



How to Hire an International Student

1. Verify with your appropriate campus department that the Department of Homeland Security (DHS) has granted appropriate authorization and immigration status to enable the student to be employed. If employment is permitted, the number of hours the international student can work is limited to 20 hours per week, except during official breaks between semesters. If the student works for more than one university department, no more than 20 hours of work per week are permitted for all jobs combined.

University of Colorado at Boulder - Office of International Education

<http://www.colorado.edu/oie/>

303/492-6016

University of Colorado at Colorado Springs – Wang Chao, Office of Admissions and Records

WChao@uccs.edu

719/255-3383

University of Colorado Denver – International Students and Scholars Services Office

<http://www.ucdenver.edu/academics/InternationalPrograms/OIA/ISSS/Pages/default.aspx>

303/315-2230

2. Ask to view the student's Social Security card. Ensure that the spelling of the student's name and the Social Security number entered into HCM **exactly** match the information on the Social Security card.
3. If the student doesn't yet have a Social Security number, but is authorized to work (see step one) **you can still hire the student**, following the instructions provided in Employee Services [Social Security Number Procedural Statement](#).
 - A. Applying for a Social Security number
 - (1) Instruct the student to apply for a Social Security number at a local [Social Security Administration Office](#) as soon as possible. *(Note- If this is the student's first time in the United States in F, J, M or Q immigration status, the student should wait 10 business days before applying for a Social Security number, to ensure that the Department of Homeland Security has entered the student's information into its system.)*
 - (a) Direct the student to the SSA publication, [International Students and Social Security Numbers](#), which contains information about how students can apply for a social security number.
 - (b) Advise the student to show you a copy of the Social Security card once it is received and verify that the student's name and Social Security number, as indicated on the card, exactly match what is entered into HCM to ensure accurate reporting.
 - (2) Before the student visits the Social Security Office, make sure he or she has:

- (a) A letter from a student advisor in the International Student and Scholar Services Office or Office of Admissions and Records (UCCS Campus), identifying the university as the student's employer and the type of work the student will perform.
- (b) A "Student Employment Letter of Offer" from your department. The student will need an original letter in order to apply for a Social Security number. The letter of offer should be dated and signed by the student's supervisor, and should include the following information:
 - (i) A description of the student's job;
 - (ii) The employment begin date;
 - (iii) The number of hours the student is expected to work; and
 - (iv) The name and telephone number of the student's supervisor.
- (c) Evidence of age, such as a birth certificate or passport.
- (d) Evidence of identity other than a birth certificate that shows the student's name as it should appear on his or her Social Security card, such as a passport.
- (e) Evidence of immigration status – valid foreign passport ,Form I-94, *and*
 - (i) For a student with F-1 or M-1 visa status, form I-20-A-B, *Certificate of Eligibility for Nonimmigrant Student*.
 - (ii) For a student with J-1 visa status, Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) Status*.
- (f) Other documentation the student may need to present:
 - (i) For a student with F-1 immigration status who is authorized to work in curricular practical training, Form I-20A-B with employment authorization section completed and signed by the campus international student advisor in the International Student and Scholar Office or Office of International Education.
 - (ii) For a student with F-1 or M-1 immigration status who is authorized to work in optional practical training, the Employment Authorization Document the student received from the DHS.
 - (iii) For a student with J-1 visa status, who is authorized to work in academic training, a letter authorizing employment from the student's sponsor on the sponsor's letterhead with an original signature.

B. Social Security Office processing

- (1) Before leaving the Social Security Office, the student should request a form stating that the student has applied for a Social Security number. This information is only provided if requested.
- (2) The Social Security Office will request verification of the student's documents with USCIS, through an online process. If the online verification is received as expected, the Social Security Office will assign the student a Social Security number and issue a card within two weeks. In rare cases where online verification is not received, the process may take several weeks.
- (3) While it is not required, students may return to the Social Security Office to the Social Security number that was issued prior to receiving their Social Security card in the mail. This can be helpful to students who are trying to establish bank accounts or complete tax treaty forms. Students should inquire with the Social Security Office to learn when they can return to collect their number.

C. Receiving the Social Security number

- (1) Ask the student to present their Social Security card to their department payroll liaison who should confirm that the student's name and social security number on the card match the personal data entered into HCM. Outside of I-9 requirements, as outlined in the Use of Social Security Numbers Procedural Statement, departments should not make a copy of the Social Security card. Once the student has been hired into HCM, an off cycle check can be initiated if the student has missed a payroll period.