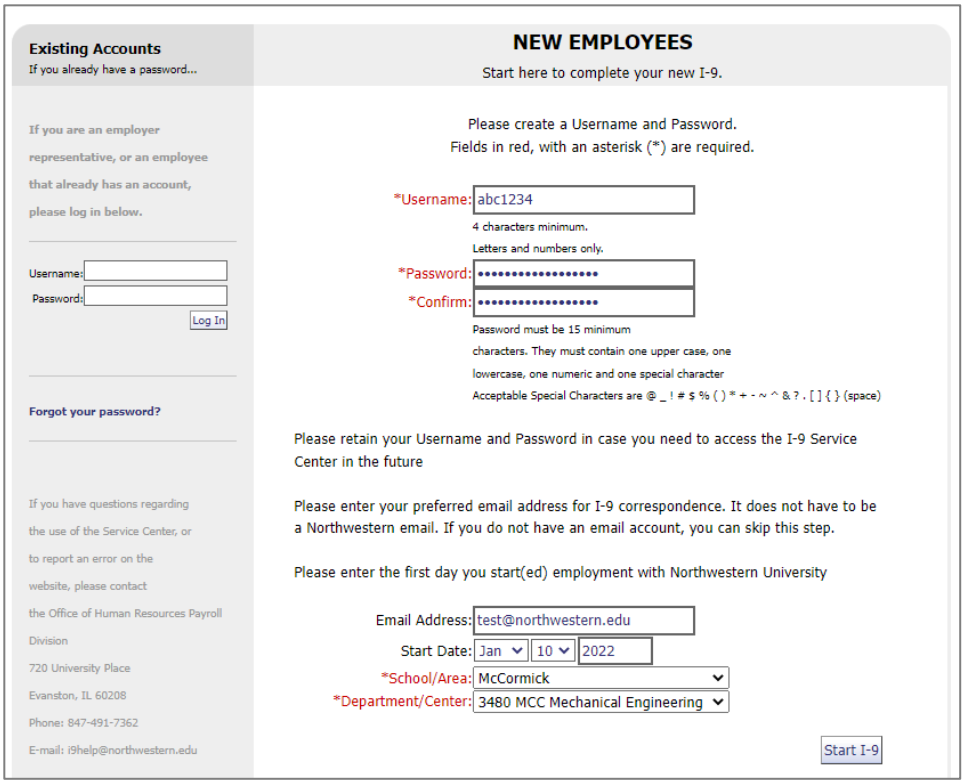
Northwestern | OFFICE OF HUMAN RESOURCES

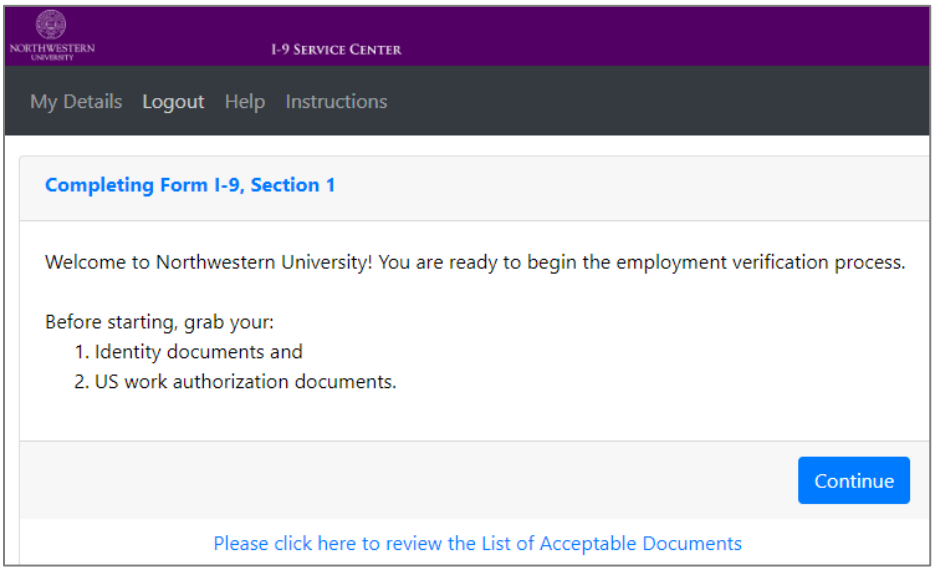
I-9 Service Center

Completing I-9 Section 1

If you need help with completing the I-9 form, contact askHR at askHR@northwestern.edu or call 847-491-4700.

