

## Student Employment - New Hire FAQs

### First Time Hire at Oberlin College?

Source: <https://www.oberlin.edu/human-resources/student-employment>

“New student employees will be required to complete new hire paperwork. Once completed, the tax forms may be submitted electronically and the I-9 form submitted in person to our office with the supporting documents to complete your new hire set. Please note that new hire paperwork should not be submitted until you have been offered and have accepted a student employment position. Please use your Oberlin College address when completing new hire paperwork.”

“IMPORTANT: A student worker cannot work until all forms have been submitted and the student position has been finalized.”

- W-4 Form
- Ohio Department of Taxation Form (OH IT-4)
- [Submission Portal](#)

These forms are located on the [Student Employment](#) website.

### FAQs

- How do I set up direct deposit?
  - Direct deposit can be set up through Overview using [this guide](#).
- What is a W-4?
  - This document informs your employer how much federal income tax should be removed from your check each pay period. Here is [more information](#) from the IRS.
- What is my school district number?
  - Oberlin’s school district number is 4712.
- What documents work as supporting documents for my I-9 form?
  - For non-international students: You must bring either one document from list A, OR one document from list B and one document from list C. Find a list of documents [here](#). YOU MUST BRING ORIGINALS, NOT COPIES.
- Should I put my home address on my I-9 form?
  - No, please use 135 W. Lorain St. as your address. Not your dorm address or your mailing address.

- Where do I submit my forms?
    - Your I-9 form and all supporting documents (see above) must be submitted in person. Your tax documents (OHIT-4 and W-4) must be submitted via the [online portal](#).
  - Can I submit all of my forms in person?
    - You can *only* submit your I-9 and supporting documents in person. You need to submit your tax forms [online](#). If you have issues, please [submit a ticket](#).
  - Can I submit a copy of my supporting documents?
    - No, you must have the original documents or certified copies, you cannot bring a photocopy of your supporting documents. This is per federal regulations.
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## Information for International Student Employees

Source: <https://www.oberlin.edu/human-resources/student-employment>

“Student Employment is available for all students, but please be aware that you are required to apply for a social security number in order to work and receive taxable wages. You may reach out to the [International Student and Scholar Services Office](#) to receive assistance with applying for a social security number. International students do not need to wait until they receive their social security card before they begin work; the SSN can be left blank on new hire paperwork. However, all legally required new hire paperwork and I-9 supporting documents need to be submitted before starting work. The social security card should be submitted to our office once received, either via the student new hire paperwork portal or in person.”

### FAQs:

- Where do I get a social security number?
  - To obtain a social security number, reach out to the [International Student and Scholar Services Office](#).
- Can I start working without a social security number?
  - You can start working without a social security number. When you receive your number, either submit a copy of your Social Security card [online](#) (select the international student option on the form and it will open a spot for you to submit this), or bring it in person so that we can put it on file. Leave the SSN space blank

on your forms if you are still waiting for your social security card and must start working.

- I need an SSN to set up a bank account, and therefore, cannot set up direct deposit. What should I do?
  - Huntington Bank in Oberlin will set up a bank account without a social security number. We recommend this option, as you need direct deposit set up to begin working.
- Are there any additional documents I need to bring with me when I submit my I-9 form in person?
  - In addition to your passport, you should also bring your I-20. Additionally, if you have it available, bring a copy of your I-94. If you have any questions about this, please [submit a ticket](#) for general questions.
- Should I still complete the standard new hire paperwork (OHIT-4, W-4, and I-9 forms)?
  - Yes! You still need to complete both tax forms and submit them online and then bring your I-9 and the supporting documents listed above to the Human Resources office.