



LILLIAN AND EMANUEL SLUTZKER  
CENTER FOR INTERNATIONAL SERVICES  
DIVISION OF STUDENT AFFAIRS  
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**I-9 EMPLOYMENT  
ELIGIBILITY  
VERIFICATION  
PROCESS  
ON-CAMPUS EMPLOYMENT**

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: **Attend an On-Campus Employment Seminar** at the Slutzker Center for International Services.  
[Tues 2 p.m. and Fri 12 p.m.]

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 already have a SSN, **have your future employer complete the *Employment Certificate Memo*** available online.

**Future employer**, please:

Access [http://international.syr.edu/social\\_security.htm](http://international.syr.edu/social_security.htm) and complete the appropriate *Employment Memo*. Be sure to enter all information, print on department letterhead, and sign on the supervisor line. Return the completed *Certificate* to the student. S/he must submit the original *Employment Memo* to the Slutzker Center with the required I-9 materials.

Step 5: If you are an **ELI student, SU Athlete, or J-1 student sponsored by an organization other than SU or SUNY ESF:**

**ELI Student:** Obtain a letter from ELI indicating that you are enrolled full-time and eligible to work.

**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*.

**J-1 Student (not sponsored by SU/SUNY ESF):** Obtain a letter from your J sponsor approving on-campus employment.

Step 6: **Complete the I-9 Employment Eligibility Verification process** at the Slutzker Center for International Services.

Please bring the following documents with you:

- Gold ½ sheet *On-Campus Employment Seminar Form* that you received at the On-Campus Employment Seminar
- Original *Employment Memo* completed by employer and printed on department letterhead [if you do not have a SSN]
- Original I-20 or DS-2019, passport, visa, I-94 card, [and your Social Security Card if you have one]
- 1 set of photocopies of your I-20 or DS-2019, passport, visa, I-94 card [and your Social Security Card if you have one]
- Copy of your current class schedule with name & SUID # indicating the number of credits you are registered for

**If it is prior to the beginning of the semester, you may submit I-9 documents before registering for classes and then submit a copy of your class schedule as soon as you are registered in order to complete the I-9 process.** You cannot begin working until the Slutzker Center has received all of your documents including your class schedule showing the number of credits you have registered for and your information has been entered into the computer system.

If you are an **ELI student, SU Athlete, or J-1 student sponsored by an organization other than SU or SUNY ESF**, also submit:

- ELI Students: An official letter from ELI verifying that you are enrolled full-time
- SU Athletes: A photocopy of your completed *Student-Athlete Employment Clearance Form*
- J-1 Student not sponsored by SU or SUNY ESF: An official letter from J sponsor approving your on-campus employment

**Once your I-9 information has been entered into the University computer system, you are eligible to work on Syracuse University's campus.** Your I-9 will remain valid until the end date on your I-20 or DS-2019.

Step 7: **Complete the *Non-Resident Alien Information Form*** online at <http://bfasweb.syr.edu/comptrol/nonresident.htm>. To obtain access, email Kelly O'Connor at [kaoc02@syr.edu](mailto:kaoc02@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 Kelly O'Connor at 443-2161/ [kaoc02@syr.edu](mailto:kaoc02@syr.edu). The Slutzker Center will not be able to answer questions related to this form.