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
ți@BaylorStudentJobs
🌐 https://studentemployment.web.baylor.edu/