



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](#).