How to Hire an International Student

1. Verify that the Department of Homeland Security (DHS) has granted appropriate authorization and visa status to enable the student to be employed. If employment is permitted, the maximum number of hours the international student can work is limited to 20 hours per week, except during official breaks between semesters.

Contact your campus resource for international students to ensure the student has proper work authorization:

University of Colorado at Boulder - Office of International Education
University of Colorado at Colorado Springs - International Student Services
University of Colorado at Denver and Health Sciences Center (Downtown Location) - Office of International Education
University of Colorado at Denver and Health Sciences Center (Fitzsimons/Colorado Location) - International Student and Scholars Office

2. Ask to see student’s social security card. Ensure that the student’s name and social security number on the card match what is entered into HRMS by the Payroll Liaison.

3. If the student doesn’t have a social security number, but is authorized to work (see step one) **you can still hire the student.** He or she must apply for a social security number.

A. Applying for a social security number.

1. Ask the student to apply for a social security number at a local Social Security Administration Office as soon as possible. 

   (Note- **If this is the student’s first time in the United States as an F1/J1/H1/O1/TN visa holder, the student should wait 10-15 days before applying for a social security number,** to ensure that the Department of Homeland Security has had time to enter the student’s entry information into its system.)

   (a) Give the student a copy of the Social Security publication *International Students And Social Security Numbers*, (appended at the end of this document, or see [http://www.ssa.gov/pubs/10181.html](http://www.ssa.gov/pubs/10181.html)) for information about applying for a social security number.

   (b) Tell the student you will want to see the social security card once they receive it, to ensure that the student’s name and social security number on the card match what is entered into the Human Resources Management System (HRMS) by the departmental Payroll Liaison.

2. Before the student visits the Social Security Office, make sure he or she has:
(a) A letter from the international student advisor in the International Student and Scholar Office identifying the University as the student’s employer, and the type of work the student will perform.

(b) A “Student Employment Letter of Offer” from your department. The student will need the original letter in order to apply for a social security number. The letter of offer should be dated and signed by the student’s supervisor, and should contain the following information:

(i) A description of the student’s job;
(ii) The employment start date;
(iii) The number of hours the student is, or will be, expected to work; and
(iv) The name and telephone number of the student’s supervisor.

(c) Evidence of age, such as a birth certificate (if available) or passport.

(d) Evidence of identity other than a birth certificate that shows the student’s name as it should appear on his or her social security card, such as a passport.

(e) Evidence of immigration status – valid foreign passport (unless exempt), Form I-94, and

(i) For a student with F-1 or M-1 visa status, form I-20-A-B, Certificate of Eligibility for Nonimmigrant Student.
(ii) For a student with J-1 visa status, Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status.

(f) Other documentation the student may need to present:

(i) For a student with F-1 visa status who is authorized to work in curricular practical training, Form I-20A-B with page 3 (the employment page) completed and signed by the campus international student advisor in the International Student and Scholar Office.
(ii) For a student with F-1 or M-1 visa status who is authorized to work off campus, the Employment Authorization Document the student received from DHS.
(iii) For a student with J-1 visa status, a letter authorizing the student’s employment from the student’s sponsor, on the sponsor’s letterhead with an original signature.

B. Social Security Office processing.

(1) The Social Security Office should provide the student with a form, stating that the student has applied for a social security number. The student should
request such documentation before leaving the Social Security Office if it is not automatically provided.

(2) The next step is for the Social Security Office to request verification of the student’s documents with USCIS, through an online process. If the online verification is received, as it usually is, the Social Security Office will assign the student a social security number and issue a card within two weeks after that. If the online verification is not received, however, it may take several weeks to receive DHS verification.

C. Receiving the social security number.

(1) If the social security number is received within 30 days of employment, ask to see the student’s social security card. Ensure that the student’s name and social security number on the card match what is entered into HRMS by the departmental Payroll Liaison. Once the student has been entered into HRMS, a handdrawn check can be requested as “late pay” if the student has missed a payroll period.

(2) If the social security number is not received within 30 days of employment,

(a) The student should make an appointment with his or her campus International Tax Specialist (Boulder campus: (303) 735-6500, option 0; all other campuses (303) 735-5573) so that a temporary identification number can be issued for purposes of payroll.

(b) Once the student has been entered into HRMS using the temporary identification number, a handdrawn check can be requested as “late pay” for any missed payroll periods.

