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***On Campus Employment Certification for International Students***



**STEP #1: TO BE COMPLETED BY STUDENT**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **G #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you are an INTO Mason student, please mark the correct box. If not, please go to STEP #2.*

 I am an INTO Mason Academic English Student  I am an INTO Mason Pathways Student

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

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hiring On-Campus Employer at George Mason University:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name of employer)*

**Student Job Title/Description*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(must be date within next 30 days)*

**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 student named above is maintaining **F-1 or J-1 non-immigrant status** as a full-time student at **GEORGE MASON UNIVERSITY**. F-1 students are eligible for **half-time (20 hr./wk.)** employment on campus during the semester and full-time during university breaks, incident to status. J-1 students may also work **half-time** **(20 hr./wk.)** and full-time during university breaks with written authorization from the J-1 Responsible Officer (RO) or Alternate Responsible Officer (ARO). This student is eligible for and has been offered 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**

**INTO Mason Academic Advisor Signature Date**