**Part A. if You do not have a Social Security Number:**

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| **You may NOT begin work at George Mason University until below steps are complete.**  **Step one: Gather Necessary Documents**   * CHECK IN with [Office of International Programs and Services](http://oips.gmu.edu/social-security-number-ssn/) (OIPS)if you are a new student, or new employee on visa sponsored by Mason. * Gather your immigration documents (Passport, I-20/DS-2019 form, [I-94 record](https://i94.cbp.dhs.gov/I94/#/recent-search), other applicable documents, if any). * Complete your [On Campus Employment Certification form (OCEC)](http://oips.gmu.edu/oips-self-service-center/) (F-1/J-1 students) including departments’ and OIPS signatures. * Mason non-student J-1 visa holders: Obtain a letter of authorization to apply for a social security number. * Obtain [an Enrollment Certification](http://registrar.gmu.edu/students/certifications/enrollment-and-degree-certification/) (F-1/J-1 students) for the current semester from the Office of the University Registrar through [Patriot Web](https://patriotweb.gmu.edu/). * Complete SS-5, [Social Security Card Application](http://oips.gmu.edu/social-security-number-ssn/). * Receive an email with the job offer/welcome letter from your hiring department.   **Step two: Apply for the** [**Social Security NUMBER**](http://oips.gmu.edu/social-security-number-ssn/)   * You should schedule the appointment for the [Social Security Card Application](http://oips.gmu.edu/social-security-number-ssn/) with Social Security Administration (SSA). Follow OIPS instructions for mail-in or in-person application process. * The Social Security officer will mail you a receipt stating that you will receive your SSN within 2 weeks. * If SSA appointment is not available prior to the start of your employment, SS-5 form, [Social Security Card Application](http://oips.gmu.edu/social-security-number-ssn/) will suffice as a proof of SSN application for MasonOnBoarding purposes.   **Step THree: COMPLETE YOUR Mason-ON-Boarding packet**   * Your Hiring Department will send you **MasonOnBoarding** email with your login credentials * Complete ALL required forms including Section I of the I-9 indicating that you are “An Alien authorized to work.” * Upon completion of you **MasonOnBoarding** hiring paperwork online, [submit all documents listed above to the International Tax Office team online](https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/b9fec177-c241-49a5-be58-fb93faebf7cd) for I-9 Section 2 to be completed.   **You may NOT begin work at George Mason University until the above steps are complete.**  **Step four: Schedule your VIRTUAL tax appointment**   * Upon completion of you **MasonOnBoarding** hiring paperwork online, you will receive the confirmation email containing guidance about your tax appointment. * Schedule your tax appointment * International Tax Office team will send you **Foreign National Information System** email with your login credentials. * Complete **Foreign National Information Form** prior to the tax appointment. * Attend your virtual Tax Appointment.   **Step Five: Submit** **your tax forms**   * Upon completion of you Tax Appointment online, you will need to download your tax forms from Foreign National Information System. * Print, sign, and submit ALL your signed tax forms [to the International Tax Office team online](https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/b9fec177-c241-49a5-be58-fb93faebf7cd) for the payroll update.   **Step Six: Notify the International Tax Office of SSN. IMportant!!!**   * After your social security card arrives in the mail by updating your tax forms with your SSN, and submitting ALL your signed, updating tax forms [to the International Tax Office team online](https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/b9fec177-c241-49a5-be58-fb93faebf7cd) for the final payroll update. |

**Part B. If you Have a Social Security Number**

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| **Step THree: COMPLETE YOUR Mason-ON-Boarding packet**   * Your Hiring Department will send you **MasonOnBoarding** email with your login credentials * Complete ALL required forms including Section I of the I-9 indicating that you are “An Alien authorized to work.” * Upon completion of you **MasonOnBoarding** hiring paperwork online, [submit all documents listed above to the International Tax Office team online](https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/b9fec177-c241-49a5-be58-fb93faebf7cd) for I-9 Section 2 to be completed.   **You may NOT begin work at George Mason University until the above steps are complete.**  **Step four: Schedule your VIRTUAL tax appointment**   * Upon completion of you **MasonOnBoarding** hiring paperwork online, you will receive the confirmation email containing guidance about your tax appointment. * Schedule your tax appointment * International Tax Office team will send you **Foreign National Information System** email with your login credentials. * Complete **Foreign National Information Form** prior to the tax appointment. * Attend your virtual Tax Appointment.   **Step Five: Submit** **your tax forms**   * Upon completion of you Tax Appointment online, you will need to download your tax forms from Foreign National Information System. * Print, sign, and submit ALL your signed tax forms [to the International Tax Office team online](https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/b9fec177-c241-49a5-be58-fb93faebf7cd) for the payroll update. |

**Questions? Please contact the International Tax Coordinator at** [**inttax@gmu.edu**](mailto:inttax@gmu.edu)**.**

**Digital version of the guide is located on** [**http://hr.gmu.edu/welcome/**](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/