

# Cornell University International Students and Scholars Office

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

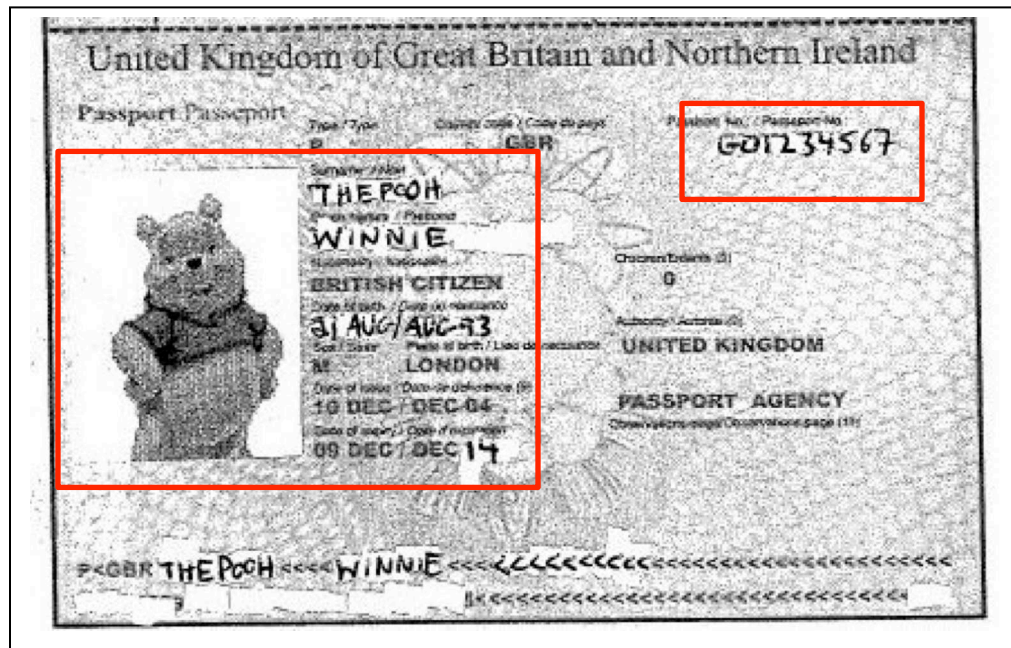
**Background Information on I-9:** All international students on F-1 or J-1 student visas must complete the U.S. federal I-9 before starting hourly student employment or graduate assistantships. The hiring department OR HR hub will complete this form. **NOTE:** International students may NOT be appointed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

### Steps for I-9 Certification:

- 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](http://www.cbp.gov/I94) and for SOME J-1 students, and employment or appointment letter (see 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.

### Samples of the Required Items:

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



2) I-94 Card (“Departure Record,”) **OR** a print out from the I-94 website [www.cbp.gov/I94](http://www.cbp.gov/I94)

DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

OMB No. 1651-0011

**Departure Record**

Admission Number  
123456789 12

IR, Family Name  
THE POOH

1st, First (Given) Name  
WINNIE

2nd, Birth Date (DDMMYY)  
03/21/93

21. Country of Citizenship  
UNITED KINGDOM

Class  
F1

Until  
05

ADMITTED  
NEW  
AUG 15 2011

See Other Side

CBP Form I-94 (05/08)

STAPLE HERE

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

OMB No. 1651-0111  
Expiration Date: 11/30/2014

Most Recent I-94

Admission (I-94) Record Number: 30660405530

Most Recent Date of Entry: 2011 June 19

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname: THE POOH

First (Given) Name: WINNIE

Birth Date: 1993 AUG 21

Passport Number: G01234567

Country of Issuance: UNITED KINGDOM

Get Travel History

3) and the I-20 or DS-2019 (8 1/2 x 11):

The image shows Form I-20, "Certificate of Eligibility for Nonimmigrant (F-1) Student". Red boxes highlight the SEVIS ID# in the upper right corner and the end date of F-1 status in item 5. The form includes fields for student information, sponsor information, and financial details.

The I-20 has the SEVIS id# (upper right corner) and the end date of F-1 status in item 5.

The image shows Form DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status". Red boxes highlight the SEVIS ID# in the upper right corner, the program sponsor in item 2, and the end date of J-1 status in item 3. The form includes fields for visitor information, sponsor information, and financial details.

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 though 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.

