

Welcome to George Mason University! You may NOT begin work until you complete the required steps below. If you are a student, please review OIPS [On-Campus Employment](#) information. Then, follow the steps below to start the process of applying for a social security number (SSN).

*****IF YOU HAVE AN SOCIAL SECURITY NUMBER (SSN), SKIP STEPS 3, 4, and 5.**

STEP 1: F - 1 AND J - 1 STUDENTS ONLY: COMPLETE CHECK-IN IF YOU ARE NEW TO GEORGE MASON 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 for 5 days after completing check-in for your SEVIS record to become ACTIVE. The Social Security Administration (SSA) Office requires a SEVIS ACTIVE record before issuing an SSN. Waiting for this period helps avoid delays in obtaining your SSN due to possible processing delays between SEVIS and the SSA SAVE system.

STEP 2: YOUR HIRING DEPARTMENT SENDS TO YOU:

Students hired by George Mason (Mason Recreation, GA positions, etc.):

- ☐ 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 the OCEC form (F-1/J-1 students). We highly recommend that the OCEC includes an original signature from your employer in Section II.

Students hired by a vendor contracted by George Mason (Eagle Bank Arena, Chartwells, Starbucks, Barnes and Noble, etc.):

- ☐ Job offer letter. We highly recommend that the offer letter includes an original signature from your employer.
- ☐ Your supervisor will complete Section II of the OCEC form (F-1/J-1 students). We highly recommend that the OCEC includes an original signature from your employer in Section II.

George Mason faculty and non-student employees:

- ☐ 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.

STEP 3: F - 1 AND J - 1 STUDENTS ONLY: SUBMIT YOUR OCEC FORM TO OIPS

- ☐ Submit the [On Campus Employment Certification form \(OCEC\)](#) completed by you and your employer and your offer letter to OIPS by following the steps below. (If your offer is for a GTA or GL position, please also upload your CELTD Score Report).
- ☐ Go to [OIPS F-1 & J-1 Forms and Requests](#)
- ☐ Scroll down to the On-Campus Employment Certification (OCEC) section
- ☐ Click on OCEC Submission Form (step 5). *OIPS will provide an original signature on the OCEC form, as required by the Social Security Administration, and notify you when the form is ready for you to pick up from our office.*

STEP 4: 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 5: APPLY FOR A SOCIAL SECURITY NUMBER

Review the information [here](#) on how to apply for a Social Security Number (SSN).

*****Please note: The Social Security Administration requires an appointment and meetings are only conducted in-person. Walk-ins are not accepted. Therefore, you must be physically present in the United States to attend this appointment.**

- ☐ Make sure you have all the required documents before you go to the SSA office:
 - [Social Security Application](#)
 - Valid I-20 or DS-2019 (F-1 and J-1 STUDENTS ONLY). If you need a copy of your continued attendance I-20, complete the online [I-20 Reprint Request form](#)
 - Passport, Visa stamp in passport, I-94
 - OCEC form signed by OIPS (STUDENTS ONLY)
 - Job offer letter with original signature from employer
 - Enrollment Certification from PatriotWeb (STUDENTS ONLY)
 - Mason non-student J-1 visa holders: obtain a letter of authorization from OIPS to apply for a SSN
- ☐ The Social Security officer will provide you a receipt stating that you will receive your SSN within 2 weeks. It will serve as proof that you attended the appointment.

*****Please note: The International Tax Office (ITO) is unable to complete the I-9 form without the receipt or other proof that the application for SSN has been accepted during the SSA appointment.**

STEP 6: COMPLETE YOUR MASONBOARD PACKET

- ☐ Your Hiring Department will send you a **MasonOnBoard** email with your login credentials (unless you are hired by a vendor).
- ☐ Complete **ALL** required forms, including Section I of the Form I-9 indicating that you are “**A noncitizen authorized to work**”.
- ☐ Ensure the MasonOnBoard hiring packet is **fully complete** in order to proceed.

STEP 7: COMPLETE NEW EMPLOYEE CHECKLIST, INCLUDING SPRINTAX CALCULUS PROFILE, AND SCHEDULE I-9 APPOINTMENT

- ☐ Go to the [International Tax Office](#) webpage - **New International Employees** section and complete the **New International Employee Checklist** (step 2).

*****Please note: You may not book an appointment with the ITO until all steps of the checklist have been completed. All meetings are held by appointment only. Unfortunately, we cannot accommodate walk-in appointments.**
- ☐ Before your I-9 appointment, you must complete your [Sprintax Calculus profile](#), e-Sign all tax forms, and upload copies of your immigration and other supporting documents into **Sprintax Calculus - Document Exchange**. If you are unable to electronically sign your tax forms generated from Calculus, you may download them, sign, and upload under the same **Document Exchange** tab. Documents vary by visa type, but may include the following:
 - Passport (picture page)
 - US visas
 - US entry stamps (if available in the passport)
 - **F1 visa holders** - I-20 form (not the 'Transfer Pending' I-20)* **J-1 visa holders** - DS-2019 and the I-9 support letter from OIPS)
 - Most Recent I-94 results from [U.S. Customs and Border Protection - Travelers Visiting the United States](#)
 - I-94 travel history results from [U.S. Customs and Border Protection - Travelers Visiting the United States](#)
 - EAD card (if applicable)
 - SSN receipt from SSA (if you do not have an SSN card)
- ☐ Once you have successfully completed the checklist, you will be directed to book an appointment with a tax specialist in the ITO, either in person or online (video must be turned on).

STEP 8: ATTEND YOUR I-9 APPOINTMENT AND FINALIZE YOUR TAX FORMS

- ☐ During the appointment, the ITO will complete your MasonOnBoard (Section II of Form I-9 and e-Verify), and will review and finalize your Sprintax Calculus tax profile and approve signed tax forms.
- ☐ After the appointment, the ITO will set up the appropriate tax withholding of your payroll income.

YOU MAY NOT BEGIN WORK AT GEORGE MASON UNIVERSITY UNTIL THE ABOVE STEPS ARE COMPLETE.

STEP 9: IMPORTANT! NOTIFY THE INTERNATIONAL TAX OFFICE OF SSN

- ☐ After your social security card arrives in the mail, update your [Sprintax Calculus profile](#) - **Personal Data** section and ensure all tax forms are updated accordingly.
- ☐ **IMPORTANT** - Notify the ITO at inttax@gmu.edu so staff can update your Form I-9 and the George Mason system with your SSN. Please **DO NOT** include your SSN in the email.

Questions? Please visit the [International Tax Office](#) webpage or email at inttax@gmu.edu

Useful Links:

- [Employment Eligibility Verification | USCIS](#) – Form I-9 Verification
- [F-1 & J-1 Forms and Requests - Office of International Programs and Services](#)
- [Social Security Number Information Page](#)
- [Office of University Registrar \(Enrollment Certification\)](#)