STUDENT EMPLOYMENT FORMS PACKET

FOR INTERNATIONAL STUDENTS

THE GW Center for Career Services
Marvin Center – Suite 505

Student employment questions?
E-mail us at gwse@gwu.edu

This packet contains:

- Federal I-9 Employment Eligibility Verification Form Instructions
- Federal and Local Tax Withholding Instructions
- Direct Deposit Payroll Form

I-9 Forms must be completed in the Center for Career Services before the first day of work.

Updated May 2014
EMPLOYMENT FORMS PACKET FOR INTERNATIONAL STUDENTS

LIST OF CONTENTS

• **Page 1: I-9 Instructions**
  
o F-1 students: This Department of Homeland Security form must be completed before you begin working. You must present your original unexpired Passport, Visa, I-94 and I-20 or DS-2019.

  o All other Visa Classifications (including J-1): Please proceed to the Faculty and Staff Service Center to complete your paperwork. The Service Center is located in Rice Hall, 2121 Eye St., Room 101.

• **Page 2: Tax Information**

• **Page 3: Obtain a Social Security Number**
  
o F-1 students: If you already have a Social Security Number, enter it on the I-9 form. If you do not have a Social Security Number yet, you should apply for one (see page 3) and select “Applied For” on the I-9 form. Read this form and follow the instructions in order to get a Social Security Card. You ARE able to begin working before your Social Security Card arrives in the mail, but you must apply for your card immediately. Once your card arrives in the mail, take it to Career Center (Marvin Center, Suite 505) so that they can update your records.

  o J-1 students: If you already have a Social Security Number, write it on the I-9 form. If you do not have a Social Security Number yet, contact the International Services office (202-994-4477), located at 1922 F Street – Old Main.

• **Page 4 & 5: Direct Deposit Instructions & Form**
  
If you have a bank account at any U.S. bank, sign up for direct deposit so your paychecks can be deposited directly into that account on payday. If you do not fill out this form you will receive paper checks. To determine when you will receive your first check, refer to the payroll calendar.

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Your job is the first step in your professional career. Make the most of it!!

Questions? Contact the Career Center’s Student Employment Line at (202) 994-8046
Visit our website at [https://careerservices.gwu.edu/](https://careerservices.gwu.edu/)
INSTRUCTIONS FOR INTERNATIONAL STUDENTS (F-1 VISAS):

International Students with J-1 or other Visas will complete the I-9 process with the Faculty and Staff Service Center in Rice Hall, Room 101. They are open from 8 am to 5 pm each weekday.

Please enter your U.S. address here

Students without a SS# should click here (and apply as soon as possible; we will give you written instructions)

F-1 Visa students will select this.

Leave this box (Alien #) blank

Leave this box unchecked

The expiration date is on your I-20, in #5. It is the date by which you must complete your studies.

Leave this section blank

When you are finished, click here.
Guidelines for International Students, Faculty, and Researchers

The Tax Department can assist GW’s international population during our normal business hours of 8:30 am – 5:00 pm, Monday through Friday each week. All international persons may submit questions via email at tax@gwu.edu or by calling 703-726-8313.

International persons receiving income from GW (i.e. employment wages or salary, stipend, scholarship, fellowship, or award) should arrange with the Tax Department to complete the appropriate tax forms.

New international persons:
1. Request access to the Foreign National Information System (FNIS) by sending an email to tax@gwu.edu with FNIS access in the subject line. Include in the email the nature of your relationship with GW (employment, stipend recipient, etc.)
2. You will receive your FNIS username and password in an email reply. Log into FNIS. Once data entry is complete, please submit on step 6 within the FNIS system.
3. The Tax Department will review your submission and provide the applicable forms that need to be signed. They will also let you know which document copies they need (ex. passport, visa, I-94, etc.).
4. All forms and document copies can be delivered to the Faculty & Staff Service Center on the 1st floor of Rice Hall. Simply indicate to any representative that you would like your forms sent to the Tax Department.

Existing international persons:
1. Send inquiries (such as information updates or questions) to tax@gwu.edu or call us at the number below and we will instruct and provide forms as applicable.
2. Forms and document copies, as applicable, can be delivered to the Faculty & Staff Service Center on the 1st floor of Rice Hall.

Sincerely,
Lalitha Yallayi and Jake Green
HOW TO OBTAIN A SOCIAL SECURITY NUMBER
(for F-1 students)

F-1 students are eligible to obtain a social security number for work purposes if they have fully checked in at the International Services Office and are enrolled in a full course of study (12 credits for undergraduates and 9 credits for graduate students), and if they have employment. The Social Security Administration is currently not issuing numbers to students unless they can verify that they are employed.

*Note: Social Security Numbers are for work purposes only, and are NOT work authorization. Social Security Numbers are issued by the Social Security Administration (SSA). While other organizations may request your social security number, there are other documents that you can provide to document your status. Federal regulations require that F-1 students must demonstrate that they have a specific job in order to be issued a social security number.

In order to obtain a social security number, you must bring a letter from your employer to the ISO. We will issue a letter confirming this employment and your eligibility for an SSN. You will then take those letters, along with your passport, I-20, and I-94 or I-797 to the SSA office.