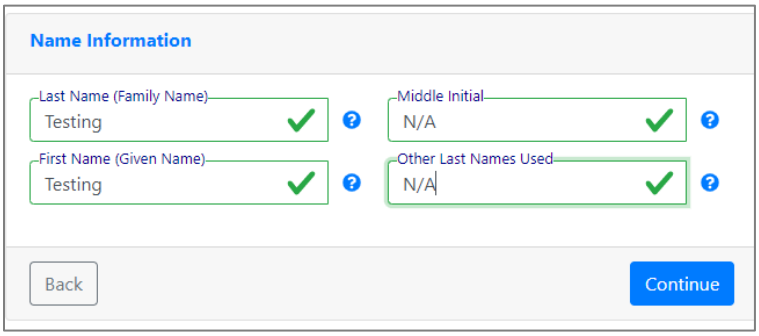
Process for New Employees Completing Section 1 of the I-9 Form	
1.	New employees must complete Section 1 of the I-9 Employment Eligibility Verification Form. You can complete Section 1 as soon as you accept a job offer, and it must be completed by the end of your first day of employment.
2.	Create a new account in the I-9 Service Center. a. Go to the website: https://northwestern.i9servicecenter.com/Login.aspx b. Create a new **Username** and **Password** in the area under the **New Employees** header. a. The password is unique to this website; it is not your NetID password. b. The password must be at least 15 characters long and contain a lower case letter, an upper case letter, a number, and a special character from the following list: @ _ ! # $ % ( ) * + - ~ ^ & ? . [ ] { } (space) c. Enter your email address. This information is not required, but if Human Resources needs to reach out about an issue with the I-9, it is helpful to have a way to contact you. d. Enter your employment start date if you know it (this field is not required). e. Enter the school and department. If you are not sure what to select for these, ask your hiring department or your hiring manager. f. Click the **Start I-9** button on the bottom. 

3. The first page is a welcome page with a title **Completing Form I-9, Section 1**. Click the **Continue** button on the right.

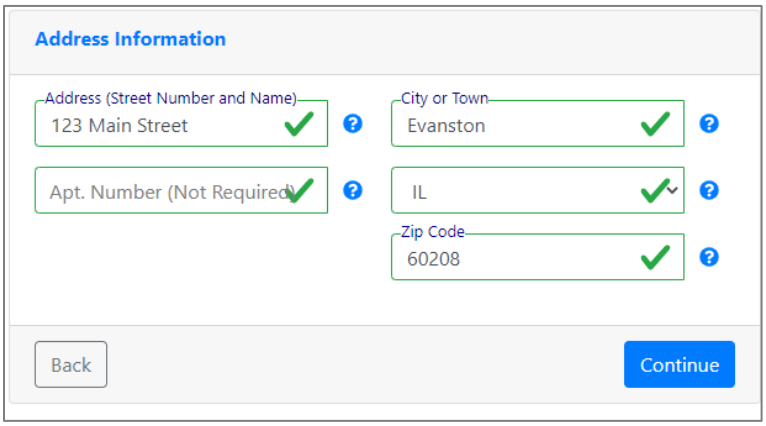


4. On the **Name Information** page, enter your name.

a. Enter **Last Name** and **First Name**.
b. If you don't have a **Middle Initial** or **Other Last Names Used**, enter N/A into those boxes.
c. Click **Continue**.

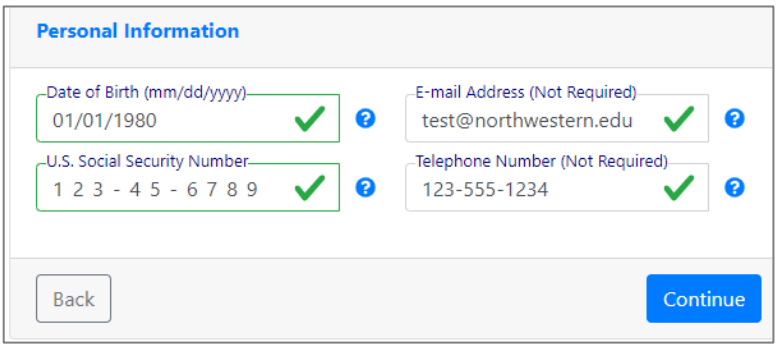


5. On the **Address Information** page, enter your home address. If you are a student living in on-campus housing, put your on-campus address. You must enter a United States address; do not enter a foreign address. Click **Continue**.



6. On the **Personal Information** page, enter your **Date of Birth** and **Social Security Number**.

a. You must enter a Social Security Number if you have one.
b. Northwestern University is a participant in the federal government E-Verify program and **all new employees must provide a Social Security Number**.
c. If you are a foreign national and you don't have a Social Security Number yet, you can leave the box empty.
d. **E-mail Address** and **Telephone Number** are not required, but providing the information will allow Human Resources to contact you if there are any problems with the I-9 form.
e. Click **Continue**.

