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

How to Apply for a Social Security Number (SSN)

The requirements for applying for a Social Security Number (SSN) vary based on your immigration status. These instructions are tailored to specific visa types and categories.

- Be sure to review the section that applies to your current visa status.

Information for All Visa Types/Categories

- If you've been offered employment in the U.S. or are faculty/staff on CU Boulder payroll without an SSN, you must apply for one.
- If you already have an SSN, you do not need to reapply.
- An SSN is required to receive wage income in the U.S. and for filing taxes if you've been employed or received a taxable stipend or scholarship.
- You can start working without an SSN, but you must provide it to Human Resources (HR) as soon as you receive it. Contact your supervisor for secure submission instructions.
- You may only apply for an SSN within 30 days of your employment start date.
- It is free to apply for an SSN.
- The Social Security Administration (SSA) typically takes 2 to 4 weeks for the SSA to process an SSN application.

Students in F-1 Status and J-1 Status (degree-seeking or exchange)

- **Work Authorization Reminder**
  - An SSN does not provide an international student in F-1 or J-1 status with work authorization.
  - To work, an international student must either have a qualifying on-campus job or be authorized for off-campus employment. An SSN alone is not work authorization.
- **ISSS SSN Letter Request**
  - All new and continuing students must complete the *SSN Letter Request* e-form in the MyISSS portal (Training/Employment-Related Forms) to receive the SSN support letter from ISSS.
- **Eligibility Requirements**
  - You must have an official offer letter from your on-campus employer or assistantship/fellowship offer letter.
  - You must be enrolled in a full-time course load (or have an authorized equivalent).
  - New students also need to first complete the *Immigration Check-In* e-form, *Homebase International Student Orientation*, and *Title IX Certificate Submission* in the MyISSS portal.
- **SSN Application Timing**
  - Do not apply for an SSN until you have been in the U.S. for at least 10 days *and* your SEVIS record has been registered or validated by ISSS.
    - Wait at least 3 business days after receiving the SSN support letter from ISSS before applying for a SSN at SSA.
- **Documents Needed for SSA Office**
  - Valid passport
  - Most recent I-94
  - I-20 (F-1) or DS-2019 (J-1)
  - Additional photo ID (e.g., Buff OneCard)
  - SSN support letter from ISSS, issued within the last 30 days
  - Official offer letter from your on-campus employer or assistantship/fellowship offer letter

Scholars in J-1 Status (short-term, research, professor, specialist categories)

- **Eligibility Requirements**
  - Completed the J-1 immigration check-in process
    - E-forms that must be submitted:
      - *Immigration Check-In*, *Insurance Compliance*, *Emergency Contact Information*
      - *J-1 Exchange Visitor Orientation and Quiz*.
    - J-1 SEVIS record must be validated before you can apply for a SSN.
- **SSN Application Timing**
  - After your J-1 SEVIS record has been validated, wait at least 2 business days after receiving the confirmation email from ISSS *and* at least 10 days after entering the U.S. in J-1 status before applying for the SSN.
- **Documents Needed for SSA Office**
  - An ISSS SSN letter is NOT required for scholars in J-1 status
  - Valid passport
  - Most recent I-94
  - DS-2019
  - An additional form of photo ID (e.g., Buff OneCard)

Student Interns in J-1 Status (student intern category)

- **Eligibility Requirements**
  - Must be receiving payment from CU Boulder (including honorariums and stipends)
  - Completed the J-1 immigration check-in process
    - E-forms that must be submitted:
      - *Immigration Check-In*, *Insurance Compliance*, *Emergency Contact Information*
      - *J-1 Exchange Visitor Orientation and Quiz*.
    - J-1 SEVIS record must be validated before you can apply for a SSN.
- **SSN Application Timing**
  - After your J-1 SEVIS record has been validated, wait at least 2 business days after receiving the confirmation email from ISSS *and* at least 10 days after entering the U.S. in J-1 status before applying for the SSN.
    - If you don't receive an email about picking up your SSN support letter within 5 business days after ISSS validates your J-1 SEVIS record, contact your ISSS J-1 advisor.
- **Documents Needed for SSA Office**:
  - SSN support letter from ISSS, issued within the last 30 days
  - Valid passport
  - Most recent I-94
  - DS-2019
  - An additional form of photo ID (e.g., Buff OneCard)

The SSA Application Process for all International Students and Scholars

The following instructions apply to students, scholars and interns in F-1 or J-1 status.

Make your SSA Appointment

- After you have gathered all the required documentation (see above) complete the Online Social Security Number Application on the Social Security Administration website**.**
- Make an appointment after completing the online application.
- Keep a copy of your confirmation number.

Visit a local Social Security Office

- You should visit the SSA within 45 days of submitting your online application to complete the process. If you have an ISSS SSN Letter, you must visit the SSA within 30-days from the date ISSS issued the letter

- Bring your confirmation number and hard copies of the required documentation (see above).
- The closest Social Security Administration (SSA) Office to CU Boulder is **480 West Dahlia Street, Louisville, Colorado 80027**.
  - You must book an appointment before you visit the Louisville SSA office
  - Map and directions to SSA in Louisville, CO
  - You may find other office locations on the SSA website.
  - Check the SSA's hours of operation before going to an SSA office to submit your documentation.

Additional Requirements for CU Boulder International Employees

The following instructions apply to students, scholars, and interns in F-1 or J-1 status who will be employed on the CU Boulder campus.

Complete the Form I-9 no later than 3 days after beginning work.

- No appointment is necessary. Documents you must bring to HR to complete your I-9:
  - Valid passport
  - Current visa, if applicable
  - Most recent I-94
  - Current I-20 or DS-2019
  - Photo identification (e.g., CU Boulder temporary visitor ID card, Buff OneCard)
- Contact the I-9 office if you have any questions regarding this process

Submit your SSN to CU Boulder

To submit your SSN securely, please follow these two steps:

1. Report your SSN to the I-9 Office

- Do not email your SSN.
- Contact the I-9 office by phone (303-735-8191) or email to let them know you have received your SSN.
- The I-9 office will send you a secure link via HireRight, allowing you to re-access your Form I-9 and enter your SSN.
- Once submitted, your form will be processed through E-Verify, and the I-9 office will enter your SSN into the payroll system.

2. Notify Human Resources (HR)

- Inform your HR liaison or supervisor that you've received your SSN.
- Do not include your SSN in any email.
- If you're unsure who your HR contact is, email HRSC@colorado.edu for assistance.
- Your HR representative will provide a secure way (**SSN DocuSign**) for you to submit your SSN.

Sprintax Calculus Profile

- 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. It's important to stay in touch with the tax office throughout your CU career.
- New CU employees will receive an email within approximately 14 days of their employment start date from CUIntlTax-noreply@Sprintax.com inviting them to complete their Sprintax Calculus profile. Check your CU email and spam folders regularly and complete the profile as soon as possible.

- If you haven't received your Sprintax Calculus activation email within 21 days from your start date, please check your junk mail folder. If you still cannot locate your activation email, please contact intltax@cu.edu.
- Students receiving a taxable scholarship or stipend through the Campus Bursar's Office must also complete a Sprintax Calculus profile and will receive an activation email when a taxable scholarship is identified. These students will also receive direct email correspondence from the International Tax Office regarding tax charges applied to their student bursar account.
- Review the International Tax website, orientation, and the ISSS Mandatory Income Tax Filing website for more important information.