**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** * 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**

|  |
| --- |
| **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****.**

**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/