



LILLIAN AND EMANUEL SLUTZKER  
CENTER FOR INTERNATIONAL SERVICES  
DIVISION OF STUDENT AFFAIRS  
310 Walnut Place | Syracuse, New York 13244-2380  
TEL: 315-443-2457 | FAX: 315-443-3091  
EMAIL: LESCIS@SYR.EDU  
<http://international.syr.edu>

# I-9 EMPLOYMENT ELIGIBILITY VERIFICATION PROCESS FOR STUDENTS

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 at <http://www.uscis.gov/i-9>.

## I-9 Employment Eligibility Verification Process

**Step 1: Be enrolled full-time or register full-time** at the start of the upcoming semester if the semester has not yet begun. **You must be registered for classes in order to work on Syracuse University Campus.**

**Step 2: 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 system. You will receive a notice verifying this and your eligibility to begin working.)

To look for a job go to: [www.sujobopps.com](http://www.sujobopps.com)

**Step 3:** If you do not already have a SSN or you have lost your Social Security Card, have your employer complete the *Employer Verification Form* available online at <http://international.syr.edu/current-students/employment-ssn/social-security.html>.

**Employing Department**, please: Access [http://international.syr.edu/documents/ssn\\_fl\\_j1\\_student.pdf](http://international.syr.edu/documents/ssn_fl_j1_student.pdf) and complete the *F-1/J-1 Student Employer Verification Form*. Be sure to **enter all information in section A, print on department letterhead, and sign on the supervisor line**. **Employment start date must be within 30 days of your signature**. Return the original completed *Form* to the student. S/he must submit the original *Employer Verification Form* to Student Employment and the Slutzker Center for International Service

**Step 4: Complete the I-9 Employment Eligibility Verification process at the Student Employment Office, 210 Steele Hall.**

You must bring the following documents with you:

- Half gold sheet from the Social Security & ITIN Seminar (Tuesdays at 2 pm and Fridays at 9:30 am)
- Original *Employer Verification Form* completed by employer, printed on dept. letterhead [if you don't have a SSN or card]
- Original I-20 or DS-2019, passport, & I-94 card, [and your Social Security Card if you have one]

If you are an **SU Athlete**, or **J-1 student sponsored by an organization other than SU**:

- **SU Athlete:** Complete the Student-Athlete Employment Clearance Process at the Manley Field House Compliance Office and obtain a copy of your *Student-Athlete Employment Clearance Form*. You must submit a photocopy of your completed *Student-Athlete Compliance Form* to Student Employment when you complete your I-9.
- **J-1 Student (not sponsored by SU):** Obtain a letter from your J Sponsor (e.g. IIE, AMIDEAST, IREX, Fulbright, LASPAU) approving your on-campus employment. You must submit a copy of this letter to Student Employment when completing your I-9.

**Once your I-9 information has been entered into the system, you are eligible to work on Syracuse University's campus. Your I-9 is valid until your I-20/DS-2019 program end date. If you shorten/extend your F-1/J-1 program, verify with the Slutzker Center that your document will be submitted to HR for an I-9 update.**

**Step 5: Complete the Non-Resident Alien Information Form** online at <https://fnis.windstar.cc/syracuse/>. To obtain access, email Payroll at [payroll@syr.edu](mailto:payroll@syr.edu) with your SU ID number. Use the password you receive to complete and submit the form electronically. The data collected allows SU to determine your tax withholding status. Any questions you may have regarding the *Non-Resident Alien Information Form* should be directed to Payroll at [payroll@syr.edu](mailto:payroll@syr.edu). The Slutzker Center will not be able to answer questions related to this form.

**If you do not have a Social Security Number (SSN), you will have to apply for one** since U.S. federal law requires all individuals employed in the U.S. to have a SSN. SSN's are used to identify employees and tax salaries, and are only issued for the purpose of employment. A SSN is not required to begin employment, but must be obtained immediately after being hired.



LILLIAN AND EMANUEL SLUTZKER  
CENTER FOR INTERNATIONAL SERVICES  
DIVISION OF STUDENT AFFAIRS  
310 Walnut Place | Syracuse, New York 13244-2380  
TEL: 315-443-2457 | FAX: 315-443-3091  
EMAIL: LESCIS@SYR.EDU  
<http://international.syr.edu>

# OBTAINING A SOCIAL SECURITY NUMBER

## Obtaining a Social Security Number

**Step 1: Attend the Social Security Seminar** at the Slutzker Center (Tuesdays at 2 pm and Fridays at 9:30 am).

**Step 2: Complete I-9 Employment Verification** with Student Employment Office in 210 Steele Hall (for your convenience, Steps 2 and 3 can be done simultaneously).

**Step 3: Complete SSN Employer Verification Form:** To be eligible to apply for a Social Security Number, you must be employed or have a promise of employment, which is shown by the [Employer Verification Form](#).

- Your employing department must complete **Part A** of the [Form](#) and print it out on their department letterhead.
- Next, Student Employment in 210 Steele Hall must complete **Part B** of the [Form](#) to verify completion of the I-9.
- The Slutzker Center must complete **Part C** of the [Form](#) to certify your valid F-1/J-1 status and eligibility for a SSN.
- **\*NOTE:** If you are applying for a SSN on the basis of **Off-Campus Work Authorization (CPT, OPT, AT)**, you should have your employer complete Section A of the Off-Campus F-1/J-1 Student Employer Verification Form and have the Slutzker Center complete Section B

**Step 4: Complete Social Security waiting period.** Before you can submit an application to the Social Security Administration for a SSN, you must have entered the U.S. on your current visa more than 10 days ago and be registered in the SEVIS System for at least 3 days.

**Step 5: Apply for the SSN -** Go to the Social Security Administration on the 4th floor, Federal Building, 100 S. Clinton Street, Syracuse, NY.

- Take with you the following:
  - The complete [Employer Verification Form](#);
  - Your original passport, visa and I-94 card; and
  - Your most recent and/or stamped I-20/DS-2019
- Make sure to provide a valid mailing address on the SSN Application

**Step 6:** When applying for the SSN, request a RECEIPT for your application.

**Step 7: Upon receiving your Social Security Card by mail,** submit a copy to the SU Payroll Office.

**Step 8: After you receive a Social Security Number - complete the [Non-Resident Alien Information Form](#)** online at <https://fnis.windstar.cc/syracuse/>. To obtain access, email Payroll at [payroll@sy.edu](mailto:payroll@sy.edu) with your SU ID number. Use the password you receive to complete and submit the form electronically. The data collected allows SU to determine your tax withholding status. Any questions you may have regarding the *Non-Resident Alien Information Form* should be directed to Payroll at [payroll@sy.edu](mailto:payroll@sy.edu). The Slutzker Center will not be able to answer questions related to this form.

Failure to submit a copy of your Social Security Card to the Payroll Office will result in a hold being placed on your paycheck or termination from your job so please be sure to apply for a SSN immediately and submit copies in a timely manner.