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 "complete studies not later than" date in item 5 of 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 on the top of their I-94 card **OR** on the print out from the I-94 website ([www.cbp.gov/I94](http://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

expiration date may also constitute illegal discrimination.

**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) <b>THE POOH</b>	First Name (Given Name) <b>WINNIE</b>	Middle Initial	Other Names Used (if any) <b>N/A</b>
Address (Street Number and Name) <b>House at Pooh Corner</b>	Apt. Number	City or Town <b>Hundred Acre Woods</b>	State <b>NY</b> Zip Code <b>14185</b>
Date of Birth (mm/dd/yyyy) <b>8/21/1993</b>	U.S. Social Security Number	E-mail Address <b>pooh@gmail.com</b>	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) **5/29/2016**. 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: **12345678910**

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

Foreign Passport Number: **G01234567**

Country of Issuance: **United Kingdom**

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

Signature of Employee: **Winnie The Pooh** Date (mm/dd/yyyy): **8/18/2014**

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



- 2) You, the appointing department administrator or HR representative, will also complete “Section 2: Employer review” on the page 2:
- Include student name in the box at the top exactly as it appears on page 1.
  - Under “List A” first record the passport as detailed below.
  - For the second document, record the “I-20” or “DS-2019”—include the “SEVIS ID #” from the upper right hand corner of the I-20 / DS-2019—it should be “N” followed by 10 digits, and end date of I-20 (Item 5) or DS-2019 (item 3).
  - For the 3<sup>rd</sup> 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.

Section 2. Employer or Authorized Representative Review and Verification			
<small>(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.)</small>			
Employee Last Name, First Name and Middle Initial from Section 1: <b>THE POOT, Winnie</b>			
List A Identify and Employment Authorization		OR	List B AND List C Identity Employment Authorization
Document Title: <b>Passport</b>	Document Title:		Document Title:
Issuing Authority: <b>United Kingdom</b>	Issuing Authority:		Issuing Authority:
Document Number: <b>G01234567</b>	Document Number:		Document Number:
Expiration Date (if any) (mm/dd/yyyy): <b>8/31/2020</b>	Expiration Date (if any) (mm/dd/yyyy):		Expiration Date (if any) (mm/dd/yyyy):
Document Title: <b>I-20</b>			
Issuing Authority: <b>U.S. D.H.S</b>			
Document Number: <b>N0123456789</b>			
Expiration Date (if any) (mm/dd/yyyy): <b>5/29/2016</b>			
Document Title: <b>I-94</b>			
Issuing Authority: <b>U.S. C.B.P</b>			
Document Number: <b>3066040530</b>			
Expiration Date (if any) (mm/dd/yyyy): <b>0/5</b>			
		Employ. Eligibility: <b>8/26/14 - 5/29/2016</b>	
		Visa status dates (if diff.):	
		Visa type: <b>F-1</b>	
		Dept. <b>any</b> Title <b>any</b>	
		Sig. <b>[Signature]</b> Date <b>8/18/19</b>	
		3-D Barcode Do Not Write In This Space	

- 3) On the middle of the form, you will fill in the information required on the ink stamp included by the ISSO:

- “Employ. eligibility” = start date of hourly student employment or graduate assistantship through “complete studies” date on I-20 for F-1 students or ONE YEAR AFTER start date for J-1 students who have Cornell as the sponsor on the DS-2019 item 2, or 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.
  - Ignore “visa status dates (if diff)” line—leave it blank.
  - “Visa Type”: enter “F-1” or “J-1 student”
  - Dept. = [appointing department OR “any” for F-1 students and J-1 students with Cornell listed as sponsor in item 2]
  - 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]
  - Sign and date
- 4) Complete the section entitled “Certification”:
- Include the date the student started the hourly student employment or graduate assistantship.
  - Finally, just sign, date, include your name, title and office information.
  - 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 submitted to HRIS for review/processing.
  - 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.



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Web: <http://www.isso.cornell.edu>

## **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!

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]: \_\_\_\_\_







# Employment Eligibility Verification

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

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 03/31/2016

► **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**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)

3-D Barcode  
Do Not Write In This Space

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



Employer Completes Next Page



## 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:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:		Employ. Eligibility _____		
Issuing Authority:		Visa status dates (if diff.) _____		
Document Number:		Visa type _____		
Expiration Date (if any)(mm/dd/yyyy):		Dept. _____ Title _____		
		Sig. _____ Date _____		
				<b>3-D Barcode</b> <b>Do Not Write In This Space</b>

## 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):
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C. If employee'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):
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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:
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