



International Student Employees on CU Boulder Payroll

In order to be eligible for on-campus employment, international students in F-1 and J-1 status must be maintaining their nonimmigrant status.

International students in F-1 and J-1 status who meet these eligibility requirements can work on-campus a maximum of 20 hours per week while school is in session (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. During school breaks (e.g., Thanksgiving break, winter vacation, spring break, or summer vacation), international students in F-1 and J-1 status can work full-time (more than 20 hours a week) if they will:

- 1) resume classes that term or
- 2) in the case of summer, they have not yet completed their degree and are either enrolled in the summer or fall.

Please note that on-campus employment eligibility ends on a student's last day of enrollment at CU Boulder.

Complete I-9/E-Verify Employment Eligibility Verification Process with Human Resources (HR)

The I-9/E-Verify must be completed within 3 days of starting employment

The I-9/E-Verify process can be started prior to obtaining a Social Security Number (SSN). You will have to provide your SSN to HR upon receipt of your SSN card

Appointments may be required to submit I-9 documents to HR within normal business hours

Human Resources (HR)
Administrative & Research Center – East Campus
3100 Marine Street, 3rd Floor
Boulder, Colorado 80309-0565
Phone: 303-735-8191
Email: I-9Forms@colorado.edu

An I-9 is used to verify the identity and employment eligibility of all individuals, both U.S. citizens and non-citizens, hired for employment in the U.S. Additional information about the I-9 process can be found on the [Employment Eligibility \(I-9/E-Verify\) website](#).

CU Boulder uses HireRight for the E-Verify process for all new employees.

- To obtain access to HireRight, speak with your hiring department or contact the I-9 office
- You can also complete sections 1 and 2 of the I-9 at Human Resources

You must submit documentation from the [list of acceptable documents](#) to the I-9 office within 3 business days of your start date

Make an Appointment to Meet with a CU International Tax Specialist

- This meeting does not have to be completed prior to applying for an SSN and should be scheduled as soon as possible because appointment times are limited.

Employee Services
Administrative & Research Center – East Campus
3100 Marine Street, 3rd Floor, Room A-342
Boulder, Colorado 80309-0565
[Appointment Scheduler](#)

All new international employees, including student workers, who are not permanent residents of the United States are required to meet with a CU international tax specialist to determine tax residency status and complete related paperwork.

You must [make an appointment online](#) to meet with an international tax specialist. Be sure to select the Boulder Campus and accurate appointment type.

- This appointment should take place within the first week of employment at CU Boulder. You must be present in the U.S. at the time of the meeting

Be sure to have the following documents available for your appointment with the International Tax Specialist:

- Valid Passport / Most Recent I-94 / Current I-20 or DS-2019
- If applicable, be prepared to discuss any prior visits you have made to the U.S. along with the specific dates of U.S. presence over the past two calendar years

Apply for a Social Security Number (SSN)

Social Security Administration (SSA) Office
480 West Dahlia Street, Louisville, Colorado 80027
[Social Security Administration website](#)

ISSS received an update that the local SSA in Louisville is open for walk in visits. Face masks are required. You may also call the Louisville office at 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.

For New Students: You should wait at least 5 business days from completing your immigration check-in process with ISSS before going to the Social Security Administration (SSA) to apply for an SSN. This is to allow time for ISSS to review your documents and register your F-1 or J-1 record in SEVIS.

[Check SSA's hours of operation](#) before going to their office to apply for an SSN.

Bring the following documents to the Louisville Social Security Administration Office to apply for an SSN:

- Valid Passport / Valid I-94 / Current I-20 or DS-2019 / Letter from ISSS / Job Offer Letter

It typically takes 2-4 weeks for the SSA to process an SSN application.