Information for International Students

All students must have an I-9 Employment Eligibility Verification form on file before they can start working. To ensure that you maintain good standing and visa status, you should follow these steps before starting work:

1) **Find a job on campus.**
   You can browse listings on the Student Employment website and apply online. Once a supervisor agrees to hire you, we can start the paperwork. If you already have a Social Security Number, you can skip to step 3.

2) **For students who don’t already have a Social Security Number (SSN):**
   Acquire an On-Campus Employment Letter from OGS. Please review the OGS website for instructions and to access the online request form. It may take five business days to receive your OGS On-Campus Employment Letter. Once it’s ready, you’ll be notified via email and you can pick it up at OGS. You’ll need that letter to apply for your SSN. Be sure to get a receipt for your SSN application!

3) **Complete the I-9 form online.** *
   The electronic I-9 form can be accessed via the myNortheastern portal. Under Services & Links, follow the link to Student Employment. Under the Students tab on that page, click Find a Job, and then click the button that says ‘Go to the I-9 Service Center’. You must complete the acknowledgement to move forward to the I-9 form and complete Section 1.

4) **Bring the following documents to a Student Employment representative on or before your first day of work to complete Section 2 of the I-9 form:**
   - Valid passport
   - I-94
   - Most recent I-20 (or DS-2019) **
   - On-Campus Employment Letter
   - Social Security application receipt

   } (only for new SSN)

5) **Start work!**

You will also be required to submit a Direct Deposit form and W-4 form. You can submit the Direct Deposit form online – look for it on myNortheastern under Services & Links. You will be asked to get an access code sent to your personal email, and with that you’ll be able to access the form. You will need your bank’s routing number and your account number. These numbers can be found on personal checks or deposit slips, but if you don’t have those, you may be able to find them in your online banking service.

The W-4 form can be completed and submitted at the Boston campus Student Employment Office, or at satellite campuses at your Employment Onboarding Session.

If you have questions about completing time sheets or payroll, please see the Quick Tips document under the Student Forms page of the Student Employment web site.
* International students should use their local address (not international) for the I-9 form. When selecting your citizenship status, most international students should select ‘An alien authorized to work until…’ with the letters ‘D/S’ in the date field. (This stands for Duration of Status and comes from the I-94 admit until date.) If you don’t have your SSN yet, you can leave that field blank. The website will give you a warning to let you know you’ve left it blank – you can click the Sign button again to move forward without the SSN.

You will need to update your SSN on the I-9 once you receive the number. You can send an email to seoi9help@northeastern.edu to get access to the I-9 for this update. **You should NEVER send your SSN over email to anyone, just request access to put it in the I-9.**

** If you need to obtain a new I-20, you must request one from OGS. This request can take up to 10 business days to process, and you cannot complete an I-9 without this form, so make sure your I-20 is ready before you agree on a hire date for your new job.

For information about OPT and CPT authorization, please contact OGS.

CONTACT US

Office of Student Employment, Graduate Assistantships & Fellowships
271 Huntington Ave, Suite 276
(617) 373-3200
seoi9help@northeastern.edu

Office of Global Services
405 Ell Hall
(617) 373-2310
ogs@northeastern.edu