

HOW TO FILL OUT THE I-9

NORTHEASTERN UNIVERSITY STUDENT EMPLOYMENT OFFICE

1. Login to your myNortheastern portal and go to Services & Links
2. Follow the link to Campus Employment & Work Study in the Student Financial Services section
3. On the Find a Job page, click the button to Go to the I-9 Service Center
4. Read and acknowledge the instructions by clicking the button below
5. Fill out Section 1 of the electronic form *
6. Hit 'Click to Sign' at the bottom of the form to submit electronic signature
7. Present supporting document(s) to a Student Employment representative to complete Section 2 of the I-9

That's it! Allow 2-3 business days for processing.

* Tips for International Students

- ◆ Use your local (U.S.) address
- ◆ No Social Security Number yet? Leave that field blank for now—you will need to contact us to update it once you receive your SSN
- ◆ Students on an F-1 visa should select 'An alien authorized to work until...' as their citizenship status. The date you are authorized to work until is **your I-20 program end date**
- ◆ Enter either an Alien number, an I-94 Admission number, or passport information, not all three

Direct Deposit Form

myNortheastern > Services & Links > Direct Deposit Form

You will need to request an access code sent to your email in order to get to the form. Once you're in, submit your bank account and routing numbers (these can be found on personal checks, or in online banking), and allow 5 business days for processing.