customer Service Center, located at 881 Commonwealth Avenue, 2nd floor.

This must be done in person, no later than 3 business days after your first day of work.

Original documents are required.

Remember you cannot be hired into a job until your I-9 is complete.

The first part of your Form I-9 is now complete.  
You may now exit or close this screen.

## Completing Section 2 of Form I-9



You should plan to complete Section 2 of the Form I-9 with your hiring supervisor or FirstPoint Advisor within 3 business days of your first day of employment.

You must present your documentation IN PERSON and all documents must be original and valid. Presenting copies, scans, facsimiles, or digital images on devices is NOT ACCEPTABLE.

→ Common examples of acceptable documents be found here:

<https://www.bu.edu/seo/resources/required-paperwork/>

→ The complete, official list of acceptable documents is available at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

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## Other Employment Forms

These additional forms can be found on the Student Job Board. Different forms may be required based on the type of position you've been hired into.

1. Navigate to the [Student Job Board](#).

→ You can also access the Job Board from the MyBU Student Portal – in the My Job & Career section, select 'Job Listings'.

2. Click 'JobX Login' and use your BU credentials to log in.

BU Student Employment Office:  
Job Board

Home Employees Employers & Administrators

**Students**

Welcome! Learn about the Employment process at Boston University.

[JobX Login](#) [Contact Us](#)

Login to search for jobs, review submitted applications, and complete pending hire forms. If you have any questions at all, please don't hesitate to use the following link to reach out to us.

## Completing Form I-9 and other Employment Forms

3. On your User Dashboard, you will see a list of your required Employment Eligibility forms. These forms will become available once a supervisor has submitted a hire request.
  - If you are not brought directly to your User Dashboard, use the Employees dropdown on the top menu bar and select 'My Dashboard.'
4. Click on the link for any not completed form to complete it.

## Completing the FERPA Non-Disclosure Agreement


Any on-campus job where you may be accessing student data will require this form, in keeping with the U.S. Family Educational Rights and Privacy Act (FERPA).

1. On the user dashboard, select "FERPA Non-Disclosure Agreement". The form should open in a new window.

Employment Eligibility Forms & Details		
Criteria	Status	Link?
I9 Status	Employee Section Complete, Pending Approval(s)	
International Form Status	Not Completed	<a href="#">International</a>
Confidentiality Form Status	Not Completed	<a href="#">Student Employment Confidentiality Policy</a>
FERPA Form Status	Not Completed	<a href="#">FERPA Non-Disclosure Agreement</a>

2. Read the **disclosure agreement** and confirm your acknowledgement by clicking the checkbox.

\* = required field



### Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement

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The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that guarantees the confidentiality of a student's records. As a student or casual employee of Boston University, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

Unless your position specifically requires you, you may not disclose information about a student to anyone. To do so is a violation of federal law. Unauthorized disclosure would result in penalties up to and including the loss of your job and sanctions by the Office of Judicial Services. Even a seemingly minor disclosure of information, such as telling another student of someone's class schedule, is a violation and would result in punitive action.

For more information about the Family Educational Rights and Privacy Act (FERPA) [click here](#).

\* I have read and understand my employee responsibilities as stated under the Family Educational Rights and Privacy Act Non-Disclosure Agreement.

## Completing Form I-9 and other Employment Forms

3. Your first and last name should be auto-populated from your login, based on the government name on file with the University. Click into the “***(click to sign)***” field.

\*  I have read and understand my employee responsibilities as stated under the Family Educational Rights and Privacy Act Non-Disclosure Agreement.

Student First Name: \*  Student Last Name: \*

Student ID Number: \*

\* **(click to sign)**

Student Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

4. An **electronic signature** pop-up will appear. Review the information, enter your name, and click ‘Sign Electronically’ to capture your signature.  
→ Note that you must enter your name exactly as it is displayed below each field (as shown in the example below).

**Sign electronically** [X]

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Larry

Rogers

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

5. Once your electronic signature is captured, click “**Submit Form**”.

6. A confirmation screen will display. You may close this window and return to the JobX User Dashboard.


## Completing the Student Employment Confidentiality Policy

Depending on the nature of your work, you may also be required to complete the Student Employment Confidentiality agreement.

1. On the user dashboard, select “**Student Employment Confidentiality Policy**”. The form should open in a new window.

Criteria	Status	Link?
I9 Status	Employee Section Complete, Pending Approval(s)	
International Form Status	Not Completed	<a href="#">International</a>
Confidentiality Form Status	Not Completed	<a href="#">Student Employment Confidentiality Policy</a>
FERPA Form Status	Not Completed	<a href="#">FERPA Non-Disclosure Agreement</a>

2. Read the policy and confirm your acknowledgement by clicking the checkbox.



### STUDENT EMPLOYMENT CONFIDENTIALITY POLICY

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As a student employee at Boston University, you play an important role in assisting in the operation of the institution and contributing to the success of your fellow students, faculty, and staff.

