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.
   [Link: 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 [Link: https://northwestern.i9servicecenter.com/Login.aspx]
   Create a USERID and password as a NEW EMPLOYEE

   [Image of login form]

   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)
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, 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.