



## On-Campus Employment SSN Letter Request Form

### STUDENT INFORMATION

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_  
LAST First

Degree:  Bachelor's  Master's  Doctorate  Nondegree

Major: \_\_\_\_\_

Are you in good academic standing with your department?  Yes  No

Is this your first semester attending CU Boulder?  Yes  No—my current cumulative GPA is: \_\_\_\_\_

### ON-CAMPUS EMPLOYMENT INFORMATION

On-Campus Hiring Department: \_\_\_\_\_

Social Security Administration requires specific information be included in the on-campus employment offer letter. Please confirm that your on-campus employment offer letter includes all of the information noted below. If your on-campus employment offer letter does not include a specific item, please contact your hiring department to request an updated letter that includes all of the items below.

Please review your offer letter and check each box to acknowledge that the item is included in the letter.

- |  |  |
|--|--|
| <input type="checkbox"/> Your full name                                | <input type="checkbox"/> The Employer Identification Number (EIN)              |
| <input type="checkbox"/> Job title                                     | <input type="checkbox"/> Name and title of your immediate supervisor           |
| <input type="checkbox"/> Anticipated or actual start date              | <input type="checkbox"/> Your immediate supervisor's telephone number          |
| <input type="checkbox"/> Anticipated number of hours of work each week | <input type="checkbox"/> Your immediate supervisor's <i>original</i> signature |
| <input type="checkbox"/> Name of the department hiring you             | <input type="checkbox"/> Date of your immediate supervisor's signature         |

**Attach a copy of your on-campus employment offer letter.**

### ON-CAMPUS EMPLOYMENT ETIQUETTE

Please review the rules of employment etiquette which you are expected to follow as a student employee at the University of Colorado Boulder.

- 1) Accept a job offer only if you plan to work for the offering department for at least a semester. Some on-campus employers at CU Boulder have complained that international students accepted jobs and then quit once they obtained social security numbers. These employers are less likely to hire an international student in the future, especially a student without a social security number. Remember that your actions reflect on all students from your country and often on all international students.
- 2) Make sure you go to work when you are scheduled and to arrive on time. If you must miss work or arrive late unexpectedly, contact your supervisor before your shift begins or as soon as you can. If you know you will have a schedule conflict, contact your supervisor as soon as you are aware of the conflict. Most employers are willing to adjust students' schedules occasionally to accommodate important tests or other events especially if there is enough time for your employer to find someone else to work in your place.
- 3) When you decide to quit your job, be sure to notify your supervisor in person and in writing. It is customary and good etiquette to give at least two weeks' notice in advance of the date you plan to leave the job.

## ATTESTATION

In order to work on-campus you must attest to the following:

- I understand that I must be maintaining my F-1 or J-1 student status in order to work on-campus.
- I understand that I must be in good academic standing with my department and have a passing GPA in order to begin on-campus employment and to continue to work on-campus each semester (3.0 GPA for graduate students; 2.0 GPA for undergraduate students).
- I understand that I can work on-campus for a maximum of 20 hours per week while school is in session during the fall or spring semester.
- I understand that if I work more than 20 hours a week while school is in session during the fall or spring semester, my SEVIS record will be terminated for failing to maintain status.
- I understand that I am able to work full-time (more than 20 hours) during official school vacations (spring break, summer vacation, Thanksgiving break, and winter vacation) if the on-campus employer requests it and I agree to work the additional hours.
- I understand that if I am ever asked to work more than 20 hours during a University vacation/break, I should speak with my on-campus employer about any University policies related to increasing my hours.
- I understand that I must complete the I-9 Employment Verification Process with Human Resources no later than 3 days of starting employment.
- I understand that I must meet with the CU International Taxation Specialist if I plan to work on-campus and that upon being hired I must schedule the appointment online at: <https://booknow.appointment-plus.com/43rspqeg>.
- I understand that I must file the appropriate tax return forms each year and that tax returns based on employment in the U.S. and/or my presence in the U.S. from the previous year must be filed by April 15 of the current year.
- I understand that it is my responsibility to obtain tax advice if necessary as ISSS advisors are not tax experts and ISSS does not provide tax advice.
- I have read, understood, and agree to the aforementioned policies and rules of employment etiquette outlined above.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ADDITIONAL REQUIREMENTS TO WORK ON-CAMPUS

### **To Be Employed On-Campus, 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 Stampede shuttle bus to East Campus.

#### **• COMPLETE THE I-9 PROCESS NO LATER THAN 3 DAYS AFTER STARTING WORK**

Take the following documents to HR to complete your I-9:

- Valid Passport • Visa • Valid I-94 • Current I-20 or DS-2019 • Buff One Card/ License/ Photo ID
- No appointment is necessary. For more information call 303-492-6893.

#### **• MEET WITH A CU INTERNATIONAL TAXATION SPECIALIST**

Make an appointment to meet with a tax specialist online at: <https://booknow.appointment-plus.com/43rspqeg>

Take the following documents to your appointment:

- Valid Passport • Visa • Valid I-94 • Current I-20 or DS-2019
- If applicable, documentation of prior presence in the U.S.

#### **• PROVIDE YOUR SSN CARD TO YOUR PAYROLL LIAISON/ HUMAN RESOURCES UPON RECEIVING IT**