(c) When the student receives the social security number, he or she should notify the departmental Payroll Liaison and the International Tax Specialist on his or her campus of the number.
Appendix 1: Application for Temporary Identification Number

Payroll & Benefit Services
University of Colorado
575 SYS
3100 Marine Street, 6th Floor
Boulder, Colorado 80309

Application for Temporary Identification Number

In cooperation with International Education/International Student and Scholar Services (ISSS) offices across the campuses, Payroll & Benefit Services (PBS) has developed the following procedure for assigning a Temporary Identification Number to eligible international visitors, employees and students at the University of Colorado:

- To obtain a Temporary Identification Number, Applicant must make an appointment with a PBS International Tax Specialist (Boulder campus: (303) 735-6500, option 0; all other campuses: (303) 735-5573).
- Applicant must sign the acknowledgement on this form, that if a SSN is not obtained within an 8-week period, the University may be required to terminate their position.
- Applicant must provide a copy of the receipt/letter received when the Social Security Number (SSN) application process was initiated.
- PBS will assign a Temporary Identification Number, to be used for HR/payroll activities.
- Applicant will provide the Temporary Identification Number to their departmental Payroll Liaison to enter appointment data into the Human Resources Management System (HRMS).
- Once a SSN has been obtained, the applicant will notify the departmental Payroll Liaison and the International Tax Specialist on the appropriate campus of this number.
- No treaty benefits can be extended until after a SSN has been obtained. Applicants who believe they are eligible for treaty benefits should make an appointment with an International Tax Specialist at PBS.

I, _______________________________________________(Print name), understand that by applying for a Temporary Identification Number, I am responsible for meeting all the provisions outlined above. Further, I understand that if a Social Security Number is not obtained within 8 weeks of the date of this application, the University may be required to terminate my position until such time as one can be provided.

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To be completed by PBS Representative:

Campus    Department    Appointment Start Date

This number represents your Temporary Identification Number

**e-mail:** PayrollBenefit.Services@cusys.edu  **web:** www.cu.edu/pbs
303.735.6500 - 1.877.627.1877 (TOLL FREE) – 303.735.6599 (FAX)
Appendix 2: Social Security Administration Publication No. 05-10181

International Students And Social Security Numbers

Are you temporarily in the United States to attend college, language, vocational or nonacademic school with a nonimmigrant F-1, M-1 or J-1 student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you do not have a Social Security number, the college or school should be able to give you another identification number. Social Security numbers are generally assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. **Social Security will not assign you a number just to enroll in college or school.**

**Do you plan to work?**

If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you are eligible to work on campus and give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. **If your school has authorized you to work either on or off campus, and you meet Social Security’s eligibility requirements described in the next section, you can get a Social Security number.**

**How to apply for a Social Security number**

Applying for a Social Security number and card is free. When you apply for a Social Security number at a Social Security office, you must complete Form SS-5, *Application for a Social Security Card*, and provide the necessary documents. All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. Here are some examples of the documents you must bring.

**Age**

A birth certificate is generally the best evidence of age, and must be presented if it is in your possession or can easily be obtained. If not, we can consider other documents, such as your passport or a document issued by DHS, to prove your age.

**Identity**

We must see a document other than your birth certificate that shows the name you want on your Social Security card. We prefer a recently issued document with a photograph, such as your passport, or a document issued by DHS.
Immigration status
We need to see the DHS document, I-94, *Arrival/Departure Record*, issued to you when you arrived in the United States showing your lawful immigration status. If you are an F-1 or M-1 student, we also need to see your I-20A-B, *Certificate of Eligibility for Nonimmigrant Student Status*. If you are a J-1 student, we need to see your DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) Status*.

Eligibility to work
If you are an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that identifies your employer and the type of work you are, or will be, doing. We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. The letter must describe your job, your employment start date, the number of hours you are, or will be, working, and your supervisor’s name and telephone number. The letter must be signed by your supervisor and dated.

- If you are an F-1 student authorized to work in curricular practical training, you must provide us your Form I-20A-B with the employment page (page 3) completed and signed by your school’s designated school official.

- If you are an F-1 or M-1 student and are authorized to work off campus, you must provide us with the Employment Authorization Document you received from DHS.

- If you are a J-1 student, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

How long will it take to get a Social Security Number?
We must verify your documents with DHS before we assign a Social Security number to you. We will assign you a Social Security number and issue a card within two weeks of receiving the verification from DHS. Most of the time, we can verify your documents quickly with DHS online. If your documents cannot be verified online, it may take DHS several weeks to respond to our request. We are working closely with DHS to reduce these delays.

Do I need a Social Security number before I start working?
We do not require you to have a Social Security number before you start to work, but the *Internal Revenue Service* requires employers to report wages using the Social Security
number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number. You can also give your employer a copy of the fact sheet, *Employer Responsibilities When Hiring Foreign Workers*.

**Contacting Social Security**

For more information and to find copies of our publications, visit our website at [http://www.socialsecurity.gov](http://www.socialsecurity.gov) or call toll-free, **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, **1-800-325-0778**). We can answer specific questions and provide information by automated phone service 24 hours a day.

We treat all calls confidentially. We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.