



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". 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 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, 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 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.



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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
- 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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- Complete Section II of the electronic Employment Eligibility Verification Form I-9 and process E-verify
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**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/>