

Form I-9: Employment Eligibility Verification procedures for International Students

This handout is intended to assist departments in filling out the Employment Eligibility Verification Form (I-9) for International students here at EIU. The regulations regarding International students are rapidly evolving requiring a change in some of our procedures regarding this population of students. It has recently come to the attention of the International Programs Office that the University must change the way that Form I-9's are processed in order to stay in compliance with the Internal Revenue Service and the Bureau of Citizenship and Immigration Services, formerly the Immigration and Naturalization Services. International students must fill out the I-9 Form in the same manner as domestic students thereby requiring the department employing students to provide and process the I-9 Form. In the past, the International Programs office has been responsible for obtaining the form and sending it to the Student Employment office. Tips for filling out the form are below in order to assist a smooth transition for the employing departments.

Step 1: Check student visa type. If the student is an F-1 visa, proceed to step 2. If the student is a J-1 visa, please contact the International Programs office before proceeding.

Step 2: Have the student fill out *Section 1: Employee Information and Verification*. Student would mark that they are an alien authorized to work until a specified date to be filled in by the supervisor. The date entered here can not be past August 15 of each academic year unless the student's passport or I-20 expires before this date. If a passport or I-20 will expire before August 15, the student would be authorized to work until that expiration date. Please note: A new I-9 will need to be filled out each academic year for an International student.

I-9 web link: <http://www.uscis.gov/graphics/formsfee/forms/i-9.htm>

Step 3: Proceed to *Section 2: Employer Review and Verification*. Fill in *List B* and *C* with the passport and visa information in a form similar to the following:

	<i>List B</i>	<i>List C</i>
Document Title:	Passport	I-20
Issuing Authority:	Country	BCIS (Bureau of Citizenship and Immigration Services)
Document #:	Passport #	SEVIS ID #
Expiration Date:	Expiration date	Expiration Date

To the right of *List C*, write in the visa type and circle it. (i.e.: F-1, J-1)

Step 4: Complete the signature area of the I-9 for F-1's only.

Step 5: Forward Form I-9: Employment Eligibility Verification along with the Employment Authorization Request Form to:

Lorraine Baker, Student Employment
Financial Aid Office, Student Services Building

Step 6: Student must see Jo Gentry in the Business Office for an interview. The student will need their passport and I-20.

* Student must complete Section #1 themselves; however, you can provide guidance.

Please contact Adrienne Paladino at 581-2321 with any questions regarding the I-9 for International Students.