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.

   The Social Security Number request form and a sample employment affirmation letter can be found at the Office of International Programs website at the following link:

   [http://isss.colostate.edu/forms/f1_j1_SS_request_packet_fillable.pdf](http://isss.colostate.edu/forms/f1_j1_SS_request_packet_fillable.pdf)

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, for an appointment 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 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. In many instances, the applicant is able to receive a paper statement, with the SSN printed on it, by returning to the Social Security Administration Office within a few days of application.

   *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.*

5. Meeting with Foreign National Tax Administrator.
a. A W-4 will be completed. Please do not provide a foreign employee with a W-4, as the instructions for completion are very specific for a nonresident employee.

**Hiring a Foreign National with a SSN**

1. Contact the Foreign National Tax Administrator, by email, for an appointment at Bfs_foreigntax@mail.colostate.edu

2. Meeting with Foreign Tax Administrator.

   a. A W-4 will be completed. Please do not provide a foreign employee with a W-4, as the instructions for completion are very specific for a nonresident employee.

**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.