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, the process for getting authorization to work includes the following steps:

1) **Find a job on campus.**
   You can browse listings on the Student Employment website and apply online.

2) **Complete form 125.**
   You can get this form at the ISSI. It must be completed by you and your supervisor for your on-campus job, and then it must be returned to ISSI for verification. This final step may take one to two business days. Once your 125 has been signed by the Designated School Official at ISSI, you will be notified via email and you can pick it up at ISSI.

3) **Apply for a Social Security Number** *
   …if you don’t already have one. Follow the link above for specific instructions on applying for your Social Security Number. Be sure to get a receipt for your application!

4) **Complete the I-9 form online.** **
   The electronic I-9 form can be accessed via the myNEU portal. Under the Self Service tab, follow the link to Student Employment. From that page, click Find a Job, and then follow the link to Go to the I-9 Service Center. You can submit the form online, but you must come to the Student Employment Office as soon as possible to present your documentation in person before you are authorized to work.

5) **Bring the following documents to the Student Employment Office:**
   - Valid passport
   - I-94 ***
   - Most recent I-20 ****
   - Social Security application receipt
   - Form 125
You will also be required to submit a Direct Deposit form and W-4 form at the Student Employment Office. For the Direct Deposit, you must provide something from your bank that confirms your routing number and account number. These numbers can be found on personal checks or deposit slips, but if you don’t have either of these, you may be able to find them in your online banking service.

Once you have completed these steps, you can begin work as of the hire date indicated on your Form 125. 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.

* You will need to update your Social Security Number with the University by presenting your Social Security Card at the Student Employment Office once you receive it.

** International students should use their local address (not international) for the I-9 form. When selecting your citizenship status, most students on an F-1 visa should select ‘An alien authorized to work until…’ with the end date of their program (listed on the I-20) in the date field.

*** What to do if your I-94 is “Not Found” online

**** If you need to obtain a new I-20, you must request one from the ISSI. 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, or any other international student advising questions, please contact the ISSI.