New Student Employee Checklist

For Domestic Students

BEFORE YOU START WORKING:

DC Work Permit (If Under 18)
☐ If you are under 18 at the time of hire, you must complete a DC Work Permit. Instructions can be found at https://careerservices.gwu.edu/student-employment.

Background Check (If Required by Position)
☐ If a background check is required for your position, you will receive instructions via email shortly after the department or group hiring you submits a hire request to our office. The company that performs background checks is called Sterling Infosystems. If you experience any difficulties with this process, contact HR at bgcheck@gwu.edu.

Complete the I-9 process. This step has two parts, which must be completed in order:
☐ Part 1 is an online form. You will receive a link and further instructions in your email when the department or group hiring you submits a hire request to our office.

☐ Part 2 is done in person at the Student Employment office, by bringing in specific approved documentation that proves your identity and work authorization from the complete list of acceptable documents. Please ensure that the documentation you present is original and unexpired – otherwise, we will be unable to accept it.

The Student Employment office is located in the Marvin Center, 800 21st St, NW, Suite 505, Washington, DC. Office hours are 10:00 AM - 4:00 PM, Monday – Friday. Summer and holiday hours may vary.

Please remember, even if you have completed all of the above, you are not authorized to begin working until you receive the final notification email that says “Your Employment Record has been created or modified. If you are a new hire, you are now legally allowed to begin work.”

AS SOON AS POSSIBLE:

☐ Tax Forms – You must complete the W-4, as well as one state tax form depending on where you live while you are in attendance at GW (the D-4 for DC, the MW507 for Maryland, or the VA-4 for Virginia). These forms can be found on our website, or at the Student Employment office. Turn these in to Student Employment.

☐ Direct Deposit Form – Direct Deposit is the easiest and most secure way to receive your paycheck. You can fill out the form found on our website and turn it in to Student Employment, or fill it out online on GWeb (under “Employee Information”).

Questions?
Email Student Employment at gwse@gwu.edu, or contact us by phone at 202-994-8046
Find answers to your questions online at https://careerservices.gwu.edu/student-employment

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