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](https://oips.gmu.edu/f-1-check-in) , [J-1 Check-In](https://oips.gmu.edu/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/](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](https://oips.gmu.edu/oips-apply-social-security-number) 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”

You may NOT begin work at George Mason University until the above steps are complete.

Effective May 11, 2022
**NEW INTERNATIONAL EMPLOYEES**  
(Graduate Assistants and Student Wage Employees)

<table>
<thead>
<tr>
<th><strong>STEP 7: CONTACT THE INTERNATIONAL TAX OFFICE</strong> (Merten Hall, Room 4400)</th>
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</thead>
<tbody>
<tr>
<td>You should have all documents obtained in Steps 1-5 and your immigration documents:</td>
</tr>
<tr>
<td>- Job offer letter.</td>
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<tr>
<td>- Receipt from Social Security Office.</td>
</tr>
<tr>
<td>- Acceptable documents as proof of identity and work eligibility (See pg. 9 of the I-9 form. (For example, passport, I-94, I-797/I-94, I-20 or DS-2019 forms, and/or Employment Authorization cards may be used for this purpose).</td>
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<td><strong>International Tax Office</strong> will:</td>
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<td>- Complete Section II of the electronic Employment Eligibility Verification Form I-9 and process E-verify</td>
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<tr>
<td>- Register you for the online Foreign National Information Form and schedule your tax appointment</td>
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<tr>
<td>- Conduct a tax appointment to determine the appropriate tax forms to be completed.</td>
</tr>
<tr>
<td>- Add a Note to MasonOnBoard, when the process is complete.</td>
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</tbody>
</table>

**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.

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**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”

  *You may NOT begin work at George Mason University until the above steps are complete.*

**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, I-797/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.

**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/)

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