

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) Present 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:

- Supporting document(s) from the official [List of Acceptable Documents](#)
 - 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 both of these online – look for 'Direct Deposit form' 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.

After you've been hired in our system, you'll have access to a link on myNortheastern called Student Employee Self Service. From there, click on Update Tax Information to see the withholding screen. This takes the place of the paper W-4 form. According to [IRS Notice 1392](#), nonresident aliens should indicate 'NRA' on their W-4 and select 'Single' regardless of their marital status, since marriage is not a factor in taxation if you're not a resident. For more information, see the IRS Notice linked above.

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 **program end date from their I-20** in the date field. 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.**

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

CONTACT US

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