Orange Card Checklist for International Students

All International Students MUST obtain an 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.

Name: ___________________________________________________________________________ Phone: ___________________________
(Please Print)

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

☐ Complete the Online Application Process for each position you are interested in obtaining
  http://hr.indianatech.edu/students/


☐ Complete State of Indiana Employee Withholding Exemption and County Status Certificate

☐ Complete the Direct Deposit Authorization Form
  □ Visit the Career Center for more information

☐ Turn in this checklist and all completed forms to the Career Center – Andorfer 229

☐ Return to the Career Center to pick up your official Orange Card; you will receive an email to your
  Indiana Tech email account once all paperwork has been processed and your Orange Card is ready to be picked up in the Career Center

Once you are hired, please complete the following:

☐ If you do not have a Social Security card, come to the Career Center to request Employment
  Verification form to take to the Social Security Administration Office.

☐ Take the letter to Social Security Administration to apply for a Social Security Number
  □ The address to the nearest Social Security Office is: 2122 Lincoln Way Ct. Fort Wayne, IN 46819
  □ The materials you will need to bring are: passport, I-94, I-20, letter from Human Resources

☐ Once you have obtained your Social Security Card/Form, you will need to complete the I9 form
  with your supervisor; you may NOT begin work until this is completed AND you receive an email
  from Payroll with your log-in information

Received by: ___________________________ Date: ___________________________
Student Signature: ___________________________ Date: ___________________________

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