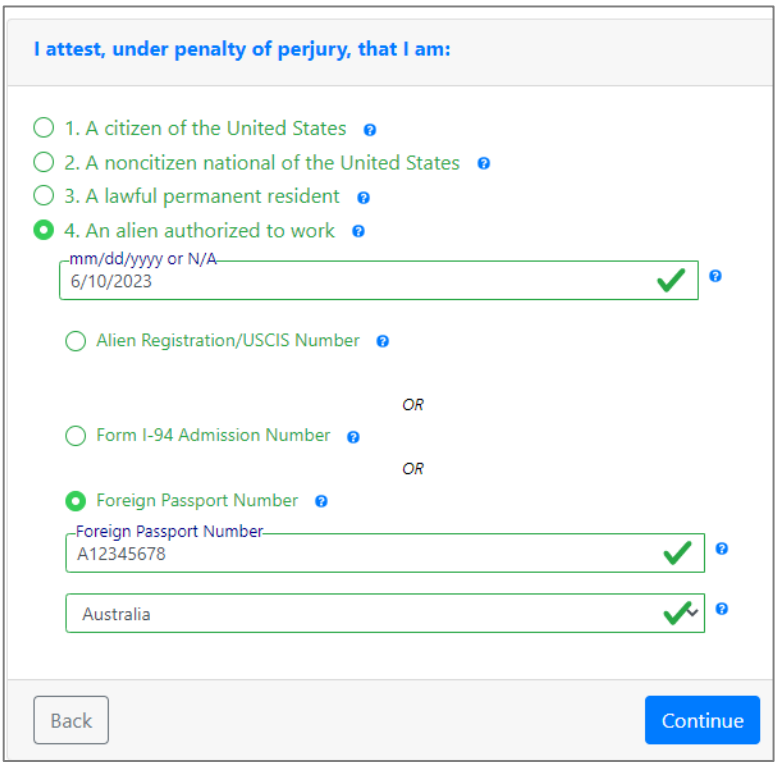


7. On the next page, select your **citizenship status** and click **Continue**.

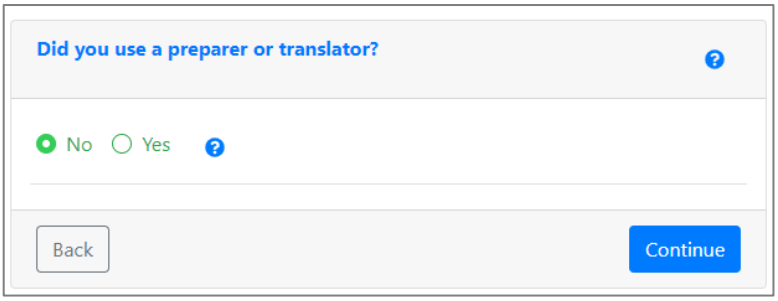
8. If you are an **international student or international scholar** on a visa (F-1, H-1B, J-1, TN, O-1) or have an EAD card, choose the option **An alien authorized to work**.

a. You will need to provide the **end date of your work authorization**. If you have an EAD card, this is the expiration date of your card. For F-1, this is the Program End Date from the I-20 Form. For J-1, it's the authorization period end date from the DS-2019. For H-1B, it's the H-1B authorization end date from the I-797 Approval Notice. If you are not sure what date to use, contact askHR at askHR@northwestern.edu.

b. You will also need to provide your Alien Registration Number / USCIS Number, your I-94 Admission Number, or your Foreign Passport Number.

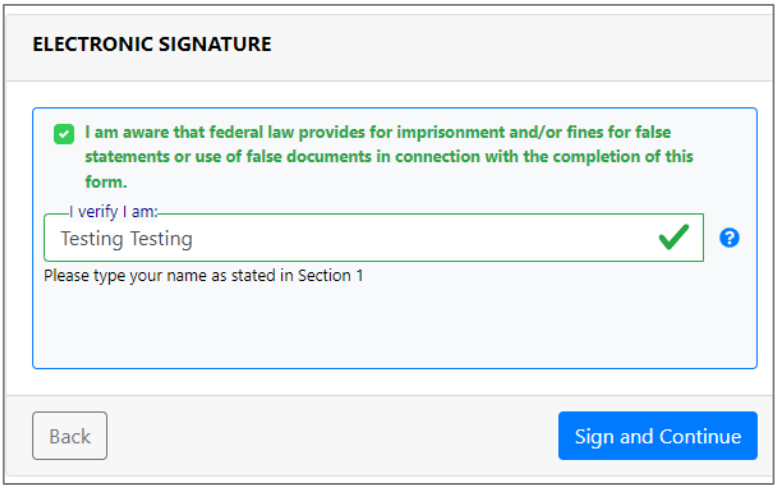


9. On the next page, report **whether or not you used a preparer or translator to help you fill out Section 1**. This would be the case if someone other than the employee is filling out the online form. If you used a preparer or translator, provide the person's information. Click **Continue** when you are done.

