Form I-9 (with foreign passport and I-94) Instructions

1- Print your I-94 card.

   If you have not already done so, please login to CBP website to print your I-94 cards. www.cbp.gov/i94

   Enter your name, Date of birth, passport country & number, date of entry into the U.S., and visa type (F-1 or J-1).

2- Create your I-9.

   Log into I-9 service center https://northwestern.i9servicecenter.com/Login.aspx

   Create a USERID and password as a NEW EMPLOYEE

UserID can be your NetID or your name. Example of netid **jws073** or **johnsmith**.

Password examples **Summer4!** Or **Evanston!7** (please read password criteria and carefully create password).

Email- Use your Northwestern or a personal email. Make sure it is one that you check regularly.

Start Date- Aug 1 2014

School/Area- This is where you study (for example McCormick or WCAS -Weinberg College of Arts and Sciences)

Department/Center- Department where you are studying (for example Chemistry, Material Science and Engineering, Applied Physics)

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*)
Smith	John		n/a

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
1915 Maple Ave (Engelhart)	2B	Evanston	IL ▼	60201

Date of Birth (*mm/dd/yyyy*)	U.S. Social Security Number	E-mail Address	Telephone Number
01/01/1985		j-smith@u.northwestern.edu	

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. ②

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) ②

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): ②

☑ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 06/16/2017 . ☐ Indefinite ② 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: 12345678901

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

Foreign Passport Number: G12345678

Country of Issuance: Republic of China ▼

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**
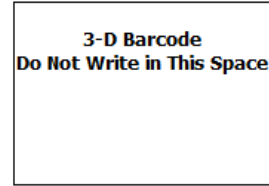
Enter name- under other name enter n/a if you have no other names

Enter address (use temporary housing)

Leave SSN blank unless you have one from previous visit

Check box "Alien Authorized to work" and enter the projected completion date from your **I-20 or DS-2019.** Then enter your I-94 number that was printed from the CBP website. Lastly enter your foreign passport number and Country that issued your passport.

Scroll down and press continue in the bottom right corner. You will receive an error message about the SSN, go ahead and ignore it by clicking continue again.

Check the box, type your name, then press sign and continue.

DIGITAL SIGNATURE

☑ **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 verify I am:

John Smith

Please list your First then Middle Initial then Last Name as spelled in Section 1 in the field above

< Back   Sign and Continue >