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/f-1-and-j1-forms/](https://oips.gmu.edu/f-1-and-j1-forms/)
- 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](https://patriotweb.gmu.edu/). After logging in, select Student Services > Student Records > Order Enrollment Verification.

**STEP 6: APPLY FOR A SOCIAL SECURITY NUMBER**
Review the information [here](https://hr.gmu.edu/hr-liaison-network-home/international-employment/) 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/](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).