

Information for International Students

All students must have an I-9 Employment Eligibility Verification form on file before they can start working. To ensure that you maintain good standing and visa status, you should follow these steps before starting work:

1) Find a job on campus.

You can browse listings on Workday and apply online. Once a supervisor agrees to hire you, we can start the paperwork. If you already have a Social Security Number, you can skip to step 3.

2) For students who don't already have a Social Security Number (SSN):

Acquire an On-Campus Employment Letter from OGS. Please review the [OGS website](#) for instructions and to access the online request form. It may take five business days to receive your OGS On-Campus Employment Letter. Once it's ready, you'll be notified via email and you can pick it up at OGS. You'll need that letter to [apply for your SSN](#). Be sure to get a receipt for your SSN application!

3) Complete the I-9 form online. *

The electronic I-9 form can be accessed via [Workday](#). In the Jobs & Career Hub app, Student Employment tab, then click the link to the 'I-9 Service Center'. You must complete the acknowledgement to move forward to the I-9 form and complete Section 1.

4) Bring the following documents to a Student Employment representative on or before your first day of work to complete Section 2 of the I-9 form:

- Valid passport
 - [I-94](#)
 - DS-2019
 - On-Campus Employment Letter
 - Social Security application receipt
- } (Only for new SSN applicants)

***J-1 students not sponsored by Northeastern University: J-1 sponsored students who are not under Northeastern University's J-1 Exchange Visitor Program must seek permission from their Program Sponsor to work on or off-campus. Such permission must take the form of a letter on original letterhead with an original signature (no email).*

5) Start work!

You will also be required to submit a Direct Deposit form and complete the Federal and State Tax Withholding forms. You can submit the Direct Deposit form online – look for it on the Student Hub under Services & Links > Financial Services. You will need your bank's routing number and your account number. These numbers can be found on personal checks or deposit slips, but if you don't have those, you may be able to find them in your online banking service.

Federal and State Tax Withholding forms can be completed and submitted through [Workday](#). The forms will be available to complete once you are officially hired in the Workday system.

If you have questions about completing time sheets or payroll, please see the [‘How to Submit Time’](#) document under the Workday tab on the Student Employment website.

* International students should use their local address (not international) for the I-9 form. When selecting your citizenship status, most international students should select ‘An alien authorized to work until...’ and include the program end date listed on your DS-2019 as the date you are authorized to work until. If you don’t have your SSN yet, you can leave that field blank. The website will give you a warning to let you know you’ve left it blank – you can click the Sign button again to move forward without the SSN.

You will need to update your SSN on the I-9 once you receive the number. You can send an email to seoi9help@northeastern.edu to get access to the I-9 for this update. **You should NEVER send your SSN over email to anyone, just request access to put it in the I-9.**

For information about OPT and CPT authorization, please contact OGS.

CONTACT US

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