

Completing your I-9

International Students



Visit One Stop/HR

Please go to the SUB 3rd floor for **One Stop** or **Human Resources** at the Clifton Robinson Tower Suite 200 to complete section 1 and 2 of your federal I-9 (bring original documents)



Documents

When in person, take the following original documents: your foreign passport, I-94, and I-20.



Once Completed

Soon after you have completed your Federal I-9, you will be processed to work and will have access to the Timecard in Ignite.



Onboarding Tasks

Go to Ignite and click on the **Journeys** tile to do the **Onboarding** tasks. This includes your direct deposit information for payment.

✉ Student_Employment@baylor.edu

📷 [@BaylorStudentJobs](https://www.instagram.com/BaylorStudentJobs)

🌐 <https://studentemployment.web.baylor.edu/>