



LILLIAN AND EMANUEL SLUTZKER
CENTER FOR INTERNATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS
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**I-9 EMPLOYMENT
ELIGIBILITY
VERIFICATION
PROCESS**
TEACHING, RESEARCH, &
GRADUATE ASSISTANTS

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 Process

Step 1: If you do not already have a SSN, ask your departmental employer to take the following actions:

Access http://international.syr.edu/social_security.htm and complete the appropriate *Employment Memo*. Enter all required information in part A, print *Memo* on department letterhead, and sign on the supervisor line. Return the completed *Memo* to the student. S/he must submit the original *Employment Memo* to the Slutzker Center with the required I-9 materials.

Step 2: **Complete the I-9 Employment Eligibility Verification process** at the Slutzker Center for International Services. Please bring the following documents with you:

- Copy of your assistantship letter
- If you do not have an SSN, the original *Employment Memo* completed by department and printed on department letterhead
- Original I-20 or DS-2019, passport, visa, I-94 card, [and your Social Security Card if you have one]
- 1 photocopy of your I-20 or DS-2019, passport, visa, I-94 card [and your Social Security Card if you have one]

You cannot begin working until the Slutzker Center has received all of the documents required for your I-9 process and your information has been entered into the University computer system.

If you do not already have a SSN:

- You will receive an endorsement on part B of the Employment Memo. You will submit this document to the Social Security Administration with your SSN application materials.

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. Please be sure, especially as you approach the end of your academic program, that the end date on your I-20 or DS-2019 corresponds with your appointment end date. If it does not, please submit a contact the Slutzker Center at lescis@syr.edu.

Step 3: Register for classes (if you have not done so already).

Step 4: **Complete the *Non-Resident Alien Information Form*** online at <http://bfasweb.syr.edu/comptrol/nonresident.htm>.

To obtain access, email Kelly O'Connor at kaocon02@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/ kaocon02@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. Additional information about SSN's for international students is available at: <http://www.ssa.gov/pubs/10181.html>