All student employees are required to adhere to the confidentiality policies that govern information acquired through their employment. This information may include, but is not limited to, student, faculty and staff personnel, financial or academic records; faculty teaching and research; and, University business information and internal communications, which includes conversations related to office and University operations. Both you and the office or department for which you work are obligated to protect the confidentiality of this information, and you may not reproduce, disseminate or disclose its contents in any way.

All student employees are required to maintain the confidentiality of all information acquired through their employment. In addition, those student employees whose positions might, at any time, expose them to student records or information will also be required to read and sign the Family Educational Rights and Privacy Act (FERPA) NonDisclosure Agreement and return it to their supervisor.

Student Employment and Boston University expects that all student employees will respect the confidentiality of work-related and student record information and adhere to this policy. Any failure to do so may result in penalties up to and including the loss of your job and sanctions by Judicial Services.

\*\*\*\*\*

I acknowledge that I have read and understand the above policy regarding confidentiality and I agree to maintain complete confidentiality of the information obtained through my employment.


3. Your first and last name should be auto-populated from your login, based on the government name on file with the University. Click into the “*(click to sign)*” field.

## Completing Form I-9 and other Employment Forms

\*  I acknowledge that I have read and understand the above policy regarding confidentiality and I agree to maintain complete confidentiality of the information obtained through my employment.

Student First Name: \*  Student Last Name: \*

Student ID Number: \*  ⓘ

\*  (click to sign) 

Student Employee \_\_\_\_\_ Date \_\_\_\_\_

- An **electronic signature** pop-up will appear. Review the information, enter your name, and click 'Sign Electronically' to capture your signature.  
→ Note that you must enter your name exactly as it is displayed below each field (as shown in the example below).

**Sign electronically**

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Larry

Rogers

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

- Once your electronic signature is captured, click "**Submit Form**".

- A confirmation screen will display. You may close this window and return to the JobX User Dashboard.

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## Completing the International Student Work Acknowledgement


This form is required for international students for tax withholding purposes and to maintain work authorization dates.

1. On the user dashboard, select “**International**”. The form should open in a new window.

Employment Eligibility Forms & Details		
Criteria	Status	Link?
I9 Status	Employee Section Complete, Pending Approval(s)	
International Form Status	Not Completed	<a href="#">International</a>
Confidentiality Form Status	Not Completed	<a href="#">Student Employment Confidentiality Policy</a>
FERPA Form Status	Not Completed	<a href="#">FERPA Non-Disclosure Agreement</a>

2. Your first and last name should be auto-populated from your login, based on the government name on file with the University. These fields cannot be edited.

\* = required field  
Some content may be updated based on selection



### International Student Work Acknowledgement

---

Student First Name:

Student Last Name:

3. Select your visa type from the dropdown menu.

Please select your visa type.

Please provide your US entry date.

- For tax withholding purposes: Please enter the first entered the United States in any program of study.
  - You must include time for any program of study prior your enrollment at Boston University.

\* -- Please Select --

\* -- Please Select --

F1

J1

Other

4. Input your US entry date (as per your most recent Form I-94).

## Completing Form I-9 and other Employment Forms

Please provide your US entry date. [example] \*08/30/2025

- For tax withholding purposes: Please enter the first entered the United States in any program of study.
  - You must include time for any program of study prior your enrollment at Boston University.

Please provide your work expiration date.

\* For the purpose of this request please supply the program end date listed on the I-20 issued by Boston University.

August 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Input the date you are authorized to work in the U.S. until.
  - For F-1 students, this will be the program end date listed on your I-20
  - For J-1 students, this date will be in the employment eligibility confirmation email from ISSO.
  - For students with an Employment Authorization Document (EAD), use the expiration date on the EAD.

Please provide your work expiration date. [example] \*05/31/2030

- For the purpose of this request please supply the program end date listed on the I-20 issued by Boston University.

May 2030

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Close

- Click into the **“(click to sign)”** field.

\* (click to sign) \_\_\_\_\_

Student Employee Date

- An **electronic signature** pop-up will appear. Review the information, enter your name, and click ‘Sign Electronically’ to capture your signature.
  - Note that you must enter your name exactly as it is displayed below each field (as shown in the example below).

**Sign electronically**

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Larry

Rogers

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

8. Once your electronic signature is captured, click **"Submit Form"**.

Submit Form

9. A confirmation screen will display. You may close this window and return to the JobX User Dashboard.

## Additional Forms and Hire Status

Additional forms may be required based on the specifics of your job (e.g., union status). These should be completed as applicable, using the e-signature procedure as described for the other forms in this guide.

After successfully submitting each required form, you may return to the JobX User Dashboard to confirm completion.

Once all Employment Eligibility Forms are complete, your hire request can advance to the final stage.

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