Form I-9 (with foreign passport and I-94) Instructions

1- **Print your I-94 card.**

   If you have not already done so, please login to CBP website to print your I-94 cards.

   https://i94.cbp.dhs.gov/I94/#/home

   The site will require your name, date of birth, passport issuance country, and passport number.

   Please retain the number for your I-9 and records.

2- **Create your I-9.**

   Log into I-9 service center https://northwestern.i9servicecenter.com/Login.aspx

   Create a USERID and password as a NEW EMPLOYEE

UserID can be your NetID or your name. Example of netid **jws073** or **johnsmith**.

Password examples **Summer4!** Or **Evanston!7** (please read password criteria and carefully create password).

Email- Use your Northwestern or a personal email. Make sure it is one that you check regularly.

Start Date- First date of employment at Northwestern

School/Area- This is where you work or study (for example McCormick or WCAS -Weinberg College of Arts and Sciences)

Department/Center- Department where you are working or studying (for example Chemistry, Material Science and Engineering, Applied Physics)

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Doe	Jane	Optional	n/a

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
123 Fake Street	2B	Evanston	IL ▼	60201

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
09/15/1999		j-doe@u.northwestern.edu	Optional

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ 1. A citizen of the United States ❓

☐ 2. A noncitizen national of the United States (See instructions) ❓

☐ 3. A lawful permanent resident ❓ (Alien Registration Number/USCIS Number): ❓ N/A ▼

☑ 4. An alien authorized to work ❓ until (expiration date, if applicable, mm/dd/yyyy) ❓ 06/15/2023 .
Some aliens may write "N/A" in the expiration date field.(See instructions) ☐ Indefinite

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

1. Alien Registration Number/USCIS Number: ❓ N/A ▼

OR

2. Form I-94 Admission Number: ❓ N/A

OR

3. Foreign Passport Number: ❓ 123456789

Country of Issuance: ❓ China (People`s Republic of China) ▼

QR Code - Section 1
Do Not Write in This Space

Enter name- under other name enter n/a if you have no other names.

Enter U.S. home address. You can use temporary housing.

Enter U.S. issued SSN. Can leave blank if you do not have one.

Check box **An alien authorized to work** and enter the projected completion date from your I-20, DS-2019, or I-797. You can enter either your **Foreign Passport Country of Issuance** and **Foreign Passport Number** or your **Form I-94 Admission Number**.

Select if you had a preparer or translator assist in completing the form.

Scroll down and press **Click to Sign**. If you do not have a U.S. SSN, you will receive an error message about the SSN, **Click to Sign** again to skip past the error to the signature.

Check the box, type your name exactly as entered above, then press **Sign and Continue**.

DIGITAL SIGNATURE

☑ I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I verify I am:
John Smith

Please list your First then Middle Initial then Last Name as spelled in Section 1 in the field above

< Back   Sign and Continue >