



## SOCIAL SECURITY NUMBERS (SSN) AND TAX PAYER IDENTIFICATION NUMBERS (ITIN)

### SOCIAL SECURITY NUMBERS

#### What's a Social Security Number?

A Social Security Number (SSN) is an individual taxpayer ID number used for reporting employment income to the government and determining eligibility for Social Security benefits. The SSN is also required for annual tax reporting for both the employer and the employee.

#### Who is Required to obtain a Social Security Number?

Anyone working for George Mason University or has off-campus work authorization must either have a Social Security Number or have applied for one.

#### How Can A Social Security Number be Obtained?

Non-immigrants who qualify for a SSN need to be able to prove immigration status, work eligibility, age and identity. F-1 students are additionally required to show proof of employment. (See instructions below)

#### SIX STEP PROCESS

- ✓ **STEP ONE: F-1 STUDENTS ONLY**—Complete the [On Campus Employment Certification](#) *(Required)*  
**ALL OTHER EMPLOYEES**—Obtain a Job Offer Letter
- ✓ **STEP TWO:** Obtain enrollment verification from the Registrar's office that reflects full-time status for the current semester. *(required for F-1 students only)* This can be done either through the [Patriot Web](#) or by submitting the [Verification Form](#).
- ✓ **STEP THREE:** Obtain approval from DSO (F-1 students) or Sponsor/RO (J-1 students) (*see below*)
- ✓ **STEP FOUR:** Take a trip to the Social Security Office. New students and scholars are required to check-in with OIPS and should wait at least 10 days after entry into the U.S. before making the trip to the Social Security office. (See directions to Fairfax and Arlington office on page 2)
- ✓ **STEP FIVE:** Wait. Processing time for SSNs is typically 2-6 weeks for the Social Security Administration to process the application. Contact OIPS for assistance if the wait time has exceeded 6 weeks.
- ✓ **STEP SIX:** Report receipt of Social Security number to the **Tax Coordinator** in OIPS to update tax documents and payroll records and to apply for any tax treaty benefits if eligible.

#### What to Take to the Social Security Office

**SS-5 Application:** <https://www.socialsecurity.gov/online/ss-5.pdf>

#### Letter of Offer

Letter of Offer should be on department's letterhead with original signature.

#### Passport

Passports are acceptable documents as proof of age and identity and they must be unexpired.

#### Immigration Documents showing work authorization

- **Original I-20** (F-1 students) or **DS2019** (J-1 visa holders)
- **Page 3 of Original I-20** (F-1 students with Curricular Practical Training authorization)
- **Original I-94** (white card stapled in passport)
- **Employment Authorization Card (if applicable)** typically J-2 dependents and F-1 students on Optional Practical Training

#### DSO or Sponsor Approval

- **On Campus Employment Certification**—(F-1 students) with original DSO signature
- **Letter from J-1 Sponsor**—(J-1 students) - original letter from program sponsor on sponsor letterhead stating employment authorization (sponsor is organization that issued the DS2019)

## Where to Find the Social Security Office

**Phone Number for general SSA Information:** (800)772-1213

**Hours of Operation:** Monday-Friday 9:00 a.m. - 4:00 p.m.

**Web address:** <http://www.ssa.gov>

### Fairfax SSA Office

11212 Waples Mill Road, Suite 105

Fairfax, VA 22030

Phone: 703-691-8281

#### Directions:

**By Car:** Take Route 50 West. Make a right at Waples Mill Road, and then keep right to the parking lot. Follow signs to SSA. The office is located in the Fair Oaks Corporate Center Complex.

**By Bus:** Take the CUE bus Gold 1 or 2 (Gold 1 line is the quickest from Mason). Get off by Jermantown Road/Waples Mill Road (ask the driver to tell you when to get off). Walk down Route 50 past Giant grocery store, and make the next right at Waples Mill Road. It's approximately a 5-10 minute walk. (Be careful—part of the stretch does not have a sidewalk.)

### Arlington SSA Office

1401 Wilson Blvd, Suite 200

Arlington, VA 22209

Phone: (800)325-0778

#### Directions:

**By car:** Take Route 66 East and exit at Rosslyn/Key Bridge. Make a right on N. Fort Meyer Drive. Look for signs towards the Rosslyn Metro, the office is located half a block from the Metro entrance.

**By Metro:** Take the orange line to Rosslyn. The office located half a block to the right when you exit the station.

## INDIVIDUAL TAXPAYER IDENTIFICATION NUMBERS (ITIN)

### What's an Individual Taxpayer Identification Number?

An Individual Taxpayer Identification number is a number for those individuals who are required for tax purposes to have a U.S. taxpayer identification number but are not eligible to obtain a social security number. ITINs are issued by the Internal Revenue Service (IRS).

### Who is Required to obtain an ITIN?

Anyone receiving scholarships, fellowships, awards and any other non-compensatory income from George Mason University.

### How Can An Individual Taxpayer Identification Number be Obtained?

Generally, applications for ITINs are made directly to the IRS on the form [W-7](#) and submitted with your tax return. However, individuals receiving non-compensatory income from George Mason University (see above) should apply for the ITIN through the **Tax Coordinator** during the initial tax appointment. On a limited basis, the **Tax Coordinator** can also assist with ITIN applications for spouses and dependents of George Mason University international students and scholars when required for filing tax returns. The student or scholar who is need of an ITIN for their spouse or dependents should make an appointment with the **Tax Coordinator**.

### What will I need to apply for the ITIN?

In addition to the [required documents](#) you bring to your initial tax appointment; you will also need to bring the following for the ITIN application:

**Scholarship/Fellowship Recipient**— original **Award Letter**

**Honoraria Recipient claiming treaty benefits**— an originally signed **Letter of Invitation**

**Employee/student claiming dependents**—documentary evidence of spouses immigration status, marriage certificates and birth certificates