

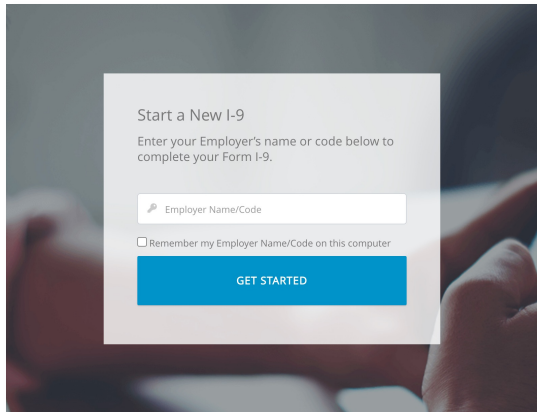


Student Employment Documents

Student Employment Office

Step 1

[Click here](#) to complete your online Federal Employment Eligibility Verification form (I-9).

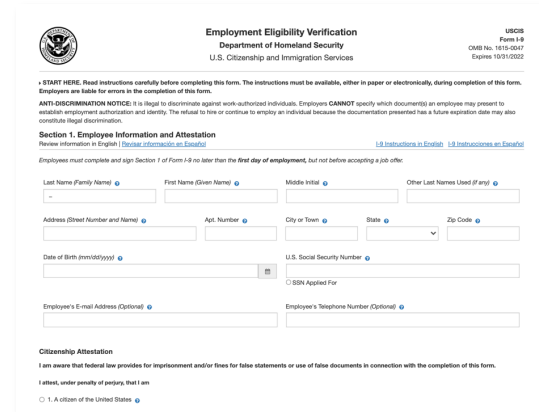


Start a New I-9

Enter your Employer's name or code below to complete your Form I-9.

☐ Remember my Employer Name/Code on this computer

GET STARTED



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

START HERE. Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employees are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation
Review information in English | [Review information in Spanish](#) | [I-9 Instructions in English](#) | [I-9 Instructions in Spanish](#)

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 Name) Middle Initial Other Last Names Used (If any)
Address (Street Number and Name) Apt. Number City or Town State Zip Code
Date of Birth (mm/dd/yyyy) U.S. Social Security Number
SSN Applied For
Employee's Email Address (Optional) Employee's Telephone Number (Optional)

Citizenship Attestation
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.
I attest, under penalty of perjury, that I am:
☐ 1. A citizen of the United States

Creighton's code is **12603**. For "location" choose "**CU Student Employee**"

Step 2

Gather your identity/employment verification documents to bring to campus. A complete list of acceptable documents can be found [here](#).



Valid Photo ID

AND



United States
Passport

OR



Original Social
Security Card

OR



United States
Birth Certificate
(certified copy with raised seal)

Bring your **ORIGINAL** document for witnessing by staff. No photocopies, faxes, or emails can be accepted.

Step 3

Complete the following forms to bring to campus:

- [Federal W-4 form](#)
- [Nebraska W-4 form](#)
- [Creighton University
Direct Deposit of
Payment form](#)

These forms can also be filled out in the Student Employment Office upon arrival.

Questions?

Email studentemployment@creighton.edu