APPOINTMENT AUTHORIZATION (I-9)
Directions for Departments Appointing F-1 and J-1 Students

Background Information on I-9: All international students on F-1 or J-1 student visas must complete the U.S. federal I-9 before starting hourly student employment or graduate assistantships. The hiring department OR HR hub will complete this form. NOTE: International students may NOT be appointed for more than 20 hours per week during enrolled semesters.

Steps for I-9 Certification (detailed explanations pages 3-6):
1) Student completes section 1 of the I-9 (page 1)
2) Appointing department or HR representative checks that the student has (a) valid passport (b) unexpired F1 I-20 or J1 DS-2019 (c) a print out from the I-94 website www.cbp.gov/I94 d) J-1 students also require a employment authorization letter.

PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME (details below).
3) Appointing department or HR representative completes List A of section 2 of the I-9 and fills out the “certification” portion.
4) Appointing department or HR representative completes the “employment eligibility” ink stamp on page 2 of the I-9.

Samples of the Required Items:
a) Foreign national passport (used to establish identity):
The I-20 has the SEVIS id# (upper left side) and the “program end date” in the middle under Program of Study.

or DS-2019:

The DS-2019 has the SEVIS id# (upper right), the “program sponsor in item 2, and the end date of J-1 status in item 3.
c) I-94 US Admission Record print out from the I-94 website www.cbp.gov/I94

![I-94 Document]

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d) LETTER from SPONSOR for all J-1 Students: J-1 students usually have DS-2019s with “Cornell University” listed as the sponsor in Item #2, but they also sometimes have different sponsors in Item 2 even thought they are attending Cornell. They might have “Fulbright” as a sponsor. You will need a letter from the sponsor (Cornell or other) from the student in order to complete the I-9. The letter from the sponsor has to specifically authorize the specific hourly student employment or graduate assistantship and dates that the student will be appointed. Appointing department or HR representative does NOT need to list that letter on the I-9.
COMPLETING THE I-9:

1) Student fills in “Section 1: Employee information” on page 1:
   a. If the student does not have a middle initial, they must enter N/A.
   b. If the student does not have other last names, they must enter N/A.
   c. If the student does not have an apartment number, they must enter N/A.
   d. If the student does not have a social security number—leave that field blank.
   e. If the student elects to not provide their email address, they must enter N/A.
   f. If the student elects to not provide their telephone number, they must enter N/A.

   g. Student must check box “4. An alien authorized to work until.” The student should enter the “program end date” under “program of study” on the I-20 OR the “to” date in item 3 of DS-2019.
   h. Under #4, the student should fill in one of the three choices, and enter N/A on the ones not included—an example would be:
      1. Alien Registration Number / USCIS Number: N/A
      2. Form I-94 Admission Number: 12345678912 [This is the number listed on the print out from the I-94 website www.cbp.gov/I94.]
      3. Foreign passport number: N/A
         Country of Issuance: N/A
   i. Student must sign and date form
   j. Under signature and date line, student must check the box “I did not use a preparer or translator” if true, or if they did use a preparer or translator, that box must be checked and the preparer / translator section must be completed.

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<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Name Used (If any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pooh</td>
<td>Winnie</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Address (Street Number and Name)
House at Pooh Corner
Apt. N/A
City or Town
Hyde Park Woods
State: NY
ZIP Code: 11483

Date of Birth (mm/dd/yyyy): 9/30/1995
U.S. Social Security Number: N/A
Employee's E-mail Address: pooh@gmail.com
Employee's Telephone Number: N/A

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States
2. A national or national of the United States (See instruction)
3. A lawful permanent resident / Alien Registration Number/USCIS Number:

**Signature of Employee:** Winnie Pooh
**Today's Date:** 1/24/2017
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12/14/2018 lbt
2) You, the appointing department administrator or HR representative, will also complete “Section 2: Employer review” on the page 2:
   a. Include student name in the box at the top exactly as it appears on page 1, including N/A for middle initial if that was on page 1.
   b. For Citizenship / Immigration Status, include the number “4” which corresponds to the choice “alien authorized to work” on page 1.
   c. Under “List A” first record the passport as detailed below.
   d. For the second document, record the “I-20” or “DS-2019”– include the “SEVIS ID #” from the I-20 / DS-2019—it should be “N” followed by 10 digits, and program end date of I-20 or “to” date on the DS-2019 (item 3).
   e. For the third document, record “I-94” as document title, “USCBP” as issuing agency, the actual I-94 or “arrival” number for “document number,” and for expiration date, called “Admit Until Date” on I-94, write “D/S” which stands for duration of status.
3) On the middle of the form, you will fill in the information required on the ink stamp included by the Office of Global Learning:

PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME!!!!!! (this is an immigration regulation, not an Cornell policy)

4) Complete the section entitled “Certification”:

a. Include the date the student started the hourly student employment or graduate assistantship.
b. Finally, just sign, date, include your name, title and office information.
c. The I-9’s for student hourly appointments are to be submitted to the Student Employment Office for review/processing; I-9’s for graduate appointments are to be uploaded, and I-9 completion date entered in the paper I-9 date field in the student’s record in Workday.