

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://iiss.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.

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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.