

Hiring a Foreign National Without a SSN

1. **For F-1 & J-1 students only:** Provide the student with a letter verifying that a position has been offered with your department. Have the student report to International Programs with the letter from hiring department. International Programs will provide a letter to the Social Security Administration and instructions on applying for a Social Security Card.
2. Apply for SSN at the Social Security Administration Office, 301 S Howes St, 4th Floor (Post Office on Howes Street).
3. **After receiving the Social Security Number** from the Social Security Administration, contact the office of the Foreign National Tax Administrator, **by email** at bfs_foreigntax@mail.colostate.edu
4. If it is critical that an individual be set up in Oracle prior to receipt of the SSN, the employing department (not the employee) may request a temporary Payroll Control Number (PCN) by contacting the Foreign National Tax Administrator directly via email and confirming that the individual has applied for a SSN.

This number is for payroll purposes only and CANNOT be used as a SSN and is not a temporary SSN. The CSU ID number assigned by the University is NOT to be used for payroll purposes and is NOT a temporary SSN.

When the SSN is received by the Foreign National Tax Administrator, the HR-Payroll Department will be notified and the PCN will be changed to the SSN in Oracle.

Recent experience indicates that it generally takes approximately 1-2 weeks to receive a new SSN card.

Accordingly, a PCN will only be provided to the employing department when it is absolutely necessary that the individual be set up in HR prior to receipt of the SSN.

Hiring a Foreign National with a SSN

1. After getting SSN, new employees should contact the Foreign National Tax Administrator, by email at Bfs_foreigntax@mail.colostate.edu
2. Complete the information online with Glacier software.
 - a. A Tax Summary Report will be generated, including W-4 form. New employees print, sign and date the tax forms, send back to Tax Administrator along with other applicable documents through email or drop off during walk in hours Monday to Friday 2-5pm.

Work Restrictions Relating to Student Visa Types

Foreign student employees are permitted to work 20 hours per week (not an average) when school is in session. During all breaks, including summer session, there are no hour restrictions.