



New International Student Employees (Graduate Assistants, Student Wage, and Presidential Scholarship Recipients)

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 you do not have a social security number (SSN) and Part B if you have a SSN.

PART A. IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER:

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, work agreement or contract).
- F-1 students-** [On Campus Employment Certification form](#) (OCEC). Your hiring department will complete and sign Section I.

Step Two: Please visit the Office of International Programs and Services (OIPS) located in Student Union I, Suite 4300, telephone 703-993-2970. OIPS will certify your eligibility to work on campus and provide documents needed for the Social Security Card Application. Please bring your OCEC or job offer letter and all immigration documents to OIPS.

- F-1 Students:** Obtain signature on Section II of the OCEC.
- Mason sponsored J-1 Students:** Obtain a letter of authorization to work on campus and a letter of authorization to apply for a social security number.

NOTE- J-1 Students not sponsored by Mason: It is not necessary to visit OIPS, but you should confirm with your program sponsor that you have authorization to work on campus and apply for a social security number.

Step Three: F-1 students only (others proceed to Step Four): Please obtain an enrollment certification from the Office of the University Registrar that reflects full-time status for the current semester. Information is available at <http://registrar.gmu.edu/verifications/students.html>. If you have questions, please visit the Office of the University Registrar, located in Student Union 1, Suite 2101, between the hours of 9:00 am and 5:00 pm, Monday through Friday.

Step Four: Please visit the New Employee Welcome (NEW) Center located in University Hall, Suite 4100, between the hours of 8:00 am and 4:30 pm, Monday through Friday for verification of employment eligibility (DHS Employment I-9 form and E-verify), registration for the online Foreign National Information Form, and assistance in scheduling a tax appointment with the International Tax Coordinator in Fiscal Services.

- Please bring your job offer letter.
- Please bring acceptable documents as proof of identity and work eligibility. The list of acceptable documents is on page 5 of the [I-9](#) form. (Generally, passport, I-94 and I-20 or DS-2019 forms can be used for this purpose.)

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

Step Five: Please visit the Social Security Office. You will need to take all documents obtained in steps 1-3, your immigration documents ([passport, I-94, I-20 or DS-2019](#)) and a completed Social Security Application ([SS-5 form](#)). You can find additional information on the [Social Security Number Handout](#).

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



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PART B. IF YOU HAVE A SOCIAL SECURITY NUMBER

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: *Mason sponsored J-1 Students Only* (others proceed to Step Three) Please visit the Office of International Programs and Services (OIPS) located in Student Union I, Suite 4300, telephone 703-993-2970. OIPS will certify your eligibility to work on campus. Please bring your job offer letter and all immigration documents to OIPS.

- Obtain a letter of authorization to work on campus.

NOTE J-1 Students not sponsored by Mason: It is not necessary to visit OIPS, but you should confirm with your program sponsor that you have authorization to work on campus and apply for a social security number.

Step Three: Please visit the New Employee Welcome (NEW) Center located in University Hall, Suite 4100, between the hours of 8:00 am and 4:30 pm, Monday – Friday for verification of employment eligibility (DHS Employment I-9 form and E-verify), registration for the online Foreign National Information Form, and assistance in scheduling a tax appointment with the International Tax Coordinator in Fiscal Services.

- Please bring your job offer letter.
- Please bring acceptable documents as proof of identify and work eligibility. The list of acceptable documents is on page 5 of the [I-9](#) form (*Generally, passport, I-94 and I-20 or DS-2019 forms can be used for this purpose.*)

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

Questions? Please send an e-mail to inttax@gmu.edu

URL ADDRESSES:

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