

# School for International Training

@ World Learning



## Work Study New Hire Forms Instructions

This checklist is provided as a helpful guide for completing the required work study forms. These forms are mandatory and are used to ensure your eligibility as a work study student on the SIT campus. All forms must be completed in their entirety and returned to the Human Resources department.

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- I-9 Employment Eligibility Verification

Fill out *only* the top section of the I-9 form and **sign and date where indicated**.

If applicable, please fill out your Alien Registration number/USCIS number OR Form I-94 Admission number.

*U.S. Citizens:* Please provide valid ID from the list of acceptable documents, to be photocopied at the Human Resources office. (A passport from Column A, or two other forms of ID)

*Non U.S. Citizens:* Please provide valid ID from the list of acceptable documents, to be photocopied at the Human Resources office. (A Passport and Form I-94 from Column A, or two other forms of ID.)

- W-4: Employee's Withholding Allowance Certificate

Please fill out the form completely, including filling in either line 5 with a number or on line 7 with the word "Exempt". **Please sign and date.**

*Non U.S. Citizens: please see attached notice for special instructions.*

- W-4 VT: Employee's Withholding Allowance Certificate

Please fill out parts 1, 2, and 4. **Sign and date on part 5.**

- VT Declaration of Health Care Coverage

Please check off a box in section "B" and **sign and date the form.**

- Direct Deposit Form

Although this form is voluntary, it is strongly recommended. If a voided check is unavailable, the correct bank routing number and bank account number will suffice. Please in all sections and fill

in the “amount per pay period”. If you want the full amount of the check to be direct deposit please write “full amount”. **Sign and date the form.**