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:
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 F-1 I-20 or J-1 DS-2019 (c) I-94 card OR a print out from the I-94 website www.cbp.gov/I94 and for SOME J-1 students, and employment or appointment letter (see below). **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 / appointment eligibility” ink stamp on page 2 of the I-9.
5) Appointing department or HR representative completes the J-1 student on campus appointment form for J-1 students and sends it to the ISSO by campus mail as explained on the form. **PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME (details below).**

Samples of the Required Items:

1) Foreign national passport (used to establish identity):

![Passport Image]
2) I-94 US Admission Record print out from the I-94 website [www.cbp.gov/I94](http://www.cbp.gov/I94)

3) **and** the I-20 or DS-2019 (8½ x 11):

The I-20 has the SEVIS id# (upper left side) and the “program end date” in the middle under Program of Study.

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.
4) LETTER from SPONSOR for some J-1 Students only: 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. If they have anyone other than Cornell as a sponsor in item 2, you also need to get a letter from the sponsor 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 or else we cannot do the I-9.Appointing department or HR representative does NOT need to list that letter on the I-9. Copy that letter and send the copy with the J-1 student ON CAMPUS APPOINTMENT form to the ISSO. PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME

5) For J-1 Students only: Complete J-1 student on campus appointment form and send by campus mail to the ISSO as directed on the form.

Completing the I-9:

1) Student fills in “Section 1: Employee information” on page 1:
   a. Make sure student puts “N/A” in “other names” if there is no other name.
   b. It is okay if they do not have a social security number—can leave that blank.
   c. You may need to direct them to check “An alien authorized to work until” and let them know that the date that goes on that line, is the “program end date” under “program of study” on the I-20 OR the “to” date in item 3 of DS-2019.
   d. Below that line, student should fill in “2”:
      i. “Form I-94 Admission Number” which is the number listed on the print out from the I-94 website (www.cbp.gov/I94).
      ii. In Section 2 under I-94 number, student includes passport number and country of issuance if student obtained the I-94 number when entering the U.S., or “N/A” if student obtained the number through a change of status within the U.S.
   e. Make sure student signs and dates on page 1 of the form
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.
   b. Under “List A” first record the passport as detailed below.
   c. 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).
   d. For the 3rd 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 ISSO:

![ stamped form image]

- **a.** “Employ. eligibility” = start and end date of I-20 for F1 students. For J1 students, the start date should be the start date of on campus employment or graduate assistantship to **ONE YEAR LATER for J-1 students** who have Cornell as the sponsor on the DS-2019 item 2, or the end date listed on the sponsoring agency authorization letter for J-1 students who have a different sponsor in item 2 of the DS-2019. **PLEASE NOTE:** J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME as per regulations.
- **b.** Ignore “visa status dates (if differ)” line—leave it blank.
- **c.** “Visa Type”: enter “F-1” or “J-1 student”
- **d.** Dept. = [appointing department OR “any” for F-1 students and J-1 students with Cornell listed as sponsor in item 2]
- **e.** Title = [student hourly student employment or graduate assistantship title or “any” for F-1 students and J-1 students with Cornell listed as sponsor in item 2]
- **f.** Sign and date

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.
- **d.** Forward the J-1 student on campus work form to the ISSO if applicable and include a copy of the appointment letter if the J student has an outside sponsor in item 2 of the DS-2019.
J-1 Student On-Campus Appointment

This form must be filled out when a J-1 student is appointed for an hourly
student employment or graduate assistantship. Please fill it out at the time of
completing the I-9 and forward the completed form by campus mail to Sarah
Hilsman, ISSO, B-50 Caldwell Hall. Thank you!

Student Name: ___________________________________________________

Department appointing student: ________________________________

Department address: _______________________________________________

________________________________________________________________

How many hours per week will the student be appointed for?: __________

[Please note that international students in F-1 or J-1 status may not be appointed
more than 20 hours per week during semesters in which they are enrolled.]

Appointment title of on campus hourly student employment or graduate
assistantship: ________________________________

Begin date: __________

End date [not more than one year from begin date]: _____________________
Section 1. Employee Information and Attestation (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  Other Names Used (If any)
Address (Street Number and Name)  Apt. Number  City or Town  State  Zip Code
Date of Birth (mm/dd/yyyy)  U.S. Social Security Number  E-mail Address  Telephone Number

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.

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

☐ A citizen of the United States
☐ A noncitizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number): ___________________________

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ___________________________. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: ___________________________

OR

2. Form I-94 Admission Number: ___________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: ___________________________
Country of issuance: ___________________________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: ___________________________
Date (mm/dd/yyyy): ___________________________

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: ___________________________
Date (mm/dd/yyyy): ___________________________

Last Name (Family Name)  First Name (Given Name)
Address (Street Number and Name)  City or Town  State  Zip Code
Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

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Document Title:
Issuing Authority:
Document Number:
Expiration Date (if any)(mm/dd/yyyy):

Employ. Eligibility
Visa status datea (if diff.)
Visa type
Dept. 
Sig.
Title
Date

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): (See instructions for exemptions.)

Signature of Employer or Authorized Representative
Date (mm/dd/yyyy)
Title of Employer or Authorized Representative

Last Name (Family Name)  
First Name (Given Name)  
Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name)  
City or Town  
State  
Zip Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name)  First Name (Given Name)  Middle Initial  B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employer's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:  
Document Number:  
Expiration Date (if any)(mm/dd/yyyy):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:
Date (mm/dd/yyyy):  
Print Name of Employer or Authorized Representative: