

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
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INTO Mason Academic Advisor	Signature	Date
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