

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 or has secured a position 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://wsprod.colostate.edu/cwis30/2007/ISSS/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). It is suggested that the office address for the Foreign National Tax Administrator (c/o Foreign Tax, 6003 Campus Delivery, CSU, Fort Collins, CO 80523-6003) is used as the mailing address for the SSN card. This guarantees the employee and the University will receive the SSN. The choice of address to use as the SSN mailing address is at the discretion of the applicant.
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

If Social Security card has been mailed to the office of the Foreign National Tax Administrator, the individual will be contacted for an appointment, upon receipt of the card.

4. If it is critical that an individual be set up in Oracle prior to receipt of the SSN, the employing department 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, either by mail or from the individual, the Payroll Department will be notified and the PCN will be changed to the SSN in Oracle. The individual will be instructed to notify the employing department of their SSN.

A PCN will only be provided to the employing department once the department has verified that the individual has applied for a SSN and will only be provided in urgent situations.

5. Meeting with Foreign National Tax Administrator.
 - a. A W-4 will be completed. There is no need to provide a foreign employee with a W-4, as the instructions for completion are very specific for a foreign employee. If a W-4 is provided to any employee, be sure the W-4 and instruction are for the current year.
 - b. The individual will be instructed to return to the employing department with a copy of the W-4.

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. There is no need to provide a foreign employee with a W-4, as the instructions for completion are very specific for a foreign employee. If a W-4 is provided to any employee, be sure the W-4 and instruction are for the current year.
 - b. The CSU ID number assigned by the University is NOT to be used for payroll purposes and is NOT a temporary SSN.
 - c. The individual will be instructed to return to the employing department with a copy of the W-4.

Work Restrictions Relating to Student Visa Types

ALL foreign student employees are permitted to work 20 hours per week when school is in session. During all breaks including summer session, there are no hour restrictions.