

If you need help with completing the I-9 form, contact askHR at [askHR@northwestern.edu](mailto:askHR@northwestern.edu) or call 847-491-4700.

**Process for New Employees Completing Section 1 of the I-9 Form**

1. New employees must complete Section 1 of the I-9 Employment Eligibility Verification Form. You can complete Section 1 as soon as you accept a job offer, and it must be completed by the end of your first day of employment.
2. Create a new account in the I-9 Service Center.
  - a. Go to the website: <https://northwestern.i9servicecenter.com/Login.aspx>
  - b. Create a new **Username** and **Password** in the area under the **New Employees** header.
    - a. The password is unique to this website; it is not your NetID password.
    - b. The password must be at least 15 characters long and contain a lower case letter, an upper case letter, a number, and a special character from the following list:  
@ \_ ! # \$ % ( ) \* + - ~ ^ & ? . [ ] { } (space)
  - c. Enter your email address. This information is not required, but if Human Resources needs to reach out about an issue with the I-9, it is helpful to have a way to contact you.
  - d. Enter your employment start date if you know it.
  - e. Enter the school and department. If you are not sure what to select for these, ask your hiring department or your hiring manager.
  - f. Click the **Start I-9** button on the bottom.

**Existing Accounts**  
If you already have a password...

If you are an employer representative, or an employee that already has an account, please log in below.

Username:   
Password:

**Forgot your password?**

If you have questions regarding the use of the Service Center, or to report an error on the website, please contact the Northwestern University Office of Human Resources at [askHR@northwestern.edu](mailto:askHR@northwestern.edu) or call 847-491-4700.

**NEW EMPLOYEES**  
Start here to complete your new I-9.

Please create a Username and Password.  
Fields in red, with an asterisk (\*) are required.

\*Username:   
4 characters minimum.  
Letters and numbers only.

\*Password:   
\*Confirm:   
Password must be 15 minimum characters. They must contain one upper case, one lowercase, one numeric and one special character  
Acceptable Special Characters are @ \_ ! # \$ % ( ) \* + - ~ ^ & ? . [ ] { } (space)

Please retain your Username and Password in case you need to access the I-9 Service Center in the future

Please enter your preferred email address for I-9 correspondence. It does not have to be a Northwestern email. If you do not have an email account, you can skip this step.

Please enter the first day you start(ed) employment with Northwestern University

Email Address:   
Start Date:     
\*School/Area:   
\*Department/Center:

3. The first page is a welcome page, **Completing Form I-9, Section 1**. Click the **Continue** button on the right.

The screenshot shows a web page titled "Completing Form I-9, Section 1". The page content includes a welcome message: "Welcome to Northwestern University! You are ready to begin the employment verification process." Below this, it says "Before starting, grab your:" followed by a numbered list: "1. Identity documents and" and "2. US work authorization documents." There is a blue button with white text that says "Please Click Here To Review The Lists of Acceptable Documents" with a small downward arrow icon. At the bottom right of the page is a blue button with white text that says "Continue".

4. On the **Name Information** page, enter your name.
- a. Enter **Last Name** and **First Name**.
  - b. Enter **Middle Initial** and **Other Last Names Used** if applicable.
  - c. Click **Continue**.

The screenshot shows a web page titled "Name Information". It features four input fields arranged in a 2x2 grid. Each field has a green checkmark and a blue question mark icon to its right. The fields are: "Last Name (Family Name)" with the value "Test", "Middle Initial (if any)" with the value "A", "First Name (Given Name)" with the value "Test", and "Other Last Names Used (if any)". At the bottom left is a grey button with white text that says "Back", and at the bottom right is a blue button with white text that says "Continue".

5. On the **Address Information** page, enter your home address. If you are a student living in on-campus housing, put your on-campus address. You must enter a United States address; do not enter a foreign address. Click **Continue**.

