



## Student Instructions: Completing the Form I-9 in Workday

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After the student receives a job offer, the student supervisor will submit a New Hire Request form to the Student Employment Office via Workday. This will then kick off the onboarding process.

As soon as the Student Employment Office receives the New Hire Request form, we will email the student with steps on completing the Federal I-9 Form, along with instructions on how to make an in-person appointment through the [Qless system](#) (If the Qless system is unavailable or if all appointments are taken feel free to walk-in) to bring [I-9 Acceptable Documents](#) to the Student Employment Office. The student supervisor will be copied on this email.

During this in-person appointment Student Employment will assist the student in completing the following tasks in Workday:

The first task is “Edit Government IDs” and students will be asked to enter their US Social Security Number (SSN) in this section

- leave the issued and expiration date fields empty
- For [international students who are waiting for their SSN to arrive](#), leave this field blank
- Click the ‘Submit’ button and continue to work your way through the other tasks

The next task is for the student to complete their federally required Form I-9. There are two parts to the Form I-9. Both parts must be completed in person with a staff member of Student Employment:

- Section One: Employee Information and Attestation
- Section Two: Employer or Authorized Representative Review and Verification

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### Section One: Employee Information and Attestation

1. Your name and address should auto-populate and we ask you to verify it. If the address field is blank, enter a US home address
  - a. nothing will be mailed to the address you enter
2. Select your citizenship status

*\*please see below for more detailed instructions if you are not a U.S. citizen*
3. Click the required “I Agree” box to electronically sign the form

- a. If you did not use a preparer or translator, select “I did not use a preparer or translator”
4. Click on the “Submit” button in the bottom left corner

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### **Acceptable Documents to Satisfy the Federal I-9 Form**

#### *For U.S. Citizens*

See the complete list of acceptable documents [here](#).

Some acceptable forms of documentation include:

1. U.S. Passport (signed & unexpired original)
2. Social Security Card (signed & original) **OR** Birth Certificate (original or certified copy)  
**AND** RISD ID

#### *For Permanent Residents*

Please select “A lawful permanent resident” when completing Form I-9 Section 1. Enter your *Alien Registration/USCIS* number in the box to the right, which can be found on the front of your permanent resident card.

The acceptable form of documentation is:

1. Permanent Resident Card

#### *Students on an F-1 or J-1 Visa*

1. Original Foreign Passport **AND**;
2. Form I-20 **AND**;
3. Printout of Form I-94 **AND**;
4. A Social Security Card **OR** a receipt showing that you have applied for a Social Security Number, if applicable. Visit [RISD's International Students and Scholars Affairs \(ISSA\) website](#) for further instructions on the process to apply for a US issued Social Security Number

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### **Section Two: Employer or Authorized Representative Review and Verification**

After submitting Section I, a Student Employment Office representative must review your documents to finalize the Form I-9.

## International Student Form I-9 Instructions

The following information is intended to provide guidance: if you have questions or concerns, please contact the Student Employment Office [studentemployment@risd.edu](mailto:studentemployment@risd.edu) or 401.427.6955

### If you are studying on an F-1 or J-1 Visa:

1. Select '**An alien authorized to work until**' when completing Form I-9 Section 1. Enter your visa expiration date in the box below
  - a. F-1 visa holders find this date on form I-20 in the "*Employment Authorizations End Date*" field
  - b. J -1 visa holders find this date on form DS-2019 in the "Form Covers Period To" date field
2. Enter either your **Foreign Passport Number or Form I-94** number. You only need to fill out one of these options, but will need your **I-94** for the in-person appointment with Student Employment
  - a. To get your I-94 visit the Homeland Security I-94 site:  
<https://i94.cbp.dhs.gov/i94/#/home>
  - b. On the I-94 website, select 'Get Most Recent I-94' along the top of the screen and enter your information
    - i. The Admission Number is your I-94 number
  - c. Download a pdf for your records and to bring to your Student Employment appointment
3. Click the required "I Agree" box to electronically sign the form
4. If you did not use a preparer or translator, select "I did not use a preparer or translator"
5. Click on the "Submit" button in the bottom left corner

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### **Important: Things to Know**

**Photocopies and scanned pictures as well as unexpired documents will not be accepted!**



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