The Immigration Reform and Control Act requires all U.S. employers to verify the identity and employment eligibility of all new employees, citizens and non-citizens alike. Accordingly, all employers must keep I-9 files for each of their new employees. Even if you already have a Social Security Number (SSN), you must still complete the I-9 Employment Eligibility Verification process. Additional information regarding the Form I-9 is available on the USCIS website.

### I-9 Employment Eligibility Verification

**Step 1:** Be enrolled or certified as a full-time student or register as a full-time student.

**Step 2:** If you do not have an ESF assistantship and you would like to work on the ESF campus, attend an On-Campus Employment Seminar at the Slutzker Center for International Services (310 Walnut Place). Check seminar times online: [http://international.syr.edu/seminars_presentations.htm](http://international.syr.edu/seminars_presentations.htm)

If you have an ESF assistantship, proceed to Step 4.

**Step 3:** Receive a job offer. You may not begin working until you have completed the I-9 process and your information has been entered into the University computer system.

**Step 4:** If you do not have a Social Security Number, ask Human Resources to complete the Social Security Memo with your job offer information.

<table>
<thead>
<tr>
<th>Human Resources Personnel, please:</th>
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<tr>
<td>Access <a href="http://www.esf.edu/international/forms.htm">http://www.esf.edu/international/forms.htm</a> (see “Employment Requests”) and complete the appropriate Social Security Memo. Be sure to enter all information, print on ESF letterhead, and sign on the supervisor line. Return the completed Memo to the student. S/he must submit the original Social Security Memo to the ESF Office of International Education (Bray 302) for endorsement in Part B and then submit to Social Security Administration.</td>
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**Step 5:** If you are a J-1 student sponsored by ESF, complete the J-1 student On-Campus Employment Authorization Form ([http://www.esf.edu/international/forms.htm](http://www.esf.edu/international/forms.htm)).

If you are a J-1 student sponsored by an organization other than SUNY-ESF, obtain a letter from your J sponsor approving the on-campus employment.

J-1 on-campus employment must be recorded in SEVIS and authorized annually; authorization is employer/job-specific.

**Step 6:** Complete the I-9 Employment Eligibility Verification Process at 216 Bray Hall.

- If you do not have a Social Security Number, also bring your completed Social Security Memo.
- If you do not have an assistantship, also bring the On-Campus Employment Seminar Attendance Verification Form from the Slutzker Center On-Campus Employment Seminar.
- If you are a J-1 student, also bring the ESF On-Campus Employment Authorization Form or an authorization letter from your sponsoring agency.

Human Resources Personnel: If the student is seeking non-assistantship employment, please sign and check the box at the bottom of the gold, half-sheet On-Campus Employment Seminar Attendance Verification Form to verify that the I-9 has been completed.

**Step 7:** Submit documentation to the Office of International Education (302 Bray Hall).

- If you do not have a Social Security Number, submit the Social Security Memo with Part A completed by Human Resources. The Office of International Education will endorse Part B (required for your Social Security Application).
- If you are in J-1 status, submit the original ESF On-Campus Employment Authorization Form or an authorization letter from your sponsoring agency.
- If you do not have an assistantship, submit the On-Campus Employment Seminar Attendance Verification Form from the Slutzker Center On-Campus Employment Seminar now endorsed by Human Resources.

**Step 8:** If you do not have a Social Security Number, pick-up endorsed Employment Memo at the Office of International Education for your Social Security Application.