

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

Existing Accounts
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username:
Password:

Forgot your password?

If you have questions regarding the use of the Service Center, or to report an error on the website, please contact the Office of Human Resources Payroll Division
720 University Place
Evanston, IL 60208
Phones: 847-491-7362
E-mail: ihelp@northwestern.edu

To access the Northwestern School/Area, Department/Center matrix see:
<http://www.northwestern.edu/hr/payroll/E-VerifyDepartments.pdf>

NEW EMPLOYEES
Start here to complete your new I-9.

Please create a Username and Password.
Fields in red, with an asterisk (*) are required.

* Username:
4 characters minimum.
Letters and numbers only.

* Password:
* Confirm:

Password must be between 8 and 14 characters. They must contain one upper case, one lowercase, one numeric and one special character
Acceptable Special Characters are @ _ ! # \$ % () * + - ~

Please retain your Username and Password in case you need to access the I-9 Service Center in the future

Please enter your preferred email address for I-9 correspondence. It does not have to be a Northwestern email. If you do not have an email account, you can skip this step.

Please enter the first day you start(ed) employment with Northwestern University

Email Address:
Start Date: -- -- / -- -- /
*School/Area:
*Department/Center:

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) Smith | | First Name (Given Name) John | | Middle Initial | Other Names Used (if any) n/a | |
| Address (Street Number and Name) 1915 Maple Ave (Engelhart) | | Apt. Number 2B | City or Town Evanston | | State IL | Zip Code 60201 |
| Date of Birth (mm/dd/yyyy) 01/01/1985 | U.S. Social Security Number | | E-mail Address j-smith@u.northwestern.edu | | 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) 06/16/2017 . Indefinite ? 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

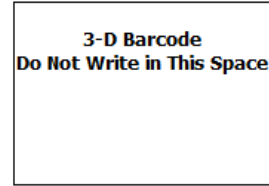
2. Form I-94 Admission Number: 12345678901

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)



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.

Verify I am:
John Smith

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