

Hiring Process for an International Student

NOTE: Employment is the ONLY way to receive a Social Security Number if you are a student with an F-1 or J-1 Visa.

Please go to the following link to view the Check List on obtaining a Social Security Number and review the required documents to start the job hiring process.

http://www.unco.edu/cie/assets/docs/international_docs/SSN%20Check%20List.pdf

Additional Information:

1. All International students interested in working on campus need to start at CIE (Center for International Education) to obtain the paperwork to get this process started. They are located at:

University Center Room 2205
351-2396

2. Both graduate and undergraduate international student-employees must be enrolled full time during fall and spring semesters but do not have to be enrolled for the summer term to work on campus.

- a. Undergrad must be enrolled in at least 12 CH
- b. Grad must be enrolled in at least 9 CH

3. If Credit Hours fall below the required amount shown below then Medicare and Retirement will be withheld.

- a. Academic year = must be enrolled in at least 6 CH
- b. **Summer = must be enrolled in at least 3 CH**

4. International student-employees are allowed to work up to 20 hours a week during fall and spring semesters and full time (40 hours) in the summer or other times when there is NO classes offered.

NOTE: If you are a GA/TA this counts as 20 hours and you should not have another Student Hourly job during the academic year. You may qualify for Curricular Practical Training or Academic Training. Go to CIE for details

5. International Students may be exempt from taxes – they may speak to Lacey Snyder 351-1828

HR documents required:

- Passport
- Social Security Card
- I-20 or DS-2019
- I-94
- Work Authorization form signed by Dept

If you have additional hiring questions you can contact Human Resources at 351-2829