

## 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
- Most recent [I-94](#)

**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 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 online through MyNortheastern > Services & Links > Student Employee Self Service > Update Tax Information. Please note that you will not have access to your W-4 until after you have been officially hired through the student employment system.

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...' and include the program end date listed on your I-20 as your work authorization end 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](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.**

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

## CONTACT US

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