The following instructions provide guidance on completing the Form I-9 in Workday. Please note, students cannot receive pay until they have completed a Form I-9.

Complete Form I-9 Section 1
1. Log in to Workday https://hr.cornell.edu/workday.
2. In Workday, go to the Inbox. One of your tasks will be Complete Form I-9.
   - By the end of your first day of paid work, complete Section 1 of the Form I-9,
   - By no later than the third business day, present original, unexpired documents to verify your identity and employment authorization to a Cornell representative who must review the document(s) with you to complete the Form I-9.
3. To complete Section 1, your name and address will auto-populate. Verify your address, or if blank, enter a US home address. Nothing will be mailed to the address you enter here.
4. Select your citizenship status (please see the next page for more detailed instructions if you do not identify as a U.S. citizen).
5. Select the required “I Agree” box. This serves as your electronic signature.
6. If you did not use a preparer or translator, select “I did not use a preparer or translator.”
7. Click on the orange “Submit” button in the bottom left corner.

Important: You are not done yet! Now it is time to present original (photocopies will not be accepted), unexpired documents to verify your identity and your eligibility to work. See the Complete List of Acceptable Documents here

Some acceptable forms of documentation include:
1. U.S. Passport
2. Driver’s License issued by a state or outlying territory of U.S. AND Social Security Card or birth certificate
3. Students on an F-1 Visa: Foreign Passport with Form I-20 and printout of Form I-94

Complete Form I-9 Section 2
Students in Ithaca and not in quarantine:
Please visit https://cornell1.force.com/cu/s/appointments to schedule your appointment with an I-9 representative, select the I-9 Completion tab within the scheduler. You are required to make an appointment and complete your Form I-9 within 72 hours of your appointment start date. The I-9 appointment will not require more than 10 minutes of your time if you come prepared (Completed section 1 and appropriate documentation as per USCIS guidelines).

Students not in Ithaca or are in quarantine:
Complete Section 2 of the Form I-9 by presenting your documents remotely via Zoom to a Cornell representative. Then either scan or take a picture of your documentation and send it to the representative using Cornell’s Secure File Transfer https://sft.cornell.edu

Contact your hiring representative to schedule a Zoom meeting.

If you have any questions, please contact the University Student Employment office.
International Student Form I-9 Instructions
The following information is intended to provide basic guidance to students who do not identify as a U.S. citizen. If you have questions or concerns, please feel free to contact the Student Employment Office.

Important: A form I-9 is not required if you are not in the US, however if you transition to the US while your appointment is still active, you are required to complete an I-9 upon arrival in the country.

If you identify as a **permanent resident**:  
- Please select **A lawful permanent resident** when completing Form I-9 Section 1. The system will then ask for your Alien Registration/USCIS number, which can be found on the front of your permanent resident card.

If you identify as a **nonresident (F-1, J-1, H-1B, O-1)**:  
- Please select **An alien authorized to work until** when completing Form I-9 Section 1. The system will then ask for your visa **expiration date**. This date is often called the “Program End Date,” and can be found on your work authorization (e.g. Form I-20, DS-2019, H1-B Visa, etc.).
- The system will then ask for an Alien Registration/USCIS number or a Form I-94 number or a Foreign Passport Number. **You only need to fill out information for one of these options.**

If you would like to use your I-94 number and need to locate it, it can be acquired through the federal I-94 database.
  - Find the database by using this link: https://i94.cbp.dhs.gov/I94/#/home
  - On the I-94 website, select **Get Most Recent I-94** along the top of the screen and enter your information. The Admission Number is your I-94 number.

International students who do not have an F-1 Visa must confirm employment eligibility with the Cornell Office of Global Learning.