International Student & Scholar Services
UNIVERSITY OF COLORADO **BOULDER**

Information for CU Boulder On-Campus Employment Hiring Department

On-Campus Employment Eligibility Criteria for Students in F-1 or J-1 Status

- Maintain Nonimmigrant Status
  - Students must maintain their F-1 or J-1 status
- Enrollment Requirements
  - Students must be enrolled in a full-time course load or authorized equivalent in the current term.
  - New students can begin working on campus up to 30 days before the first day of classes.
    - If a student transferred their F-1 or J-1 SEVIS record to CU Boulder, contact ISSS to discuss when they can begin working.
  - For summer or winter vacation periods, students must not have completed their degree required and must be enrolled full-time or an authorized equivalent for the next required term.

Work Hour Restrictions

- International students may work **up to 20 hours per week while school is in session** during the fall and spring semesters.
- If holding multiple on-campus jobs, the total combined hours worked must not exceed 20 hours per week while classes are in session.
- Students may work **more than 20 hours per week during official school breaks** (e.g., spring break, summer vacation, Thanksgiving break, winter vacation).

Questions about whether a job qualifies as on-campus employment should be directed to ISSS.

Social Security Administration Offer Letter Requirements for General On-Campus Job

When applying for a Social Security Number (SSN) for an on-campus job, the job offer letter must be printed on departmental letterhead and include:

- Name of student (as listed on passport)
- Description of the employment/ nature of the job
- Anticipated or actual start date (no more than 30 days into the future)
- Number of hours/ week student is expected to work
- Statement that the student will not exceed 20 hours/week while school is in session
- Name of employing CU Boulder department
- Employer Identification Number (EIN)
- Name of student's immediate supervisor
- Employer's telephone number
- Original signature with date
- Signatory's title

Sample Offer Letter Template (CU Boulder is the employer)

* **SCHOOL / DEPARTMENT LETTERHEAD** * **SCHOOL / DEPARTMENT LETTERHEAD** *

This letter certifies that _____ has been hired for the following on-campus job:
(F-1/ J-1 student name as listed on passport)

_____.
Description of the Employment/ Nature of the Job

Anticipated/Actual Employment Start Date: _____

The employment start date cannot be more than 30 days in the future at the time of the SSN application.

The student is expected to work _____ hours a week.

- On-Campus employment will not exceed more than 20 hours per week at any point while school is in session during the fall and/or spring semester.

On-Campus Employer Department Name: _____

Employer Identification Number (EIN): CU EIN = 84-6000-555

Name & Title of Student's Immediate Supervisor: _____

Telephone Number: _____

Employer's Signature (Original): _____ Date: _____

Signatory's Name and Title (Printed): _____

SAMPLE

Sample Offer Letter (Commercial firm located on CU Boulder campus providing services for students)

* **EMPLOYER LETTERHEAD** * **EMPLOYER LETTERHEAD** *

This letter certifies that _____ has been hired for the following job on the University
(F-1/ J-1 student name as listed on passport)

of Colorado Boulder campus: _____.
Description of the Employment/ Nature of the Job

Anticipated/Actual Employment Start Date: _____

The student is expected to work _____ hours a week.

- On-Campus employment will not exceed more than 20 hours per week at any point while school is in session during the fall and/or spring semester.

The employment start date cannot be more than 30 days in the future at the time of the SSN application.

SAMPLE

_____ is a commercial firm, located on the University of Colorado Boulder that
(Name of on-campus employer)
provides services for students.

Employer Identification Number (EIN): _____

Name & Title of Student's Immediate Supervisor: _____

Telephone Number: _____

Employer's Signature (Original): _____ Date: _____

Signatory's Name and Title (Printed): _____

Social Security Administration Offer Letter Requirements for Scholarships, Fellowships, and Graduate Assistantships

The on-campus sponsoring department must provide the student with a letter of acceptance that:

1. Is written on department letterhead;
2. Includes the date the letter was issued;
3. Clearly indicates that the position is an on-campus scholarship, fellowship, or graduate assistantship;
4. Specifies an anticipated or actual start date
   - The student may not apply for an SSN more than 30 days from the start date indicated in the letter.
5. Outlines the stipulations of the work portion of the scholarship, fellowship, or assistantship
6. Specifies that the work will not exceed 20 hours a week while school is in session; and
7. Includes the department name, contact information, and original signature.

Taxes

All international employees working at CU Boulder or individuals receiving a stipend or scholarship payment through the CU payroll system, must complete a Sprintax Calculus profile to document their U.S. tax residency status with the International Tax Office. Students should anticipate keeping in touch with the Tax Office throughout their CU career.

Resources for Hiring Department

An international student in F-1 or J-1 status may work while the Social Security number application is being processed. Reference SSA's fact sheet, Employer Responsibilities When Hiring Foreign Workers.

CU Boulder ISSS Resources

- Hiring International Students (in F-1 or J-1 student status)
- International Students on CU Boulder Payroll
- Applying for a Social Security Number

CU Boulder Resources

- CU Boulder I-9 Process
- International Tax

Additional Resources

- SSA Policy Manual:
    - Evidence of General On-Campus Employment for an F1 (Foreign Student) for an SSN Card
    - Evidence of On-Campus Employment for an F1 (Foreign Student) with a Scholarship, Reduced Tuition, Fellowship, or Graduate Assistantship
    - Evidence of Employment Authorization for the J1 (Exchange Visitor) and J2 (Dependent of J1) Classes of Admission
- SSA Publication: International Students and Social Security Numbers
- IRS Webpage: Delays in Issuing SSNs to Aliens by the Social Security Administration
- U.S. Department of Labor Webpage: Fair Labor Standards Act