1. Obtaining a social security number support letter (for on-campus employment).
In order to issue you a letter, we must have copies of all your current documents in order to validate your status. If you have traveled recently and have a new F-1 visa or I-94, have extended your passport, or have not given us your most up-to-date documents, please submit copies of all your immigration documents. If you are requesting this letter during walk-in advising, please bring your documents with you. The following is required to make a request to the ISO for a social security letter:

- Student must be officially registered for a full course of study, reflected in the GWeb Information System.
- A copy of a letter from your employing department, on GW letterhead, detailing the following information (for on-campus employment only). Note: Original letter must be presented to the Social Security Administration when applying for a number
  - Your position title
  - The number of hours you will work per week
  - The location of the employment
  - F-1 students with fellowships or Graduate Assistantships (GTA, GRA, or GAA) can provide a copy of their award letter in lieu of the on campus employer letter.

2. Applying for a social security number at the Social Security Administration.
To apply for a social security number, the SSA requires original documents establishing age, identity and lawful alien status.

Please take your I-20, passport, I-94 or I-797 approval notice, your social security support letter from the ISO, letter from your employing department (for on-campus employment) and your GWorld card to the Social Security Administration to apply for a number. The office that is closest to the GW Foggy Bottom Campus is located at 2100 M Street, NW – you can apply at any office, but that one has the most experience working with GW students. They are open on Mondays, Tuesdays, Thursdays, and Fridays from 9 am to 3 pm, and on Wednesdays from 9 am to 12 pm. If you have any questions, please see an ISO advisor during walk-in advising hours, Monday – Friday 1:30 pm – 5:00 pm.

Applying for a Social Security Number based on off-campus employment

- Students authorized for Curricular Practical Training (CPT) must show their I-20 with the CPT endorsement on page 3 when applying for a social security number.
- Students authorized for Optional Practical Training (OPT) must show a valid Employment Authorization Document (EAD) in order to apply for a social security number.
- Students authorized for off-campus employment (international organization, severe economic hardship) must show a valid EAD in order to apply.
- You should also present a letter from your employer, on company letterhead, verifying your employment
- Take your passport, I-94 or I-797 approval notice, and your I-20 with you.
GW DIRECT DEPOSIT FORM INSTRUCTIONS

Direct deposit makes your life easier. You specify which bank (or banks) you would like your paycheck to be electronically transferred to. You no longer have to pick up a paper paycheck, worry about losing a paycheck, walk to an ATM to deposit a paycheck, or go without your check if you are away from campus on a pay day.

You may sign up for direct deposit online in GWeb. To do so, go to https://banweb.gwu.edu, click on the “Employee Information” tab at the top, then on “Pay Information,” and finally on “Modify Direct Deposit.” Enter the information requested. (You may need to wait until you have been hired before you are able to access the “Employee Information” tab.)

You may opt instead to submit a hard copy of the form to the Career Center (Marvin Center 505). Follow the instructions on the form. You will need to either write in the banking numbers from your bank account or attach a voided check (which has those numbers at the bottom) so that GW Payroll Services will know which financial institution you want your funds to go to.

Whether or not you complete the direct deposit online or submit a hard copy of the form:

- You may choose any U.S. bank; the bank does not have to be in Washington, D.C.

- You may have all of your paycheck go into one bank or you may split your paycheck and direct specific portions to different banks.

- Once you have entered the information online or turned in the completed form, please expect that it will take 1 – 2 pay periods (2 – 4 weeks) for direct deposit to become active depending on the bank(s) involved. In the meantime, you will pick up paper paychecks as follows in the department where you are employed.
To sign-up for direct deposit, follow the instructions below for completing the attached form.

1. Fill in the following information of the Direct Deposit Authorization form.
   - Your Name
   - Your daytime telephone number
   - Your GWID or SSN#
   - E-mail address
   - Select the type of modification
   - Fill in your Transit/ABA and Account # (You may have more than one account)
   - Indicate whether you are requesting your net pay or a specific dollar amount to be deposited.

2. Sign and date the form.

3. Enclose a voided check (or printed deposit slip for a savings account deposit).

4. Return the completed form to:
   Payroll Services
   45155 Research Place, Suite 155
   Ashburn, VA 20147

   OR

   You may also fax the completed form to Payroll at (703) 726-4406.

   You can also change your direct deposit online at GWEB: [https://banweb.gwu.edu](https://banweb.gwu.edu)

   Contact Payroll Services at (703) 726-4277 if there are any questions.

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**THE GEORGE WASHINGTON UNIVERSITY AUTHORIZATION FOR DIRECT DEPOSIT**

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<tr>
<th>Employee Name (please type or print)</th>
<th>Daytime telephone</th>
<th>GW Id #</th>
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**E-mail**

- [ ] NEW ENROLLMENT
- [ ] CHANGE EXISTING
- [ ] CANCEL DIRECT DEPOSIT

You may setup multiple accounts for direct deposit:

**Account # 1**

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<tr>
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<th>Checking</th>
<th>Account Number</th>
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**Account # 2**

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**Account # 3**

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I understand the direct deposit file is often created a week in advance and cancellations/changes may not take effect until the next pay cycle. I authorize GW Payroll Services to deposit my payments to my financial institution electronically. I further understand that GW Payroll Services will reverse any payments made to my account in error.

I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform GW Payroll Services.

_________________________________________      _______________________      _________________________
Employee Name (please type or print)                                    Daytime telephone                              GW Id #

Please attach a voided check (checking account deposit) or a printed deposit slip (savings account deposit)

Updated: 4/16/12