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Applying for a Social Security Number (SSN)

<u>Step 1</u>: GET JOB OFFER LETTER. To be eligible for employment, you must be enrolled full-time, in good academic standing with your department, and have a qualifying GPA.

Ask your employer to write an offer letter on official letterhead. The letter must include the employer's original signature. See sample letter at the bottom of this handout.

The offer letter must include the following information:

- Name of student (as listed on passport)
- Title/ nature of job (specify duties)
- Anticipated or actual start date
- Anticipated number of hours per week
- Name of employing department/company
- Employer Identification Number (EIN)
- Name and title of student's immediate supervisor
- Telephone number of student's immediate supervisor
- Original signature of student's immediate supervisor
- Date of supervisor's signature

Step 2: REQUEST A SSN LETTER FROM ISSS. Submit the following to ISSS: For On-Campus Employment: Submit 1) signed job offer letter on letterhead and 2) On-Campus Employment SSN Letter Request Form For Off-Campus Employment: Submit 1) signed job offer letter on letterhead and 2) complete CPT Agreement

<u>Step 3</u>: APPLY FOR A SSN AT SOCIAL SECURITY ADMINISTRATION (SSA): 4949 Pearl East Circle, Suite 101, Boulder, Colorado. Before applying for a SSN, it is recommended that you wait 10-15 days after entering the US.

Please check Social Security Administration's hours of operation before going to the office to apply for a SSN: https://secure.ssa.gov/ICON/ic001.do#officeResults

Take the following documents to SSA:

Valid Passport
 Visa
 Valid I-94
 Current I-20 or DS-2019
 ISSS SSN Letter
 Job Offer Letter
 Buff OneCard
 It typically takes 2-6 weeks to obtain a SSN from SSA.

Note: F-1 and J-1 students may work while the SSN application is being processed: <u>http://www.socialsecurity.gov/employer/hiring.htm</u> <u>https://www.ssa.gov/pubs/EN-05-10181.pdf</u>

IF YOU ARE 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)

COMPLETE THE I-9 PROCESS NO LATER THAN <u>3 DAYS</u> AFTER BEGINNING WORK

Take the following documents to complete your I-9:

Valid Passport
 Visa
 Valid I-94
 Current I-20 or DS-2019
 Buff OneCard/ 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 online at: https://booknow.appointment-plus.com/43rspgeg

Take the following documents to your appointment:

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

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SAMPLE OFFER LETTER TEMPLATE: Letter must be printed on employer letterhead and contain information below

| *** LETTERHEAD *** |
|--------------------|--------------------|--------------------|--------------------|--------------------|

Full Student Name as Indicated	on Passport	Title/ Nature of Job (e.g., library aid, research assistant)	
Anticipated Start Date:	Number of Hours of Work Per	Week:	
Employer Contact Information:			
Name of Department/Company/Employer:			
Employer Identification Number (EIN):		CU EIN = 84-6000-555)	
Name of Student's Immediate Supervisor	Title of Student's Immediate Supervisor	Telephone Number of Immediate Supervisor	
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The Social Security Administration (SSA) office is minute bus ride. take a 45 minute walk on the Boulder Creek Path or take a 35 located at 2850 Iris Ave in east Boulder. From C4C, you can

- Catch the DASH bus (at Broadway and Regent Dr.) stops) heading towards DASH Boulder Transit Center (for 6
- ωN Get off at 14th & Walnut Gate C
- via Flatiron (for 11 stops) Transfer to the 206F bus towards Fairview High School
- <u>4</u> τΟ Walk west on Pearl Parkway toward Pearl East Circle Get off at Pearl Parkway & Pearl East Circle E
- (174 ft.)
- Turn left onto Pearl E Circle (302 ft.)
- <u>ہ ר</u> Turn left to stay on Pearl E Circle. SSA will be on the left.

2. The Driver License Office is located in North Boulder. From C4C, you can take a 50 minute walk on the Boulder Creek Path or take a 25 minute bus ride.

- <u>-</u> Catch the BOUND bus as Baseline Rd & Broadway
- Ņ Take BOUND to 28th St &HWY 119 (for 18 stops)
- ω Get off and walk west 33 ft. toward 28th St.
- 4_. το Turn right onto 28th St. (144 ft.)
- License" Turn right into Diagonal Plaza and follow signs for Driver

3. Human Resources (HR) houses the I-9 Office and 3100 Marine St. on the third floor of the Administrative and Research Center at International Tax Specialist. It is located on east campus

Creek Path or take 20 minute bus ride. From C4C, you can take a 25 minute walk on the Boulder

- <u>-</u> Catch the STAMPEDE bus at Colorado Ave & Folsom St
- ωŅ Take STAMPEDE to Marine/30th St. (9 stops)
- Get off and walk 269 ft. to Administrative and Research

Center

