

Hiring Process for an International Student

Note: Employment is the ONLY way to receive a Social Security Number and review the required documents to start the job hiring process.

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/assests/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 the University Center Room 2005. 351-2396**
- 2. International Students may be exempt from Taxes – they can contact Payroll for information.**
- 3. Documents required for hire:**
 - a. Passport**
 - b. Social Security Card**
 - c. 1-20 or DS-2019**
 - d. 1-94**

Any additional question on hiring doc's please contact Human Resources at 351-2718.

International Hiring Process:

- CIE gives the employee the hiring paperwork who takes the packet to the hiring Dept.**
- Hiring paperwork is completed by the employee and given back to the hiring Dept to forward to HR within 3 days of hire.**
- Complete the EPAF work Authorization using the SH9996 or SS9996 position number and give to your Dept EPAF originator to set up the job.**

HELPS:

- To verify they are an International student you can view the Banner Screen GOAINTL**
- To view if the EPAF has gone through and their hourly job has been set up you can view that in NBIJLST. International job positions end in a "6". SH9996 or SS9996**