International Student Responsibilities

1. Obtain a Letter from the International Student Office authorizing work.

2. Obtain a Letter from the Payroll/Personnel office with a payroll liaison signature and supervisor signature (both in blue ink). Also have supervisor complete the cover sheet of the employment packet.


4. Make an appointment with Donna Hitchcock (3100 Marine St. 6th floor, 303-735-6500) to complete the W-4 form. Also complete the I-9 form with an employment representative (3100 Marine St. 3rd floor, no appointment necessary).

5. Bring the letters obtained, the employment packet, the receipt for the Social Security card or the actual Social Security card, the completed I-9 form and the completed W-4 form to the Payroll/Personnel office in Hallett 40.

6. Go over the employment packet with a payroll liaison.

7. Once the Social Security card is received, present it at the Payroll/Personnel office at Hallett 40. The Student will be paid on the next available pay date following the presentation of the Social Security card.

*Please note: Students may begin work without the original Social Security card, but no payment for hours worked will be made until the original card has been presented to the payroll liaison.