



## NEW INTERNATIONAL EMPLOYEES (ADJUNCT FACULTY 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:

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

#### STEP ONE: GATHER NECESSARY DOCUMENTS

- Print your [I-94 record](#), if you do not have it.
- Make sure you have a valid Passport and other immigration documents.

#### STEP TWO: YOUR HIRING DEPARTMENT SENDS:

- An email with the job offer/welcome letter/contract
- MasonOnBoard email with your login credentials to complete your hiring paperwork online.

#### STEP THREE: VISIT THE [OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES \(OIPS\)](#)

- CHECK IN with OIPS if you are an employee who was sponsored for work visa. OIPS will provide information needed for the [Social Security Card Application](#).
- Mason non-student J-1 visa holders: Obtain a letter of authorization to apply for a social security number.

#### STEP FOUR: VISIT THE [SOCIAL SECURITY OFFICE](#).

- The Social Security officer will provide you a receipt stating that you will receive your SSN within 2 weeks.

#### STEP FIVE: LOG INTO "MASON ON BOARD". See Step TWO for details.

- Complete ALL required forms including [Section I of the I-9](#) indicating that you are "An Alien authorized to work"

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#### STEP SIX: VISIT THE [INTERNATIONAL TAX OFFICE](#) (Merten Hall, Room 4400)

You should bring ALL documents obtained in Steps 1-5 and your immigration documents:

- Job offer letter.
- Receipt from Social Security Office.
- Acceptable documents as proof of identity and work eligibility (See pg. 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.)

[International Tax Office](#) will:

- Complete Section II of the electronic Employment Eligibility Verification Form I-9 and process E-verify
- Register you for the online Foreign National Information Form and schedule your [tax appointment](#)
- Conduct a tax appointment to determine the appropriate tax forms to be completed.
- Add a Note to MasonOnBoard, when the process is complete.

**STEP SEVEN: COME BACK TO THE INTERNATIONAL TAX OFFICE** after your social security card arrives in the mail to update your I-9 and tax documents.



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**PART B. IF YOU HAVE A SOCIAL SECURITY NUMBER**

**STEP ONE: YOUR HIRING DEPARTMENT SENDS:**

- An email with the job offer/welcome letter/contract
- MasonOnBoard email with your login credentials to complete your hiring paperwork online.

**STEP TWO: LOG INTO “MASON ON BOARD”.** See Step ONE for details.

- Complete ALL required forms including Section I of the I-9 indicating that you are “An Alien authorized to work”

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**STEP THREE: VISIT THE [INTERNATIONAL TAX OFFICE](#)** (Merten Hall, Room 4400)

You should bring ALL documents obtained in Steps 1-2 and your immigration documents:

- Job offer letter.
- Acceptable documents as proof of identity and work eligibility (See pg. 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.)

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**Questions? Please contact the International Tax Coordinator at [inttax@gmu.edu](mailto:inttax@gmu.edu).  
Digital version of the guide is located on <http://hr.gmu.edu/welcome/> .**

**Useful Links:**

Your I-94 record: <https://i94.cbp.dhs.gov/I94/#/recent-search>

Social Security information page: <http://oips.gmu.edu/social-security-number-ssn/>

International Tax Office: <http://fiscal.gmu.edu/internationaltax/>