



## 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 and get your academic advisor to sign the bottom of this form. If you are not an INTO Mason student, please go to Step #2.

- I am an F-1 Student
- I am an INTO Mason Academic English Student
- I am a J-1 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 OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES (OIPS)

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