

Purpose: Any student planning to work on-campus in the United States at Northeastern University must complete a Form I-9 (Employment Eligibility Verification) to confirm that they are legally authorized to work. Please do not begin the process until you have all necessary documentation to complete the I-9.

Students working on-campus in Canada do NOT complete a Form I-9 and should instead refer to [our website regarding Pre-Hire Paperwork for Canadian students](#).

**NOTES:** Students should not begin the I-9 process until they have received a job offer to work as a student employee from Northeastern University.

***Eligibility Requirements:***

- A valid U.S. address AND currently in the country
  - Students out of the country must wait until they enter the country to complete the I-9 process, even if they have a valid U.S. address.
- A valid Social Security Number
  - Noncitizen students working in the U.S. for the first time must apply for a Social Security Number following the process [through the Office of Global Studies for on-campus part-time employment](#).
    - For an overview of the SSN application process for various U.S. employment opportunities, please review [the Social Security Number process as indicated by OGS](#).

Follow the steps listed below to complete the Form I-9.

## Steps to complete Section 1 of the Form I-9 in Workday:

1. Log in to Workday.
2. Go to **Menu**.
3. Select the **Jobs and Career Hub** application.
4. Click the **Student Employment** tab at the top to access student employment functions for job application, including accessing the Form I-9 Section 1.
  - a. Students who have not completed the Form I-9 will see a red traffic light prompting them to complete Section 1.

- b. Students who have completed the Form I-9 Section 1 will not have the option to fill out and complete Section 1. You may confirm with our office to see if you have already submitted Section 1.

5. Access the I-9 Service Center to complete Section 1 of the Form I-9.

## Completing Form I-9, Section 1

Welcome to Northeastern! You are ready to begin the employment verification process.

Before starting, grab your:  
1. Identity documents and  
2. US work authorization documents.

[Please Click Here To Review The Lists of Acceptable Documents](#)

[Continue](#)



## Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9

OMB No.1615-0047

Expires 07/31/2026

**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](#).

**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.

<b>Section 1. Employee Information and Attestation:</b> Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.				
Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)
Other Last Names Used (if any)				
Address (Street Number and Name)		Apt. Number (if any)	City or Town	State
ZIP Code				
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number
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.	Check one of the following boxes to attest to your citizenship or immigration status. (See page 2 and 3 of the instructions):			
	<input type="checkbox"/> 1. A citizen of the United States			
	<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)			
	<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)			
	<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)			
If you check Item Number 4., enter one of these:				
USCIS A-Number		OR	Form I-94 Admission Number	OR
				Foreign Passport Number and Country of Issuance
Signature of Employee			Today's Date (mm/dd/yyyy)	

Row 1: Last Name/Family Name; First Name/Given Name; Middle Initial (leave blank if not applicable); Other Last Names Used (leave blank if not applicable)

Row 2: Address – U.S. address – local or home acceptable.

Row 3: Date of Birth (MM/DD/YYYY); U.S. Social Security Number (leave blank if you have applied); Employee's Email Address (Northeastern student email); Employee's Telephone Number (U.S. phone number)

Citizenship or immigration status: 1. U.S. citizen; 3. Lawful Permanent Resident; 4. Noncitizen authorized to work until MM/DD/YYYY (program end date on I-20 or DS-2019) + Most recent I-94 admission number OR Foreign passport number and country of issuance.

**Result:** The Form I-9 Section 1 has been completed. Students must then proceed to fulfill Section 2 requirements for the full Form I-9 to be complete.

## NEXT STEPS:

Form I-9 Section 2 is completed by the employer using documents provided by the employee. For student employees, the documentation and process are completed by the Office of Student Employment or authorized satellite campus I-9 representatives.

You must provide **physical, original documentation** for Section 2. Please see the [list of acceptable documents](#).

## Frequently Asked Questions:

Q: I'm an international student and I don't have a job offer. Can I fill out Section 1?

A: Because Section 1 asks questions regarding your current student status and individual information, we encourage you to focus on applying for jobs. Your I-9 is incomplete without both Section 1 and 2 and doing Section 1 ahead of time may cause confusion or inconsistencies by the time you do receive a job offer.

Q: Can I provide scans of my documentation for Section 2?

A: We are federally required to examine original, physical documentation and cannot accept scans or photos.

Q: When is the best time for me to complete my Form I-9?

A: You must complete your I-9 before you begin working – that is, you must have presented your documents to a Student Employment representative for I-9 processing by the time you begin your first day of work.

Q: I've already worked at Northeastern as a student employee before. Do I need to complete my I-9 for each new job offer I receive?

A: Once you've completed your I-9 as a student employee, this will be active for all employment with Northeastern through your active student status. Noncitizens are eligible for employment until their program ends, indicated on their I-20 or DS-2019.