

On Campus Employment Certification for International Students

STEP #1:

TO BE COMPLETED BY STUDENT

Student Name: _____ **G #:** _____

I am an F-1 Student

I am a J-1 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