OIPS F1/J1 ON CAMPUS EMPLOYMENT CERTIFICATION STEPS

Please review the important On-Campus Employment information. Then, follow the steps below to start the process of applying for a social security number (SSN).

IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER
You may NOT begin work at George Mason University until the below steps are complete.

STEP 1: COMPLETE CHECK-IN IF YOU ARE A NEW STUDENT or STARTING A NEW EDUCATION LEVEL (Otherwise, skip step 1)

- ☐ 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 when your OCEC form is ready.*

STEP 5: F-1 STUDENTS ONLY: OBTAIN AN ENROLLMENT CERTIFICATION

- ☐ The Enrollment Certification must reflect your full-time status for the current semester from the Office of the University Registrar.
- ☐ Go to 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 (SSN). *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 the Social Security Administration (SSA).
- ☐ The SSA office will provide you with a receipt stating that you receive your SSN within a few weeks.

STEP 7: COMPLETE HIRING STEPS WITH THE INTERNATIONAL TAX OFFICE

- ☐ See https://hr.gmu.edu/hr-liaison-network-home/international-employment/)
- ☐ Review the New International Employees Hiring Guidance and watch the video. Complete all steps on the hiring guidance that you have not already completed above (Steps 1-6 above).