

Orange Card Checklist for Returning International Student Employees

All returning International Student Employees MUST renew their official Indiana Tech Orange Card to work on campus. Please complete the checklist below and submit all materials to the Career Center in Andorfer 229. Once you have submitted all materials, please be patient as it may take several days to process your information.

Choose from the following:

I, _____, am being rehired in _____ as a _____.
(Print First and Last Name) (Department) (Name of position)

OR

I, _____ have completed the Online Application Process to obtain a new position.
(Print First and Last Name) <http://www.indianatech.edu/About/HR/Pages/StudentEmployment.aspx>

Indiana Tech Email Address: _____
(Notification will be sent to you once your Orange Card is ready)

- Check with Business Office to see if you are cleared, if NOT cleared you will NOT receive an orange card until you are
- I have a current Form W4 (2010) – Federal Employee Withholding Allowance Certificate or have updated information in the ADP Portal.
 - o See attached direction sheet if need further assistance
- I have a current State of Indiana Employee Withholding Exemption and County Status Certificate or attached is an updated Indiana Tax Form
 - o Visit the Career Center if you need a copy of the Indiana Tax Form to make necessary changes
- I have a current Direct Deposit Authorization Form or have updated my information in the ADP Portal.
- Turn in this checklist and any new or updated forms to the Career Center – Andorfer 229
- Return to the Career Center to pick up your official Orange Card; you will receive an email once all paperwork has been processed and your Orange Card is ready to be picked up in the Career Center

Received by: _____ Date: _____

Student Signature: _____ Date: _____