The screenshot shows the 'Address Information' page. It features a light gray header with the title 'Address Information' in blue. Below the header, there are four input fields arranged in a 2x2 grid. Each field has a green checkmark and a blue question mark icon to its right, indicating that the information is valid and has help available. The fields are: 'Address (Street Number and Name)' with the value '123 Main St.', 'City or Town' with the value 'Evanston', 'Apt. Number (if any)' which is empty, and 'State' with the value 'Illinois'. Below the grid is a 'Zip Code' field with the value '60208'. At the bottom of the form, there are two buttons: a light gray 'Back' button on the left and a blue 'Continue' button on the right.

6. On the **Personal Information** page, enter your **Date of Birth** and **Social Security Number**.
- You must enter a Social Security Number if you have one.
  - Northwestern University is a participant in the federal government E-Verify program and **all new employees must provide a Social Security Number**.
  - If you are a foreign national and you don't have a Social Security Number yet, you can leave the box empty.
  - E-mail Address** and **Telephone Number** are not required, but providing the information will allow Human Resources to contact you if there are any problems with the I-9 form.
  - Click **Continue**.

The screenshot shows the 'Personal Information' page. It features a light gray header with the title 'Personal Information' in blue. Below the header, there are four input fields arranged in a 2x2 grid. Each field has a green checkmark and a blue question mark icon to its right, indicating that the information is valid and has help available. The fields are: 'Date of Birth (mm/dd/yyyy)' with the value '01/01/1990', 'Email Address (Not Required)' with the value 'test@northwestern.edu', 'U.S. Social Security Number' with the value '123-45-6789', and 'Employee's Telephone Number' with the value '(847) 555-5555'. At the bottom of the form, there are two buttons: a light gray 'Back' button on the left and a blue 'Continue' button on the right.

7. On the next page, select your **citizenship status** and click **Continue**.

I attest, under penalty of perjury, that I am:

- 1. A citizen of the United States ?
- 2. A noncitizen national of the United States (See Instructions) ?
- 3. A lawful permanent resident (Enter USCIS or A-Number) ?
- 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) ?

Back Continue

8. If you are an **international student or international scholar** on a visa (F-1, H-1B, J-1, TN, O-1) or have an EAD card, choose the option **4. A noncitizen (other than Item 2. and 3. above) authorized to work until.**

- a. The system will ask you to confirm that you are authorized to work today. If your authorization starts in the future, log out and complete Section 1 later, once your authorization starts.

I attest, under penalty of perjury, that I am:

- 1. A citizen of the United States ?
- 2. A noncitizen national of the United States (See Instructions) ?
- 3. A lawful permanent resident (Enter USCIS or A-Number) ?
- 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) ?

**i** The start date of your work authorization must be on or before today's date to proceed.  
Complete your I-9 when your work authorization begins and no later than your first day of employment.

**!** Are you authorized to work now?

Yes  No

- b. You will need to provide your **Work Authorization Expiration Date.**
- a. If you have an EAD card, this is the expiration date of your card.
  - b. For **Northwestern students with F-1, this is the Program End Date from the I-20 Form.**
  - c. For J-1, it's the authorization period end date from the DS-2019.
  - d. For H-1B, it's the H-1B authorization end date from the I-797 Approval Notice.
  - e. If you are not sure what date to use, contact askHR at [askHR@northwestern.edu](mailto:askHR@northwestern.edu).
- c. You will also need to provide your Alien Registration Number / USCIS Number, your I-94 Admission Number, or your Foreign Passport Number.

I attest, under penalty of perjury, that I am:

- 1. A citizen of the United States ?
- 2. A noncitizen national of the United States (See Instructions) ?
- 3. A lawful permanent resident (Enter USCIS or A-Number) ?
- 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) ?

Work Authorization Expiration Date (if a...  
06/10/2029  ✓ ?

N/A

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- USCIS or A-Number
- Form I-94 Admission Number
- Foreign Passport Number

Foreign Passport Number  
AB1234 ✓ ?

Country Of Issuance  
 Australia ?

Back Continue

9. On the next page, report **whether or not you used a preparer or translator** to help you fill out Section 1. This would be the case if someone other than the employee is filling out the online form. If you used a preparer or translator, provide the person’s information. Click **Continue** when you are done.

