



State University of New York
College of Environmental Science and Forestry
Office of International Education
302 Bray Hall c/o 227 Bray Hall

I-9 Employment Eligibility Verification: Working on ESF Campus

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](http://uscis.gov).

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

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.

Human Resources Personnel, please:

Access <http://www.esf.edu/international/forms.htm> (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.

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>).

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.

Bring your original I-20/ DS-2019, passport, visa, I-94 card to Human Resources to complete the I-9 process.

- **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.