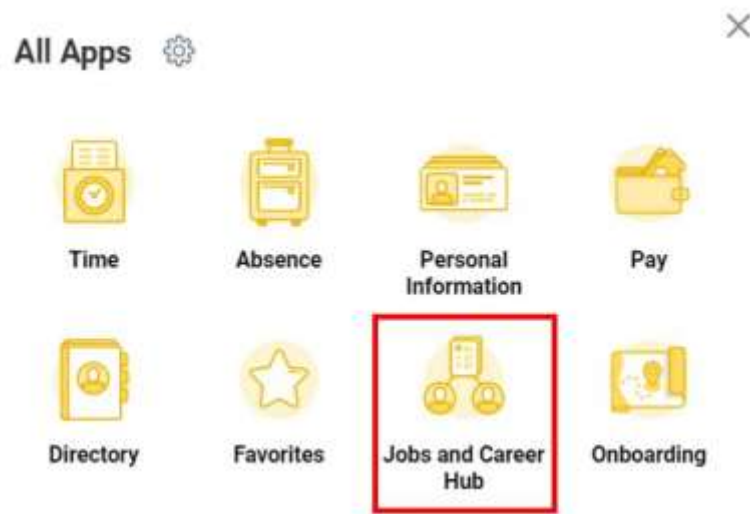


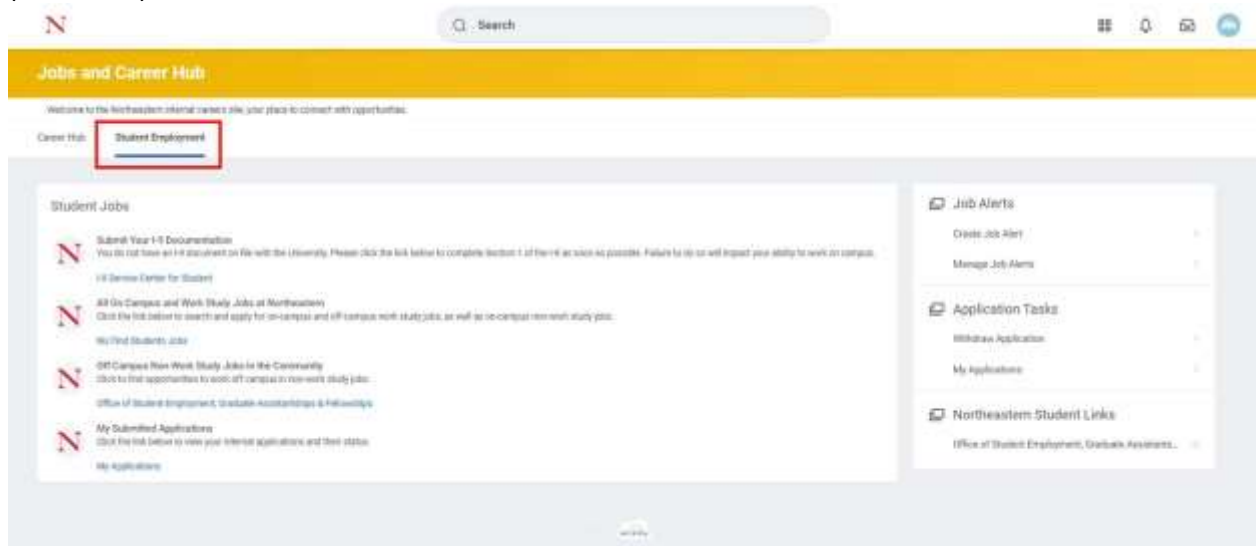
**Purpose:** Student employees can complete Section 1 of the Form I-9.

**Steps to complete Section 1 of the Form I-9 in Workday:**

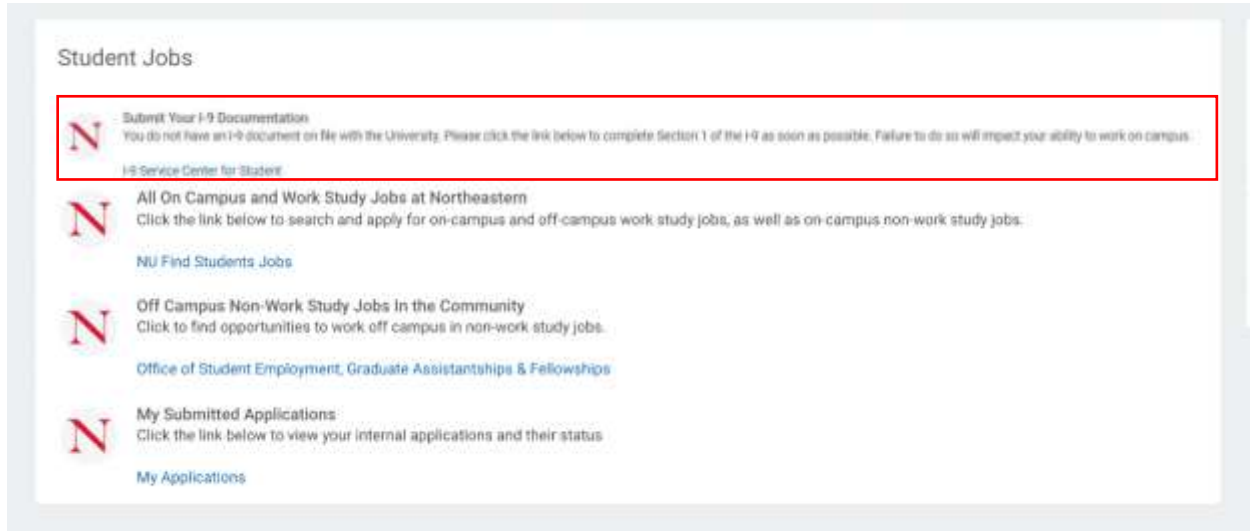
1. Log in to Workday at <https://www.myworkday.com/northeastern>
2. Go to **View All Apps**
3. Select the **Jobs and Career Hub** application.




4. Once you have selected the **Jobs and Career Hub** app, students should toggle to the **Student Employment Tab** to access available jobs, review open applications, and submit I-9 information (as needed).





5. Students can access the I-9 Service Center to complete Section 1 of the Form I-9.




**Student Jobs**

 **Submit Your I-9 Documentation**  
You do not have an I-9 document on file with the University. Please click the link below to complete Section 1 of the I-9 as soon as possible. Failure to do so will impact your ability to work on campus.  
[I-9 Service Center for Students](#)

 **All On Campus and Work Study Jobs at Northeastern**  
Click the link below to search and apply for on-campus and off-campus work study jobs, as well as on-campus non-work study jobs.  
[NU Find Students Jobs](#)

 **Off Campus Non-Work Study Jobs In the Community**  
Click to find opportunities to work off campus in non-work study jobs.  
[Office of Student Employment, Graduate Assistantships & Fellowships](#)

 **My Submitted Applications**  
Click the link below to view your internal applications and their status.  
[My Applications](#)

**Result:** You have completed Section 1.

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**Some key items to note:**

- You must report to 375 Richards Hall to complete Section 2 of your Form I-9. You must bring original identification documentation with you. Please see the [list of acceptable documents](#).