

## **Instructions for F-1 Students Applying for a Social Security Number**

**Step 1: GET JOB OFFER LETTER.** Ask your employer to write a letter (the verification of employment letter should be **typed or written on official department letterhead**), with the employer's **original signature**. See sample letter below for a suggested format. The letter must have the following information:

Name of student (as listed on passport)  
Nature of job (specify duties)  
Anticipated or actual start date  
Anticipated number of hours per week  
Name of department  
Employer's telephone number

Employer Identification Number (EIN)  
Title of immediate supervisor  
Name of student's immediate supervisor  
**Original** signature of immediate supervisor  
Date of supervisor's signature

**Step 2: LETTER FROM ISSS.** The attached letter is completed by ISSS once you have a local address and are registered full time at CU-Boulder. For questions call 303 492 8057.

**Step 3: APPLY FOR SOCIAL SECURITY NUMBER.** It is still recommended that you wait 10-15 days after entering the U.S. before going to the Social Security Administration (4949 Pearl East Circle, Suite 101) to apply for your number. Take your letter from your employer, this letter from ISSS, your original documents (I-20, I-94, valid passport, visa), and your Buff One card. The entire process can take 2-6 weeks to obtain the number.

**Step 4: IF YOU ARE TO BE EMPLOYED ON CAMPUS, SEE THE I-9 OFFICE,** located at 3100 Marine Street, 3<sup>rd</sup> floor. From campus, take the STAMPEDE bus to Marine Street. By law, you must have your I-9 complete within **3 days** of starting employment. Bring your passport and immigration documents (e.g. I-94, I-20, DS2019, EAD, H1 approval notice, etc.). No appointment is necessary. For more information call 303-492-6893.

**Step 5: IF YOU ARE TO BE EMPLOYED ON CAMPUS, MAKE AN APPOINTMENT TO SEE THE INTERNATIONAL TAXATION SPECIALIST,** located on the 3<sup>rd</sup> Floor, 3100 Marine Street. Make an appointment to see the International Taxation Specialist online at <https://www.securedata-trans7.com/ap/universityofcolorado1/index.php?page=10>. Bring your passport and immigration documents (e.g. I-94, I-20, DS2019, etc.).

An F-1 student may work while the SSN application is being processed: see: <http://www.socialsecurity.gov/employer/hiring.htm>

For more details on CU Employee Services policies, see:

<https://www.cusys.edu/pbs/payroll/groups/international.html>

<https://www.cusys.edu/pbs/payadmin/groups/downloads/HowToHireIntlStudent.pdf>

### **(Sample format of letter of employment verification)**

TO WHOM IT MAY CONCERN:

This is evidence of on-campus employment for: \_\_\_\_\_ (Full name of F-1 student, as listed on their passport)

Nature of student's job, please specify (e.g. wait staff, library aide, research assistant, etc.):  
\_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Number of hours per week: \_\_\_\_\_

#### **Employer contact information:**

Name of Employer: \_\_\_\_\_

Employer Telephone Number: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

(CU EIN = 84-6000-555)

\_\_\_\_\_  
Name of student's immediate supervisor

\_\_\_\_\_  
Title of student's immediate supervisor

\_\_\_\_\_  
Original signature of immediate supervisor

\_\_\_\_\_  
Date