

# 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

**Existing Accounts**  
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username:   
Password:

**Forgot your password?**

If you have questions regarding the use of the Service Center, or to report an error on the website, please contact the Office of Human Resources Payroll Division  
720 University Place  
Evanston, IL 60208  
Phones: 847-491-7362  
E-mail: [ihelp@northwestern.edu](mailto:ihelp@northwestern.edu)

To access the Northwestern School/Area, Department/Center matrix see:  
<http://www.northwestern.edu/hr/payroll/E-VerifyDepartments.pdf>

**NEW EMPLOYEES**  
Start here to complete your new I-9.

Please create a Username and Password.  
Fields in red, with an asterisk (\*) are required.

\* Username:   
4 characters minimum.  
Letters and numbers only.

\* Password:   
\* Confirm:

Password must be between 8 and 14 characters. They must contain one upper case, one lowercase, one numeric and one special character  
Acceptable Special Characters are @ \_ ! # \$ % ( ) \* + - ~

Please retain your Username and Password in case you need to access the I-9 Service Center in the future

Please enter your preferred email address for I-9 correspondence. It does not have to be a Northwestern email. If you do not have an email account, you can skip this step.

Please enter the first day you start(ed) employment with Northwestern University

Email Address:   
Start Date: -- -- / -- -- /   
\*School/Area:   
\*Department/Center:

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) ? Doe		First Name (Given Name) ? Jane		Middle Initial ? Optional	Other Last Names Used (if any) ? n/a
Address (Street Number and Name) ? 123 Fake Street		Apt. Number ? 2B	City or Town ? Evanston		State ? IL Zip Code ? 60201
Date of Birth (mm/dd/yyyy) ? 09/15/1999	U.S. Social Security Number ?		Employee's E-mail Address ? j-doe@u.northwestern.edu		Employee's Telephone Number ? 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 >