

Completing I-9's for New Hires

I-9's for new hires are completed by a department for US Citizens only who are staff and faculty. All Homewood Students who are US Citizens must complete their I-9 in the Office of Student Employment Services. On the ISR, choose American as the nationality for US Citizens. Nationality represents Citizenship, not ethnicity.

For non-US Citizens, the I-9 must be completed by the appropriate international services offices:

- Schools of Medicine, Public Health and Nursing, see <http://www.hopkinsmedicine.org/intlsvcs/index.html>
- Homewood schools and centers, see <http://www.jhu.edu/%7eisss/newsite/ContactUs.htm>
- Schools of Business and Education , see <http://onestop.jhu.edu/international/contact/>
- Peabody, see <http://www.peabody.jhu.edu/116>
- SAIS, see <http://www.sais-jhu.edu/student-services/international/>
- Health system employees see <http://www.hopkinsmedicine.org/intlsvcs/index.html>

I-9's completed by the department for a non-US Citizen cannot be processed.

For information about hiring a non-US citizen, please see:
http://www.controller.jhu.edu/depts/tax/payroll_admin.html