**Purpose:** Student employees can complete Section 1 of the Form I-9.

**Steps to complete Section 1 of the Form I-9 in Workday:**

1. Log in to Workday at <https://www.myworkday.com/northeastern>
2. Go to **View All Apps**
3. Select the **Jobs and Career Hub** application.



1. Once you have selected the **Jobs and Career Hub** app, students should toggle to the **Student Employment Tab** to access available jobs, review open applications, and submit I-9 information (as needed).



1. Students can access the I-9 Service Center to complete Section 1 of the Form I-9.

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**Result:** You have completed Section 1.

**Some key items to note:**

* You must report to 175 Richards Hall to complete Section 2 of your Form I-9. You must bring original identification documentation with you. Please see the [list of acceptable documents](https://studentemployment.neu.edu/cimages/List%20of%20Acceptable%20Documents.pdf#__utma=72955916.1939236427.1641994763.1642696653.1642710833.26&__utmb=72955916.3.10.1642710833&__utmc=72955916&__utmx=-&__utmz=72955916.1642540420.18.4.utmcsr=google|utmccn=(organic)|utmcmd=organic|utmctr=(not%20provided)&__utmv=-&__utmk=251787791).