



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. Make sure that you have reviewed important [On-Campus Employment](#) information. Please follow the steps in Part A if you do not have a social security number (SSN) and Part B if you have an 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 1: COMPLETE CHECK-IN IF YOU ARE A NEW STUDENT (GO TO STEP 2 IF YOU ARE NOT NEW)

- Make sure you have a valid Passport and other immigration documents.
- Check-in with OIPS if you are a new student or changing your education level: [F-1 Check-In](#) [J-1 Check-In](#)
- Wait 5 days after you complete check-in to apply for your SSN. OIPS will register your record and make it SEVIS ACTIVE. *The SSA Office must see a SEVIS ACTIVE record before they will issue an SSN to you. Since there is often a delay in when the SSA SAVE system receives the information from SEVIS about your ACTIVE status, it is important for you to wait at least 5 days after check-in before completing STEP 2 below. This will help prevent delays in the issuance of your SSN.*

STEP 2: 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 (same as in STEP 1 if you are a new student).

STEP 3: YOUR HIRING DEPARTMENT SENDS TO YOU:

- An email with the job offer/welcome letter. We highly recommend that the offer letter includes an original signature from your employer.
- 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 4: SUBMIT YOUR OCEC FORM TO OIPS:

Submit the [On Campus Employment Certification form \(OCEC\)](#) completed by you and your employer to OIPS by following the steps below:

- Go to <https://oips.gmu.edu/oips-self-service-center/>.
- Scroll down to the On-Campus Employment Certification section
- Click on OCEC Submission Form (step 6).

OIPS will provide a signature on the OCEC form and notify you by email when your OCEC form is ready.

STEP 5: 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 [PatriotWeb](#). After logging in, select *Student Services > Student Records > Order Enrollment Verification*.

STEP 6: APPLY FOR A SOCIAL SECURITY NUMBER

Review the information [here](#) on how to apply for a Social Security Number. *Make sure you have all required documents before you go to the SSA office.*

- Submit all documents obtained in Steps 1-4 and your immigration documents to Social Security Administration.
- The SSA officer will provide you with a receipt stating that you will receive your SSN within a few weeks.

STEP 7: "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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Effective May 11, 2022



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STEP 7: CONTACT THE [INTERNATIONAL TAX OFFICE](#) (Merten Hall, Room 4400)

You should have 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 8: COME BACK TO THE INTERNATIONAL TAX OFFICE after your social security card arrives in the mail to update your I-9 and tax documents.

PART B. IF YOU HAVE A SOCIAL SECURITY NUMBER

STEP 1: YOUR HIRING DEPARTMENT SENDS TO YOU:

- An email with the job offer/welcome letter
- MasonOnBoard email with your login credentials to complete your hiring paperwork online.
Note: You do not need an OCEC if you already have a Social Security Number.

STEP 2: 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 3: CONTACT THE [INTERNATIONAL TAX OFFICE](#) (Merten Hall, Room 4400)

You should submit 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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- Conduct a tax appointment to determine the appropriate tax forms to be completed.
- Add a Note to MasonOnBoard, when the process is complete.

Questions? Please contact the International Tax Coordinator at inttax@gmu.edu.

Digital version of the guide is located on <http://hr.gmu.edu/welcome/>