



Apply for a Social Security Number (SSN)

Social Security Administration (SSA) Office

Address: 480 West Dahlia Street, Louisville, Colorado 80027

Social Security Administration website: <https://www.ssa.gov/ssnumber/>

If you have been offered employment in the U.S. or are faculty/staff on CU Boulder payroll and you do not have a SSN, you must apply for one. A SSN is required to receive payment for your work.

***Note:** You may not apply for a SSN more than 30 days prior to your employment start date.

If you are an F-1 or J-1 student, please wait at least 72 hours after you have submitted your Immigration Check-In Form also referred to as an Immigration Reporting Form (IRF) and attended an Immigration Essentials Session (IES). All new and continuing students will need to request a letter of eligibility from ISSS before applying for the SSN.

If you are a J scholar, please wait at least 48 hours from completing your immigration check-in with ISSS (this includes submitting all required documentation including proof of adequate insurance coverage) to apply for your SSN in order to allow time for your SEVIS record validation to register in the Social Security Administration's system.

- J-1 students interns require a letter from ISSS

Important: You must apply for a SSN within 30 days of the date provided on the SSN Request Letter issued by ISSS.

Please check SSA's hours of operation (<https://secure.ssa.gov/ICON/main.jsp>) before going to the SSA office to apply for a SSN.

Bring the following documents with you to the Social Security Administration Office to apply for a SSN:

- Valid passport
- [Valid I-94](#) (electronic or paper)
- I-20 or DS-2019
- Offer letter from CU Boulder employer
- SSN Letter from ISSS (*only if you are an F-1 student, J-1 student, or J-1 Student Intern*)
- One additional form of photo identification (example: CU Boulder temporary visitor ID card or BuffOne card)

The application for a SSN is free, and it typically takes 2-4 weeks for the SSA to process a SSN application. You can begin working without an SSN, however, you will not be paid until you provide your number to your department or office human resource office. If you would like to apply for a SSN at the Louisville office, please call 877-405-5872 weekdays between the hours of 9 a.m. and 4 p.m. to speak with a representative about scheduling an in-office appointment.

Directions to the Louisville Social Security Administration Office from Campus:

Step 1: Walk from the University of Colorado Boulder to Broadway & 20th Street

Step 2: Take the RTD Bus named FF2 – Union Station Express. It will depart from the west side of Broadway & 20th street

Step 3: Arrive at U.S. 36 & McCaslin Boulevard Station, Gate A

- The previous stop is U.S. 36 & Table Mesa Station Gate A.
- If you reach Park Avenue West & Wewatta Street, you have gone too far.

Step 4: Walk from U.S. 36 & McCaslin Boulevard Station Gate A to the Louisville Social Security Administration Office. This is about a 1.1 mile walk.

If you are to be employed by CU Boulder, you must also complete the following with Human Resources (HR):

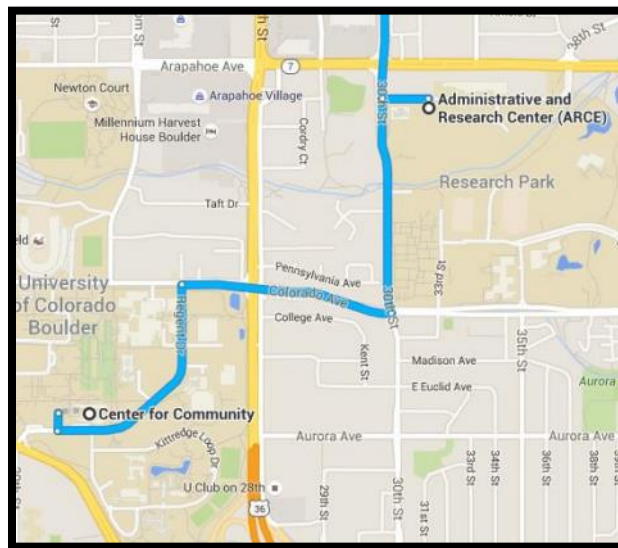
HR is located in the Administrative and Research Center (East Campus), 3100 Marine Street, 3rd Floor (You can take the RTD Stampede shuttle bus)

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

Take the following documents to complete your I-9:

- Valid passport
- Visa
- Valid I-94
- Current I-20 or DS-2019
- BuffOne Card/License/Photo ID

No appointment is necessary. For more information call 303-492-6893.



Meet with a CU International Taxation Specialist

You must [make an appointment to meet with an International Tax Specialist](#).: Take the following documents to your appointment:

- Valid passport
- Visa
- Valid I-94
- Current I-20 or DS-2019
- BuffOne Card/License/Photo ID