

New Student Employee Checklist and Instructions Packet For International Students

This Packet Contains:

- **New Student Employee Checklist for International Students**
- **I-9 Part 1 Instructions**
- **Tax Instructions from the GW Tax Department**
- **How To Apply for a Social Security Number from GW ISO**
- **GW Direct Deposit Form**

GW Student Employment Center for Career Services

**Marvin Center
800 21st St. NW, Suite 505
Washington, DC 20052**

gwse@gwu.edu or fws@gwu.edu

202-994-8046

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



GW Student Employment



@gwstudentemploy

New Student Employee Checklist

For International Students

BEFORE YOU START WORKING:

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 to this in your email when the department or group hiring you submits a hire request to our office. This packet contains instructions on how to properly fill out and submit this online form.
- Part 2** is done in-person at the Student Employment office, by bringing in specific approved documentation that proves your identity and work authorization. You must bring your current **passport**, current **I-20**, and a printout of your **most recent I-94**.

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 this process, **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 get your tax forms from the GW Tax Department. This packet contains their contact information and specific instructions from their office.
- Direct Deposit Form** – Direct Deposit is the easiest and most secure way to receive your paycheck. You can fill out the form at the back of this packet and turn it in to Student Employment, OR fill it out online on [GWeb](#) (under “Employee Information”).
- Social Security Number** – You must apply for a Social Security Number. This packet contains specific instructions from ISO on how to apply for one. After you receive it, please bring it to the Student Employment office in order to add this information to your employment record. You will need to bring your original Social Security Card with you in order to do this.

Questions? Email us 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>



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ START HERE. Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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

Fill in all required personal information. Use your U.S. address.

If you do not yet have a Social Security Number, check "SSN Applied For".

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 Last 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="radio"/> SSN Applied For	Employee's E-mail Address ? (optional)	Employee's Telephone Number ? (optional)	

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 boxes):

- 1. A citizen of the United States ?
- 2. A noncitizen national of the United States (see instructions) ?
- 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ?
- 4. 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)

Select option 4.

The expiration date is the end date from your I-20 (for F1 students) or DS 2019 (for J1 students).

Fill in EITHER your I-94 Admission Number OR your Foreign Passport Number and the Country of Issuance.

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number : ?

OR

2. Form I-94 Admission Number : ?

OR

3. Foreign Passport Number : ?

Country of Issuance : ?

If you used the services of a preparer or translator to complete this form, fill in their information here. Otherwise, leave it blank.

Preparer and/or Translator Certification (check one): ?

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

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

Add Preparer

Cancel Continue

Click the "Continue" button. DO NOT hit enter on your keyboard – it may not work.

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Name:
Other Names Used:
U.S. Social Security Number:
Date of Birth:
Address:

E-mail Address:
Telephone Number:
Hire Date::
Work Status:
Alien Registration Number/USCIS Number:
I-94 #:
Receipt Due Date:
Receipt Due Document:
Alien Work Until Date:
Reverification Due Reason:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:

All information you entered on the form will appear here. **Verify that it is accurate before you submit this form.**

If you find a mistake, you can go back and correct it by using the back button at the bottom of the page. Do not use your browser's back button, or you may lose the information that you typed in before.

[↻ Change Information](#)

Employee Electronic Signature [\(English | Español\)](#)

Check this box.

By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

- By clicking Continue, I agree to electronically sign this document.
- 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 understand that the employer may electronically verify my work authorization with the United States government.

Enter your initials in the text box. For the purpose of this form, your initials are the first letter in each box on the previous page (First, Middle (if applicable), and Last name).

Enter Initials:

Click the "Continue" button. DO NOT hit enter on your keyboard – it may not work.

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 documents they need paper copies of (ex. passport, visa, I-94, etc.). **Print these out yourself.**
4. Please print out and 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**



HOW TO OBTAIN A SOCIAL SECURITY NUMBER (SSN) FOR F-1 STUDENTS

A Social Security Number (SSN) is a nine-digit number that helps record wages and employment earnings. SSNs are issued by the Social Security Administration (SSA). Federal regulations require that F-1 students demonstrate they have a specific job to be issued a SSN. While organizations may request an SSN, there are often other documents that you can provide to provide proof of your status if you are not eligible to receive one.

ELIGIBILITY

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
- are enrolled in a full course of study
 - (12 credits for undergraduates, 9 credits for graduate students or an authorized reduced course load)
- have employment - the SSA is not currently issuing numbers to students unless they can verify employment at the time of application

**IMPORTANT Note: Social Security Numbers are NOT work authorization.*

APPLYING FOR A SOCIAL SECURITY NUMBER

The office closest to the GW Foggy Bottom Campus is located at 2100 M Street, NW – you can apply at any office, but that office has the most experience working with GW students. If you have any questions, please see an ISO advisor.

The SSA requires **original documents** establishing age, identity and lawful alien status to create an SSN. You will need:

- I-20
- Passport
- Visa
- I-94 (or I-797 approval notice)
- Proof of employment – *Off-Campus Employment*
 - Original letter from your employer, on company letterhead, verifying your employment
 - -AND- CPT I-20 with CPT endorsement on page 3 -OR- Valid EAD card
- Proof of employment – *On-Campus Employment*
 - Original letter from your employing department
 - -AND- A social security support letter from the ISO

OBTAINING A SOCIAL SECURITY SUPPORT LETTER (FOR ON-CAMPUS EMPLOYMENT ONLY)

To issue a letter, we must have copies of all current immigration documents on file to validate your status. If any of the above listed immigration documents have changed, please submit copies along with your request. If the ISO already has all current copies of your immigration documents please submit **ONLY** the following to the ISO:

- A copy of the original letter (on letterhead) from your employing department including the following information
 - Position title
 - Employment start date
 - Number of hours you will work per week
 - Location of the employment
- -OR- 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.

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)