NEW INTERNATIONAL EMPLOYEES
(FACULTY, STAFF, GRADUATE ASSISTANTS AND WAGE EMPLOYEES)

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: VISIT YOUR HIRING DEPARTMENT TO OBTAIN:

☐ Job offer letter and new hire materials.
☐ F-1 students- On Campus Employment Certification form (OEC). Hiring department will complete Section I.

STEP TWO: VISIT THE OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES (OIPS)

Bring your immigration documents, the offer letter, and OEC form with you.

☐ OIPS will provide information needed for the Social Security Card Application.
☐ F-1 Students: Obtain signature on Section II of the OEC.
☐ Mason J-1 visa holders: Obtain a letter of authorization to apply for a social security number.

NOTE- J-1 visa holders 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: OBTAIN AN ENROLLMENT CERTIFICATION that reflects full-time status for the current semester from the Office of the University Registrar through Patriot Web.

STEP FOUR: VISIT THE SOCIAL SECURITY OFFICE. You should bring all documents obtained in Steps 1-3, immigration documents, and a completed Social Security Application (SS-5 form). Additional information is available in the Social Security Number Handout. After SSN application is accepted, the Social Security officer will provide you a receipt stating that you will receive your SSN within 2 weeks.

STEP FIVE: LOG INTO HTTP://WWW.NEWI9.COM/ on or before the FIRST day of work for pay. Enter the George Mason University Employer Code 15114 when prompted. Complete Section I of the I-9.

STEP SIX: VISIT THE INTERNATIONAL TAX OFFICE (Merten Hall, Room 4400) during walk in hours. International Tax Coordinator will:

A. Complete Section II of the electronic 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.
☐ Receipt from Social Security Office.
☐ Acceptable documents as proof of identity and work eligibility. The list of acceptable documents is on page 9 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.

STEP SEVEN: VISIT THE INTERNATIONAL TAX OFFICE after your social security card arrives in the mail to update your I-9 and tax documents.
NEW INTERNATIONAL EMPLOYEES
(FACULTY, STAFF, GRADUATE ASSISTANTS AND WAGE EMPLOYEES)

PART B. IF YOU HAVE A SOCIAL SECURITY NUMBER

STEP ONE: VISIT YOUR HIRING DEPARTMENT TO OBTAIN:

☐ Job offer letter and new hire materials.

STEP TWO: LOG INTO HTTP://WWW.NEWI9.COM/ on or before the FIRST day of work for pay.

Enter the George Mason University Employer Code 15114 when prompted.

Complete Section I of the I-9.

STEP THREE: VISIT THE INTERNATIONAL TAX OFFICE (Merten Hall, Room 4400) during walk in hours.
International Tax Coordinator will:

D. Complete Section II of the electronic Employment Eligibility Verification Form I-9 and process E-verify
E. Register you for the online Foreign National Information Form
F. 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 9 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.

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