

Office of International Education
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On-Campus Employment SSN Letter Request Form

In order to be eligible for on-campus employment, international students in F-1 or J-1 status must:

- 1) Be maintaining their nonimmigrant status;
- 2) Be in good academic standing with their department;
- 3) Have a passing GPA (3.0 GPA for graduate students; 2.0 GPA for undergraduate students);
- 4) Be enrolled in a full-time course load or authorized equivalent in the current term or, in the case of summer or winter vacation, have not completed their degree and are enrolled full-time (or an authorized equivalent) in the next required term.

International student can work on-campus up to 20 hours a week while school is in session during the fall and spring semester.

 If a student has multiple on-campus jobs, the total hours worked for all jobs cannot exceed 20 hours a week while school is in session.

International student can work on-campus full-time (more than 20 hours) during official school breaks (spring break, summer vacation, Thanksgiving break, and winter vacation).

Students who have questions about whether a job is considered on-campus should consult ISSS.

Your on-campus job offer letter must be printed on department letterhead and include the following information:

- Name of student (as listed on passport)
- Title/ nature of job (specify duties)
- Anticipated or actual start date
- Anticipated number of hours per week
- Name of employing department/company
- Employer Identification Number (EIN)
- Name and title of student's immediate supervisor
- Telephone number of student's immediate supervisor
- Original signature of student's immediate supervisor
- Date of supervisor's signature

SAMPLE OFFER LETTER TEMPLATE: Your employment offer letter must be printed on employer letterhead

*** LETTERHEAD *** *** LETTERHE/	AD *** *** LETTERHEAD *** *** LETTERHEAD ***
The following student	has been offered the following job
(Full name of student as ind	licated on passport) Title/ Nature of Job (e.g., library aid, research assistant)
Anticipated Start Date:	Number of Hours of Work Per Week:
Employer Contact Information:	
Name of Department/Company/Employer:	
Employer Identification Number (EIN):	(CU EIN = 84-6000-555)
Name of Student's Immediate Supervisor	Title of Student's Immediate Supervisor Telephone Number of Immediate Supervisor
Original Sig	
Original Signature of Im	mediate Supervisor Date



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STUDENT INFORMATION Student Name_ Student ID Number LAST First Degree: Bachelor's Doctorate Nondegree ☐ Master's Major: ___ Are you in good academic standing with your department? ☐ Yes □ No No—my current cumulative GPA is: ON-CAMPUS EMPLOYMENT INFORMATION On-Campus Hiring Department: ___ Social Security Administration requires specific information be included in the on-campus employment offer letter. Please confirm that your on-campus employment offer letter includes all of the information noted below. If your on-campus employment offer letter does not include a specific item, please contact your hiring department to request an updated letter that includes all of the items below. Please review your offer letter and check each box to acknowledge that the item is included in the letter. ☐ Your full name The Employer Identification Number (EIN) Job title Name and title of your immediate supervisor Anticipated or actual start date Your immediate supervisor's telephone number Your immediate supervisor's *original* signature Anticipated number of hours of work each week

Attach a copy of your on-campus employment offer letter.

ON-CAMPUS EMPLOYMENT ETIQUETTE

Name of the department hiring you

Please review the rules of employment etiquette which you are expected to follow as a student employee at the University of Colorado Boulder.

☐ Date of your immediate supervisor's signature

- 1) Accept a job offer only if you plan to work for the offering department for at least a semester. Some on-campus employers at CU Boulder have complained that international students accepted jobs and then quit once they obtained social security numbers. These employers are less likely to hire an international student in the future, especially a student without a social security number. Remember that your actions reflect on all students from your country and often on all international students.
- 2) Make sure you go to work when you are scheduled and to arrive on time. If you must miss work or arrive late unexpectedly, contact your supervisor before your shift begins or as soon as you can. If you know you will have a schedule conflict, contact your supervisor as soon as you are aware of the conflict. Most employers are willing to adjust students' schedules occasionally to accommodate important tests or other events especially if there is enough time for your employer to find someone else to work in your place.
- 3) When you decide to quit your job, be sure to notify your supervisor in person and in writing. It is customary and good etiquette to give at least two weeks' notice in advance of the date you plan to leave the job.

ATTESTATION

In or	rder to work on-campus you must attest to the following:		
	I understand that I must be maintaining my F-1 or J-1 student status in order to work on-campus.		
	I understand that I must be in good academic standing with my department <u>and</u> have a passing GPA in order to begin on-campus employment and to continue to work on-campus each semester (3.0 GPA for graduate students; 2.0 GPA for undergraduate students).		
	I understand that I can work on-campus for a <u>maximum of 20 hours per week</u> while school is in session during the fall or spring semester.		
	I understand that if I work more than 20 hours a week while school is in session during the fall or spring semester, my SEVIS record will be terminated for failing to maintain status.		
	I understand that I am able to work full-time (more than 20 hours) during official school vacations (spring break, summer vacation, Thanksgiving break, and winter vacation) if the on-campus employer requests it and I agree to work the additional hours.		
	I understand that if I am ever asked to work more than 20 hours during a University vacation/break, I should speak with my on-campus employer about any University polices related to increasing my hours.		
	I understand that I must complete the I-9 Employment Verification Process with Human Resources no later than 3 days of starting employment.		
	I understand that I must meet with the CU International Taxation Specialist if I plan to work on-campus and that upon being hired I must schedule the appointment online at: https://booknow.appointment-plus.com/43rspqeq .		
	I understand that I must file the appropriate tax return forms each year and that tax returns based on employment in the U.S. and/or my presence in the U.S. from the previous year must be filed by April 15 of the current year.		
	I understand that it is my responsibility to obtain tax advice if necessary as ISSS advisors are <u>not</u> tax experts and ISSS does <u>not</u> provide tax advice.		
	I have read, understood, and agree to the aforementioned policies and rules of employment etiquette outlined above.		
Stuc	dent Name		
Student Signature Date:			
٨٢	ADDITIONAL DECLIDEMENTS TO WORK ON CAMPUS		

ADDITIONAL REQUIREMENTS TO WORK ON-CAMPUS

To Be Employed On-Campus, You Must Also Complete The Following With Human Resources (HR):

HR is located in the Administrative and Research Center (East Campus), 3100 Marine Street, 3rd Floor. You can take the Stampede shuttle bus to East Campus.

• COMPLETE THE I-9 PROCESS NO LATER THAN 3 DAYS AFTER STARTING WORK

Take the following documents to HR to complete your I-9:

Valid Passport
 Visa
 Valid I-94
 Current I-20 or DS-2019
 Buff One Card/ License/ Photo ID No appointment is necessary. For more information call 303-492-6893.

• MEET WITH A CU INTERNATIONAL TAXATION SPECIALIST

Make an appointment to meet with a tax specialist online at: https://booknow.appointment-plus.com/43rspqeq

Take the following documents to your appointment:

- Valid Passport
 Visa
 Valid I-94
 Current I-20 or DS-2019
- If applicable, documentation of prior presence in the U.S.
- PROVIDE YOUR SSN CARD TO YOUR PAYROLL LIAISON/ HUMAN RESOURCES UPON RECEIVING IT