

On-Campus International Student Employment Checklist

Step 1: Apply for and get a paid job offer on campus with any department.

- Search for an on-campus job is considered employment only on campus:
<https://www.csupueblo.edu/student-financial-services/student-employment.html>
- Per F1 visa regulations, you can work up to **20 hrs/week** during an Academic Semester, and up to **20 hrs/week** during breaks or a vacation quarter.
- You can only apply for a SSN if you have received a paid job offer.

Step 2: Have Employer provide the following details to Student Financial Services (SFS) at sfs.stdemployment@csupueblo.edu for a SSN Job Letter. SFS will also provide an address letter.

- Email Description: International Student New Hire
- Student Name, PID
- Position Title
- Hours per week
- Supervisor's Name and contact information

Step 3: Submit required documents to the local Social Security Office to apply for your SSN.

- Previously mentioned letters from SFS, I-20 (or DS-2019), I-94, Passport, and Visa
- **You must apply in person** at a Social Security Office. The nearest office is located in Pueblo at 3769 Parker Blvd. Check the office's hours before you go to make sure they are open.

Step 4: Get your SSN Card after 1-2 Weeks

- Your original Social Security card will arrive in the mail after 1-2 weeks. Please bring this to the Student Financial Services Office to be recorded. Also, keep your SSN card in a secure place. (Graduate Assistants also need to fill paperwork out with HR)

Step 5: Fill out I9 and W4

- When you bring your Social Security card and Passport to Student Financial Services you will need to fill out an I9 and W4 at this time. Your employer cannot submit a referral until these are filled out.

Step 5: Begin work once your contract is complete

- Talk with your employer/supervisor to see when you are allowed to start working. Once the contract and all other documents are received and processed, you may begin work. Do not work until these are complete.
- Your SSN will be your identifying number in the United States for all current and future employment.