

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>



GW Student Employment



@gwstudentemploy