On Campus Employment Certification for International Students

Please attach JOB OFFER LETTER & ENROLLMENT VERIFICATION (Print from Patriot Web)

STEP #1: TO BE COMPLETED BY STUDENT

Student Name: ___________________________________________ G #: ________________________

If you are a China 1-2-2 student or an INTO Mason student, please mark the correct box. If not, please go to STEP #2.

☐ I am a China 1-2-1 Program Student

☐ I am an INTO Mason Pathways Student

☐ I am an INTO Mason Academic English Student

STEP #2: TO BE COMPLETED BY ON-CAMPUS EMPLOYER

Date: ____________________

Hiring On-Campus Employer at George Mason University: ________________________________________________

(Note of employer)

Student Job Title: ________________________________________________________

Start Date: ______________ (must be date within next 30 days) #Hours/Week: __________________

Employer’s Contact Information:

Employer Identification Number (EIN): ☐ 54-0836354 ☐ ____________ (Other)

Student’s Immediate Supervisor: ___________________ Phone/Email: ____________________________

Employer’s Signature: ____________________ Date: __________________

Title: ______________________________________________________

STEP #3: TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL OR RESPONSIBLE OFFICER/ARO

This is to certify that the above international student is an F-1 or J-1 student and is attending GEORGE MASON UNIVERSITY in full-time student status as required. This student is eligible for and has been offered general on campus employment at GEORGE MASON UNIVERSITY. As required by Internal Revenue Code section 6109, the student will need a social security number for purposes of reporting wages and the withholding of taxes by the employer.

Designated School Official OR Responsible Officer/ARO Signature Date

STEP #4: CHINA 1-2-1 & INTO MASON STUDENTS ONLY: TO BE COMPLETED BY ACADEMIC ADVISOR OR PROGRAM COORDINATOR

INTO Mason Academic Advisor OR China 1-2-1 Program Coordinator Signature Date