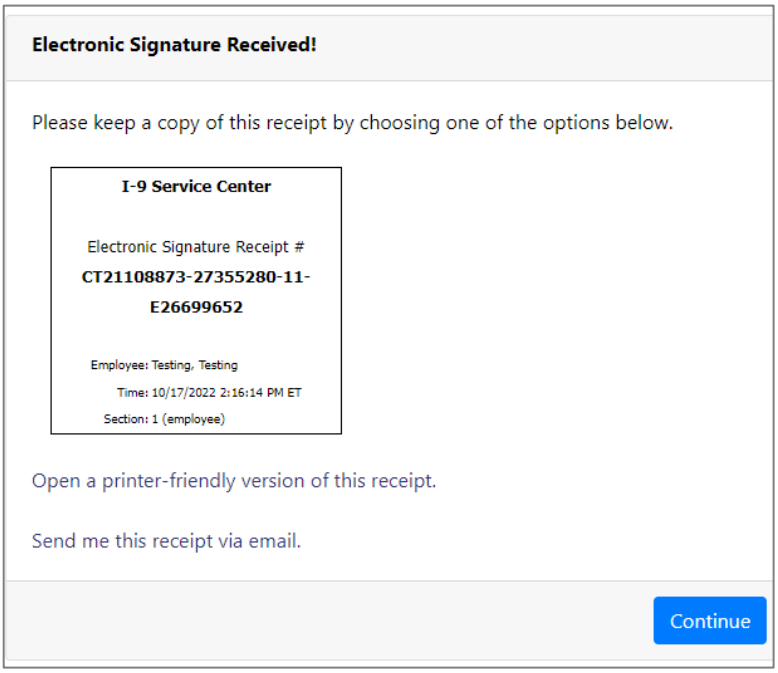


10. On the **Electronic Signature** page, read the statement, check the checkbox, and then type in your name. Then click **Sign and Continue**.

a. The name must match the First Name, Middle Initial, and Last Name provided in step 4.
b. For example, if you entered your first name as John, middle initial as B and last name as Doe, then you'd sign your name as John B Doe.
c. You can go back to previous pages using the **Back** button if you need to review or update your name.



11. The **Electronic Signature Receipt** page shows that the signature was recorded, and you are done with Section 1 of the I-9 form. You have the option to print or email yourself the receipt. Then click **Continue**.



12.	On the next page, you can **Log Out** using the button on the bottom right.
13.	The next step is to present your documents during an in-person meeting to complete Section 2 of the I-9 form. a. Here is a list of acceptable documents: https://www.northwestern.edu/hr/documents/work-essentials/i9documents.pdf. b. You must have one document from List A or a combination of one document from List B plus one document from List C. c. If you are an international student/scholar on an employer-specific visa (F-1, H-1B, J-1, O-1), and you have questions about what documents are needed, contact askHR@northwestern.edu. d. You must complete the Section 2 document verification no later than 4 business days after you start your job. If the job lasts less than 3 days, then you must complete it by the end of your first day. e. The document verification must be done in person. Video calls or emailed documents are not allowed. f. You must have the original version of your verification documents. Photos, scans, and photocopies are not accepted. g. If you have lost your document or it was stolen, and you have applied for a replacement document, you can use the receipt showing the application to complete the Section 2 document verification. Then you will have 90 days from the start of your job to return with the replacement document or another acceptable document.
14.	Options for completing Section 2 document verification: a. Many departments have staff who can meet with new employees in person to complete this step. Reach out to your hiring department to ask about it. b. Human Resources has offices in Evanston and Chicago. For location and hours see: https://www.northwestern.edu/hr/about/askhr/index.html c. If you are unable to come to campus to complete the I-9 document verification step, there is a remote agent process that can be used. In this case, you will need to identify someone who can meet with you in person and that person will act as the authorized representative for the process. For more information about this option, see: https://www.northwestern.edu/hr/essentials/hr-systems/e-verify/i-9-processing-with-current-stay-at-home-order.html