

## 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. 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 an SSN:**

Acquire an On-Campus Employment Confirmation Letter from OGS. Please review the [OGS guide](#) for instructions and to access the online request form. It may take two business days to receive your OGS On-Campus Employment Confirmation 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 myNEU portal. Under the Self Service tab, follow the link to Student Employment. From 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.

**4) Bring the following documents to a Student Employment representative:**

- Valid passport
  - [I-94](#)
  - Most recent I-20 (or DS-2019) \*\*\*
  - On-Campus Employment Confirmation Letter
  - Social Security application receipt
- } (only for new SSN)

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 myNEU under the Self Service tab. 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 bank 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.

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.

Once you have completed these steps, you can begin work as of the hire date indicated on your On-Campus Employment Confirmation Letter. 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 SSN on the I-9 once you receive the number. You can send an email to [seoi9help@northeastern.edu](mailto: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.

\*\* 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 Continue again to move forward without the SSN.

\*\*\* 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.

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### **BOSTON CAMPUS**

**Student Employment Office**  
271 Huntington Ave, Suite 276  
(617) 373-3200  
[seoi9help@northeastern.edu](mailto:seoi9help@northeastern.edu)

**Office of Global Services**  
405 Ell Hall  
(617) 373-2310  
[ogs@northeastern.edu](mailto:ogs@northeastern.edu)

### **SEATTLE CAMPUS**

**Office of Global Services**  
225 Terry Avenue North, 3<sup>rd</sup> floor  
(206) 254-7505  
[ogs@northeastern.edu](mailto:ogs@northeastern.edu) – indicate that you are a Seattle student in your email.