Did you use a preparer or translator? ?

Yes  No ?

Back Continue

10. On the **Electronic Signature** page, read the statement, check the checkbox, and then type in your name. Then click **Sign and Continue**.

- The name must match the First Name, Middle Initial, and Last Name provided in step 4.
- For example, if you entered your first name as John, middle initial as B and last name as Doe, then you'd sign your name as John B Doe.
- You can go back to previous pages using the **Back** button if you need to review or update your name.

**Electronic Signature**

Please type your name as stated in Section 1

**Employee Signature**

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

I verify I am:  
Test A Test

Back Continue

11. The **Electronic Signature Receipt** page shows that the signature was recorded. You have the option to print or email yourself the receipt. Then click **Continue**.

**Electronic Signature Received!**

Please keep a copy of this receipt by choosing one of the options below.

**I-9 Service Center**

Electronic Signature Receipt #  
**CT22731339-28714669-11-E28045947**

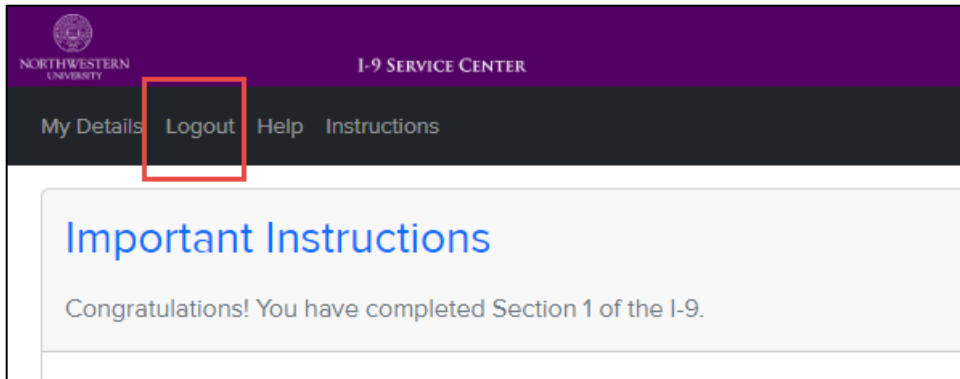
Employee: Test, Test  
Time: 10/30/2023 11:46:30 AM  
Section: 1 (employee)

Open A Printer-Friendly Version Of This Receipt

Send Me This Receipt Via E-mail

Continue

12. On the next page, you can **Log Out** using the menu option at the top.



13. The next step is to present your documents to complete Section 2 of the I-9 form.

- a. Here is a list of acceptable documents:  
<https://hr.northwestern.edu/documents/i9documents.pdf>
- b. You must have one document from List A or a combination of one document from List B plus one document from List C.
- c. List B documents must contain a photograph. This is a requirement of the E-Verify program. This requirement is true for minors as well: if you are a minor and you are choosing to use List B plus List C documents, the List B document must have a photo.
- d. If you are an international student/scholar on an employer-specific visa (F-1, H-1B, J-1, O-1), and you have questions about what the acceptable documents are, contact [askHR@northwestern.edu](mailto:askHR@northwestern.edu).
- e. You must complete the Section 2 document verification no later than 3 business days after you start your job. If the job lasts less than 3 days, then you must complete it by the end of your first day.
- f. You must have the original version of your verification documents. Photos, scans, and photocopies are not accepted.
- g. If you have lost your document or it was stolen, and you have applied for a replacement document, you can use the receipt showing the application to complete the Section 2 document verification. Then you will have 90 days from the start of your job to return with the replacement document or another acceptable document.

14. Options for completing Section 2 document verification:

- a. Many departments have staff who can meet with new employees in person to complete this step. Reach out to your hiring department to ask about it.
- b. Human Resources has offices in Evanston and Chicago. For location and hours see:  
<https://hr.northwestern.edu/about/askhr/>
- c. If you are unable to come to campus to complete the I-9 document verification step, there are remote options available. For more information, see:  
<https://hr.northwestern.edu/essentials/hr-systems/e-verify/completing-your-i9.html>