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.
   www.cbp.gov/i94
   Enter your name, Date of birth, passport country & number, date of entry into the U.S., and visa
type (F-1 or J-1).

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 Evanston17 (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- Aug 1 2014

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

   Department/Center- Department where you are studying (for example Chemistry, Material Science and
Engineering, Applied Physics)
Enter name- under other name enter n/a if you have no other names

Enter address (use temporary housing)

Leave SSN blank unless you have one from previous visit

Check box “Alien Authorized to work” and enter the projected completion date from your I-20 or DS-2019. Then enter your I-94 number that was printed from the CBP website. Lastly enter your foreign passport number and Country that issued your passport.

Scroll down and press continue in the bottom right corner. You will receive an error message about the SSN, go ahead and ignore it by clicking continue again.

Check the box, type your name, then press sign and continue.