



New International Faculty/Staff Employees (All Faculty, Post Docs, Classified Staff, and Non-Student Wage)

Welcome to Mason! We are pleased you are here and want your experience to begin smoothly. Listed below are steps required for you to take to get off to a great start as a Mason employee.

Please follow the steps in Part A if Mason has sponsored your visa status. If you are not sponsored by Mason, please follow the steps in Part B. If you are unsure, please answer the questions below.

Are you:

- Authorized to work in the Pending of Adjustment Status of the Green Card Process, or
- Authorized to work in any of the following non-Mason sponsored statuses? Dependent of A, G or L; Asylee; Temporary Protected Status (TPS); non-Mason F-1 OPT or CPT, non-Mason J-1?

If **YES** – Please proceed directly to **PART B**

If **NO** or you remain unsure of your status – Please proceed to **PART A**

PART A. MASON SPONSORED STATUS TYPES:

Step One: Please visit your hiring department to obtain your new hire materials. You should also obtain the following:

- Job offer letter (may be referred to as appointment letter, or work agreement or contract).**

Step Two: Please visit the Office of International Programs and Services (OIPS) located in Student Union I, Suite 4300, Phone 703.993.2970. OIPS will provide documentation and/or orientation specific to your visa status, as well as the letter of authorization for the Social Security Card Application, if needed.

For your visit please bring your immigration documents and the offer letter with you.

Step Three: Please visit the International Tax Office in Fiscal Services, located on the Fairfax Campus, University Hall, Room 4400 during walk in hours. International Tax Coordinator will:

- Complete Employment Eligibility Verification Form I-9 and process E-verify**
- Register you for the online Foreign National Information Form**
- Schedule a tax appointment to determine the appropriate tax forms to be completed..**

For your visit please bring:

- Job offer letter.*
- Acceptable documents as proof of identity and work eligibility. The list of acceptable documents is on page 5 of the [I-9 form](#). (For example, passport, I-94, I797/I-94, I-20 or DS-2019 forms, and/or Employment Authorization cards may be used for this purpose.)*

You may NOT begin work at George Mason University until Steps One through Three listed above are complete.

If you do not have a Social Security Number, please also complete Steps Four and Five.

Step Four: Please visit the Social Security Office You should bring all documents obtained in Steps 1-2, your immigration documents (*passport, I-94, I797/I-94, I-20 or DS-2019 forms, and Employment Authorization cards*) and a completed Social Security Application ([SS-5 form](#)). Additional information is available in the [Social Security Number Handout](#).

Step Five: Your social security card should arrive in the mail in two to six weeks. When you receive your card, please visit the International Tax Office with your card to update your I-9 and tax documents.



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PART B. NON-MASON SPONSORED VISA STATUSES:

Step One: Please visit your hiring department to obtain your new hire materials. You should also obtain the following:

- Job offer letter (may be referred to as appointment letter or work agreement or contract).**

Step Two: Please visit the International Tax Office in Fiscal Services, located on the Fairfax Campus, University Hall, Room 4400, during [walk in hours](#). International Tax Coordinator will:

- A. Complete Employment Eligibility Verification Form I-9 and process E-verify**
- B. Register you for the online Foreign National Information Form**
- C. Schedule a tax appointment to determine the appropriate tax forms to be completed.**

For your visit please bring:

- Job offer letter.*
- Acceptable documents as proof of identity and work eligibility. The list of acceptable documents is on page 5 of the [I-9 form](#). (For example, passport, I-94, I797/I-94, I-20 or DS-2019 forms, and/or Employment Authorization cards may be used for this purpose.)*

You may NOT begin work at George Mason University until the above steps are complete.

If you do not have a Social Security Number, please also complete Steps Three and Four.

Step Three: Please visit the Social Security Office. You should bring all documents obtained in Steps 1 and 2, your immigration documents (*passport, I-94, I797/I-94, I-20 or DS-2019 forms, and Employment Authorization cards*) and a completed Social Security Application ([SS-5 form](#)). Additional information is available in the [Social Security Number Handout](#).

Step Four: (Receipt of Social Security Number): Your social security card should arrive in the mail in two to six weeks. When you receive your card, visit the New Center with your card to update your I-9 and tax documents.

Questions? Please contact the International Tax Coordinator at inttax@gmu.edu.

URL ADDRESSES:

1. DHS Form **I-9**, Employment Eligibility Verification form: <http://hr.gmu.edu/forms/FormI-9.pdf>
2. Social Security Administration **Application for a Social Security Card**:
<https://www.socialsecurity.gov/online/ss-5.pdf>
3. OIPS **Handout** for Social Security Numbers and Individual Taxpayer Identification Numbers
<http://oips.gmu.edu/forms/taxes/SSNHandout2.pdf>

Effective: March 27, 2012