



## International Student Employment Process and Social Security Application (SSA) Checklist

All university employees must have a Social Security Number (SSN) in order to work on campus. Employment is the ONLY way to receive a Social Security Number for students with an F or J visa. Follow these steps to apply for an SSN.

1. Locate employment
  - a. Go to the office, in which you are interested in working and ask about openingsOR
  - b. The online job bank at [www.unco.edu/careers/](http://www.unco.edu/careers/) - Follow the link to “Handshake”

NOTE: Do NOT apply for jobs that require **Work-Study**

NOTE: If you already have a Social Security Number, SKIP to Item #7 of this packet
2. Have employer complete and sign the attached **Employment Letter**
3. Take **Employment Letter** to the Office of Global Engagement
4. The Office of Global Engagement will use information from your employer to write a **Sponsorship Letter** that will:
  - a. Authorize your employment
  - b. Indicate what work you will be doing, for whom and where

➤ **Allow 2 business days for the letter to be completed**
5. Go to the Social Security Office (address below). Take the following with you:
  - a. Sponsorship Letter
  - b. I-20 OR DS-2019
  - c. Passport
  - d. I-94 (print from [www.cbp.gov/i94](http://www.cbp.gov/i94))

➤ NOTE: Wait at least 5 days after arriving in the USA before applying

➤ **Request proof that you have applied for your SSN before you leave that office**

➤ The Social Security Office: 5400 W 11th St., Suite A,  
Greeley, CO 80634  
877-405-9195 OR 800-772-1213
6. Your Social Security card should arrive within two (2) to six (6) weeks after you apply. Take this card to your supervisor.

➤ **IF YOU DO NOT RECEIVE YOUR SOCIAL SECURITY CARD AFTER 3 WEEKS, TALK WITH AN INTERNATIONAL ADVISOR AT THE OFFICE OF GLOBAL ENGAGEMENT.**
7. Complete all hiring paperwork and submit it to your hiring department/supervisor. Paperwork includes:
  - a. **W-4:** Employee’s Withholding (see instructions in this packet)
  - b. **I-9:** Employment Eligibility Verification

➤ Complete Section 1. Leave the U.S. Social Security Number (SSN) blank if you do not have one yet. The SSN is not required to complete the form, but it is required to pay you.

➤ Indicate that you are “**an alien authorized to work until**”. The date is **N/A**

➤ Enter your I-94 Number, Foreign Passport Number and Country of Issuance

➤ Sign the form

➤ The supervisor completes Section 2, List A: Identity and Employment Authorization, the supervisor must enter your passport information AND I-94 information. List B and List C are to be left blank
  - c. **Direct Deposit form:** UNC does not pay by check. All employees will have their paycheck deposited

NOTE TO SUPERVISORS: Retain all hiring paperwork UNTIL the student brings you the original, signed Social Security Card. Copy the Social Security Card and submit the completed packet to HR who will update the students Banner record. Make sure HR knows that you need the SSN entered in Banner so that you can submit the EPAF.

➤ **For Off-Campus Employment**, please take the above information to your employer
8. **Students may begin working after they apply for their SSN; they should bring their SSN letter of application back to their supervisor to show this has been completed.**
9. When the student brings you their Social Security Card, take a copy of it and send it along with the other hiring docs to HR and Payroll. If hours are due them, send payroll the hours and they will cut a check for FREE if they are due pay from a previous Payroll ID.

### Some tips for your application:

- You can work for up to 20 hours per week when school is in session and full-time during the breaks.
- Once you receive your Social Security card, it is recommended that you carry it ONLY when you need it – identity theft is very common in the United States. IT MAY BE VERY DIFFICULT TO OBTAIN A REPLACEMENT CARD.