

## I-9 Processing for F-1/J-1 student with SSN

\*must be completed on or before employment start date

### Step 1: Find Employment

- Find Employment– visit <https://handshake.emich.edu/> and [www.emich.edu/oiss/oncampus](http://www.emich.edu/oiss/oncampus)

### Step 2: Employment Eligibility Verification Form I-9

- Bring original, most recent I-20/DS-2019, passport and I-94 card/printout (I-94 printout can be obtained at [www.cbp.gov/I94](http://www.cbp.gov/I94))
- Fill Section 1 of the Form I-9, sign and date where indicated (see sample)  
**STUDENT EMPLOYEES** – UACDC, 200 McKenny Hall  
**GRADUATE ASSISTANTS** – Human Resources, 140 McKenny Hall  
**Independent Contractor Employees** – with employer

#### **GRADUATE ASSISTANTS ONLY:**

- Bring GA Offer letter to the OISS Front Desk. OISS will issue a new I-20. Please allow 5-7 business days for processing.

### Step 3: Complete Payroll Office procedures

#### **STUDENT EMPLOYEES AND GRADUATE ASSISTANTS**

- The Payroll Department uses *GLACIER Online Tax Compliance System* to determine if international employees are exempt from taxes. To request access to FNIS please send an email to [payroll.questions@emich.edu](mailto:payroll.questions@emich.edu). In the email include your name and E ID number. Please allow at least 48 hours for a response.

#### **Independent Contractor Employees**

- Complete payroll procedures with employer

#### ***Note: the I-9 is valid as long as:***

- You maintain your F1/J1 status
- Your passport is valid at least 6 months into the future
- You are enrolled full-time during the fall and winter semesters, and
- You are not working more than 20 hours per week during fall and winter terms, and not more than 29 hours per week during school not in session( eg. summer term)

#### ***Please be aware:***

- If you violate your non-immigrant status, you will have to stop working
- When you have completed your degree program, the I-9 is terminated
- The I-9 is good ONLY for ON-CAMPUS employment privilege at EMU