



LILLIAN AND EMANUEL SLUTZKER
CENTER FOR INTERNATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS
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**I-9 AND SOCIAL
SECURITY NUMBER
FOR
SUNY-ESF STUDENTS
WORKING ON ESF CAMPUS ONLY**

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](https://uscis.gov).

I-9 Employment Eligibility Verification Process

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 if you do not have an assistantship and want to work on the SUNY-ESF campus. [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: **Ask Human Resources to complete the Employment Certificate Memo** with your job offer information.

Human Resources Personnel: Follow these steps:

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

Human Resources Personnel: 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 6: **Pick-up the *Employment Memo*** with Part A completed by Human Resources.

Step 7: **Submit *Employment Memo* and *On-Campus Employment Seminar Attendance Verification Form* with Human Resources I-9 verification to the Slutzker Center** for an Advisor's endorsement in Part B.

Step 8: **Pick-up endorsed *Employment Memo*** at the Slutzker Center.

Step 9: **Complete Social Security waiting period (if applicable).**

Before you can apply for a SSN, you must have entered the U.S. more than 10 days ago.

Step 10: **Gather the required application materials and apply for a social security number.**

(4th floor of Federal Building, 100 S. Clinton Street, Syracuse, NY)

- Current I-20/DS-2019, passport, visa, and I-94 card (Must be originals, not photocopies)
-- If your current I-20/DS-2019 does not have an immigration stamp on it, you must also bring a previous I-20/DS-2019 that you entered the U.S. with that is stamped.
- *Employment Memo* endorsed in Part B by a Slutzker Center International Student/Scholar Advisor

Step 12: **Submit a copy of your SSN Application Receipt** to the Slutzker Center with your ESF ID number written on top of each copy.

Step 13: **After receiving your SS Card:**

- Bring the original to Human Resources at 216 Bray Hall
- Bring a copy to the Slutzker Center for International Services, 310 Walnut Place (write your ESF ID # on copy)