

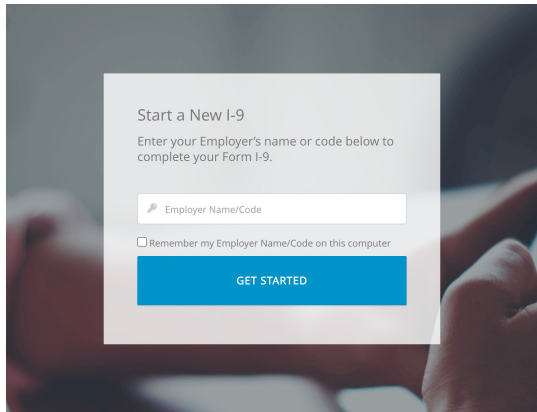


# Student Employment Documents

Student Employment Office

# Step 1

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

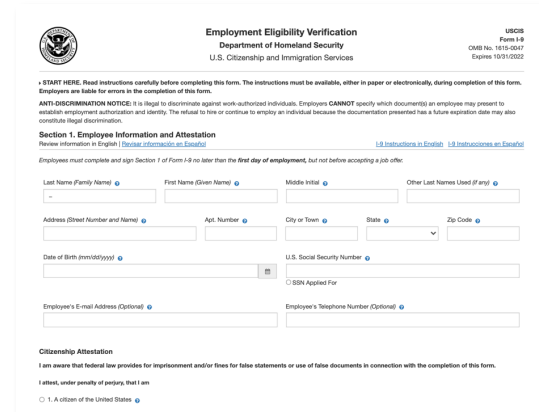


Start a New I-9

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**

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

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers 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 identify. 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 Instrucciones en Español](#)

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.

The image shows a Federal Form W-4, Employee's Withholding Certificate, dated 2021. It includes sections for Personal Information (Name, Address, Social Security Number), Marital Status (Single, Married, etc.), and various steps for claiming allowances and other adjustments. The form is partially filled out with handwritten information.The image shows a Nebraska Withholding Certificate (Form W-4N). It includes sections for Personal Information (Name, Address, Social Security Number) and a section for claiming allowances. The form is partially filled out with handwritten information.The image shows the Creighton University Direct Deposit of Payment form. It includes sections for Student Information (Name, ID Number, Address), Banking Information (Bank Name, Account Number, Routing Number), and a section for the student's signature and date. The form is partially filled out with handwritten information.

Questions?

Email [studentemployment@creighton.edu](mailto:studentemployment@creighton.edu)