



Center for
Career Services

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**
 - **SSN Application Instructions**
 - **Direct Deposit Payroll Form and Instructions**

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

Updated 10/12/2016

EMPLOYMENT FORMS PACKET FOR INTERNATIONAL STUDENTS

LIST OF CONTENTS AND ADDITIONAL INFORMATION

- **Page 1: I-9 Instructions**

- F-1 and J-1 Visa students: This Department of Homeland Security form must be completed before you begin working. **You must present your original unexpired Passport, Visa, a hard copy of your most recent I-94, and original I-20 or DS-2019.**
- All other Visa Classifications: 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**

- 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, please 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 the Career Center (Marvin Center, Suite 505) so that they can update your records.
- 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 in the Marvin Center (Suite 505).

- **Page 4: Direct Deposit Instructions**

- **Page 5: Direct Deposit Form**

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

Questions? Contact us!

Student Employment Phone Line: (202) 994-8046,

Student Employment Website: <https://careerservices.gwu.edu/student-employment>

Part 1 of the I-9 must be filled out and submitted online. **Do not attempt to turn in this piece of paper.** These are just the instructions. You will receive an email with a link to the online form.



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 03/31/2016

▶START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

[I-9 Instructions](#) [I-9 Instrucciones](#)

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town	State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number <input type="checkbox"/> SSN Applied For	E-mail Address (optional)		Telephone Number (optional)	

Enter your U.S. address here

Click the bubble for "SSN Applied For" (we will give you instructions on how to apply)

F1 and J1 Visa Students, select this last option

Do NOT check this box

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
 - A noncitizen national of the United States (see instructions)
 - A lawful permanent resident (Alien Registration Number/USCIS Number): _____
 - An alien authorized to work until (expiration date, if applicable, mm/dd/yy): _____
- Employee is an alien whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau (see instructions)

Enter the End Date from your I-20

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____ Leave this box blank

OR

2. Form I-94 Admission: _____ Enter your I-94 # here

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a passport (see instructions)

Enter the requested information in these two boxes

Do NOT check this box

Leave this entire box blank

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)			
City or Town	State	Zip Code	

When you are done, click here

Cancel Continue

On the next page, check the box stating that you agree to the terms, enter your initials (the first letter of your First, Middle (if applicable), and Last name), and click SUBMIT. You will see a notification that you have successfully submitted Part 1.

GW Tax Department

45155 Research Place, Suite 160

Ashburn, VA 20147

tax@gwu.edu or 571-553-8313

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 571-553-8313.

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.). Print these out yourself.
4. Please return all signed forms and document copies to:

**The George Washington University Center for Career Services
Student Employment
Marvin Center, Suite 505
800 21st St. NW
Washington, DC 20052**

International Services Office

**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 choose any U.S. bank (it does not have to be located in Washington, D.C.).
- You may have all of your paycheck go into one bank account, or you may split your paycheck and direct specific portions to different accounts.
- You may have portions of your paycheck sent to accounts within one bank or across multiple banks.

There are two different ways that you can sign up for direct deposit:

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 officially hired before you are able to see and access the “Employee Information” tab.

OR

You may sign up for direct deposit by **submitting a hard copy of the form.**

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). You may return this form to the **Center for Career Services** (located in the **Marvin Center, Suite 505**).

NOTE: 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 each payday in the location specified by the department where you are employed.

Note: You can access and update your direct deposit information on-line at GWEB: <https://banweb.gwu.edu>; under Employee information/ Pay information/ Modify Direct Deposit

Instructions for completing the attached form: To make the form valid, please complete:

1. The Employee Information
2. Select the type of modification.
3. Fill in your Transit/ABA and Account #
* Routing numbers are always 9 digits (no letters) and must start with: 01 – 15, 21 – 32, 61 – 72.
* Account number: Please ensure that all numbers entered are part of the account number including zeros but do **NOT** include the check number.
4. Enclose a voided check (or printed deposit slip for a savings account deposit). If you do not have checks, you may get the information from your online banking or your bank.
5. Indicate whether you are requesting your net pay or a specific dollar amount to be deposited.
6. Sign and date the form.

Where to send the completed form:

E-mail: payroll@gwu.edu
Fax: (571) 553-4406
Drop off: FSSC in Rice Hall
Mail: Payroll Services
45155 Research Place, Suite 155
Ashburn, VA 20147

Contact Payroll Services at (571) 553-4277 if there are any questions.

Updated 3/1/2015

THE GEORGE WASHINGTON UNIVERSITY AUTHORIZATION FOR DIRECT DEPOSIT

Employee Information:

Name: _____

GWID: _____

E-Mail: _____

Daytime phone number: _____

New Enrollment

Adding an account

Change existing

Cancel Direct Deposit

Account # 1

ABA Routing number (always 9 digits)

--	--	--	--	--	--	--	--	--

Checking

Amount: _____

Account number:

Savings

Net/Remaining pay

Account # 2

ABA Routing number (always 9 digits)

--	--	--	--	--	--	--	--	--

Checking

Amount: _____

Account number:

Savings

Net/Remaining

Account # 3

ABA Routing number (always 9 digits)

--	--	--	--	--	--	--	--	--

Checking

Amount: _____

Account number:

Savings

Net/Remaining

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 Signature

Date

(Electronic signature or employee signature only)

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