NEW INTERNATIONAL EMPLOYEES
(GRADUATE ASSISTANTS AND STUDENT 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.
- Print your On Campus Employment Certification form (OCEC) (for F-1 and J-1 students)
- Make sure you have a valid Passport and other immigration documents.
- CHECK IN with OIPS if you are a new student.

**STEP TWO: YOUR HIRING DEPARTMENT SENDS:**

- An email with the job offer/welcome letter.
- MasonOnBoard email with your login credentials to complete your hiring paperwork online.
- Your supervisor will complete Section II of OCEC form (F-1/J-1 students)

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

- OIPS will provide information needed for the Social Security Card Application
- Obtain signature on Section III of the OCEC (F-1/J-1 students).

**STEP FOUR: 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 FIVE: VISIT THE SOCIAL SECURITY OFFICE**

You should bring all documents obtained in Steps 1-4 and your immigration documents.

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

**STEP SIX: “MASON ON BOARD”**

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

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

**STEP SEVEN: 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, I:797/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 EIGHT: COME BACK TO THE INTERNATIONAL TAX OFFICE** after your social security card arrives in the mail to update your I-9 and tax documents.

Effective August 1, 2016
NEW INTERNATIONAL EMPLOYEES
(GRADUATE ASSISTANTS AND STUDENT WAGE EMPLOYEES)

PART B. IF YOU HAVE A SOCIAL SECURITY NUMBER

STEP ONE: YOUR HIRING DEPARTMENT SENDS:

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

STEP TWO: LOG INTO “MAISON 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”

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

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.)

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.

Questions? Please contact the International Tax Coordinator at 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
Office of International Programs and Services (On Campus Employment Certification): http://oips.gmu.edu/oips-self-service-center/
Social Security information page: http://oips.gmu.edu/social-security-number-ssn/
International Tax Office: http://fiscal.gmu.edu/internationaltax/
Office of University Registrar (Enrollment Certification): http://registrar.gmu.edu/students/certifications/enrollment-and-degree-certification/

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