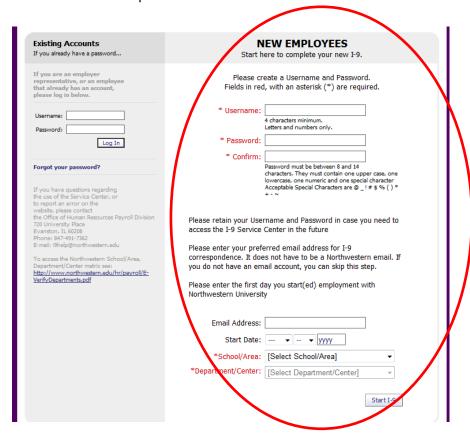
Form I-9 (with EAD/ Employment Authorization Card) Instructions

Create your I-9.
 Log into I-9 service center https://northwestern.i9servicecenter.com/Login.aspx
 Create a USERID and password as a NEW EMPLOYEE



UserID can be your NetID or your name. Example of netid jws073 or johnsmith.

Password examples **Summer4!** Or **Evanston!7** (please read password criteria and carefully create password).

Email- Use your Northwestern or a personal email. Make sure it is one that you check regularly.

Start Date- Aug 1 2014

School/Area- This is where you study (for example McCormick or WCAS -Weinberg College of Arts and Sciences)

Department/Center- Department where you are studying (for example Chemistry, Material Science and Engineering, Applied Physics)

| Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.) | | | | | | | |
|--|-----------------------------|-------------|--------------------------|----------------|---------------|---|-------|
| Last Name (Family Name) | First Name (Given Na | | me) | Middle Initial | Other Names I | Used (if any) | |
| Smith | Sally | | | Optional n/a | | | |
| Address (Street Number and Name) | | Apt. Number | City or Town | | State | Zip Code | |
| 123 Fake Street | | Optional | Springfield | | | IL 🔽 | 60214 |
| Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | | E-mail Address | | | Telephone Number | |
| 01/01/1985 | 123456789 | | s-smith@northwestern.edu | | | 847-491-0000 | |
| I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. (9) I attest, under penalty of perjury, that I am (check one of the following): A citizen of the United States | | | | | | | |
| □ A noncitizen national of the United States (See instructions) ② □ A lawful permanent resident (Alien Registration Number/USCIS Number): ③ □ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 12/31/2016. □ Indefinite ③ Some aliens | | | | | | | |
| may write "N/A" in this field. (See instructions) For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number: 1. Alien Registration Number/USCIS Number: 425251357 | | | | | | | |
| OR 2. Form I-94 Admission Number: | | | | | | 3-D Barcode Do Not Write in This Space | |
| If you obtained your admission number from CBP in connection with your arrival in the United States, include the following: | | | | | | | |
| Foreign Passpo | rt Number: | | | | | | |
| Country of Issua | ance: | | | | ▼ | | |
| Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions) | | | | | | | |

Enter name- under other name enter n/a if you have no other names.

Enter address (or temporary housing).

Leave SSN blank unless you have one from previous visit.

Check box "Alien Authorized to work" and enter the expiration date from your Employment Authorization Card. Then enter the USCSI# from your Employment Authorization Card.

Scroll down and press continue in the bottom right corner. You will receive an error message if you didn't enter the SSN, go ahead and ignore it by clicking continue again.

Check the box, type your name, then press sign and continue.

