



## International Employees On CU Boulder Payroll

### **Complete I-9 Employment Eligibility Verification Process with Human Resources (HR)**

- **The I-9 must be completed within 3 days of starting employment.**
- The I-9 can be started prior to obtaining a Social Security Number (SSN). You will have to provide your SSN to HR once you receive it.
- Appointments are not required to submit I-9 documents to HR within normal business hours.

#### Human Resources (HR)

Administrative & Research Center – East Campus

3100 Marine Street, 3<sup>rd</sup> Floor

Boulder, Colorado 80309-0565

Phone: 303-735-8191

Email: [I-9Forms@colorado.edu](mailto:I-9Forms@colorado.edu)

➤ [New Employee Checklist](#)

An I-9 is used to verify the identity and employment eligibility of all individuals, 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 [HR I-9 webpage](#).

#### **CU Boulder uses HireRight for processing electronic I-9s for all new employees.**

- You should receive an email from your hiring department with log-in instructions for completing section 1 of the I-9 during your onboarding. You will have to bring the documents required for completing section 2 on the I-9 to the Human Resources office.
- You can also complete sections 1 and 2 of the I-9 at Human Resources

#### **You must submit the following original documents to HR within 3 days of starting employment:**

- Valid Passport
- Valid I-94
  - *Electronic I-94:* Downloaded from the [I-94 website](#)
  - *Paper I-94:* Received upon entry to the U.S. (land or sea border entry) or in I-797 Change of Status Approval Notice
- J Scholar: DS-2019
- J Student Working on AT: DS-2019 with AT Employment Information and Employment Authorization Letter from your A/RO
- F-1 Student Working on OPT: OPT Recommendation I-20 and Valid Employment Authorization Document (EAD)
- H Scholar: H-1B Approval Notice
- U.S. Permanent Resident: Permanent Resident Card or Alien Registration Receipt Card (I-551)

### **Make an Appointment to Meet with a CU International Tax Specialist**

#### Employee Services

Administrative & Research Center – East Campus

3100 Marine Street, 3<sup>rd</sup> Floor, Room A-342

Boulder, Colorado 80309-0565

➤ [Appointment Scheduler](#)

All new international employees, faculty, scholars, and researchers included, who are not permanent residents of the U.S. are required to meet with a CU international tax specialist to determine tax residency status and complete related paperwork. Employees who are legal permanent residents of the U.S. do not need to meet with an international tax specialist but must provide a copy of their “green card” to [Employee Services](#).

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

- This appointment should take place prior to the receipt of the first CU Boulder paycheck.

Bring the following documents to your appointment with the International Tax Specialist:

- Valid Passport
- Valid I-94 (electronic or paper)
- J Scholar: DS-2019
- J Student Working on AT: DS-2019 with AT Employment Information and Employment Authorization Letter from your A/RO
- F-1 Student Working on OPT: OPT Recommendation I-20 and valid Employment Authorization Document (EAD)
- H Scholar: H-1B Approval Notice
- Non-resident employees should be prepared to review their entire history of presence in the U.S. including dates they were present in and out of the U.S. and corresponding immigration statuses

Additional information for international employees is online at [Employee Services website](#).

**Apply for a Social Security Number (SSN)**

Social Security Administration (SSA) Office  
480 West Dahlia Street  
Louisville, Colorado 80027

- [Social Security Administration website](#)

If CU Boulder will pay you and you do not already have a SSN, you must apply for one. A SSN is required in order to add you to the CU Boulder payroll. 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.

- Please check SSA’s [hours of operation](#) before going to the SSA office to apply for a SSN.

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

- Valid passport
- Valid I-94 (electronic or paper)
- J Scholar: DS-2019
- J Student Working on AT: DS-2019 with AT employment information and Employment Authorization Letter from your A/RO
- F-1 Student Working on OPT: OPT Recommendation I-20 and valid Employment Authorization Document (EAD)
- H Scholar: H approval notice
- One additional form of photo identification (example: CU Boulder temporary visitor ID card)

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



**Enroll in CU Benefits within 30 Days of Your Employment Start Date**

Employee Services

Satellite Office: Human Resources  
Administrative & Research Center – East Campus  
3100 Marine Street, 3<sup>rd</sup> Floor, Room A-342  
Boulder, Colorado 80309-0565  
Available Mondays by appointment only  
Phone: 303-860-4200 option 3  
Email: [benefits@cu.edu](mailto:benefits@cu.edu)

New CU Boulder employees must register for benefits within 30 days of their appointment start date. If your appointment start date is the first day of the month, then your benefits will begin on the first day of the month. If your appointment start date is after the first of the month, then your benefits will begin on the first day of the next month.

- [Review the benefits webpage](#)
- Information on [how to enroll in benefits](#)
- [Sign-up for a benefits orientation](#)

If you have questions or if you would like to schedule a benefits appointment, contact Employee Services at 303-860-4200 option 3 or [benefits@cu.edu](mailto:benefits@cu.edu)

**Complete any Additional CU Boulder and/or Department Processes and Trainings**

- [Activate your IdentiKey](#)
- [Complete the Discrimination and Harassment Online Training](#)
- [Complete the Information Privacy and Security Online Training](#)
- Update your Information (address, emergency contact) in [MyCUInfo](#) (“CU Resources”-> “My Info”)
- Sign-Up for [Emergency Alerts](#)
- Set-Up [Direct Deposit](#)
- Familiarize Yourself with [University policies/procedures](#)

Consult your department payroll liaison and inviting professor for additional items.

## **Directions from Campus:**

### **To Administrative & Research Center (ARCE):**

You can take a 25-minute walk on the Boulder Creek Path to Marine Street or take the STAMPEDE shuttle bus to Marine Street. The Stampede shuttle bus runs Monday through Friday, every ten minutes, and loops through campus to connect Main Campus to East Campus and the Research Park. You can use your validated EcoPass or CollegePass to ride or [pay the bus fare](#) (exact change).

### **To Social Security Administration Office (SSA):**

**Step 1:** Walk from the University of Colorado Boulder to Broadway & 20<sup>th</sup> street

**Step 2:** Take the RTD Bus named FF2 – Union Station Express. It will depart from the west side of Broadway & 20<sup>th</sup> 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 State, Gate A to the Louisville Social Security Administration Office. This is about a 1.1-mile walk.