

# International Student Process

Tuesday, July 14, 2020 5:02 PM

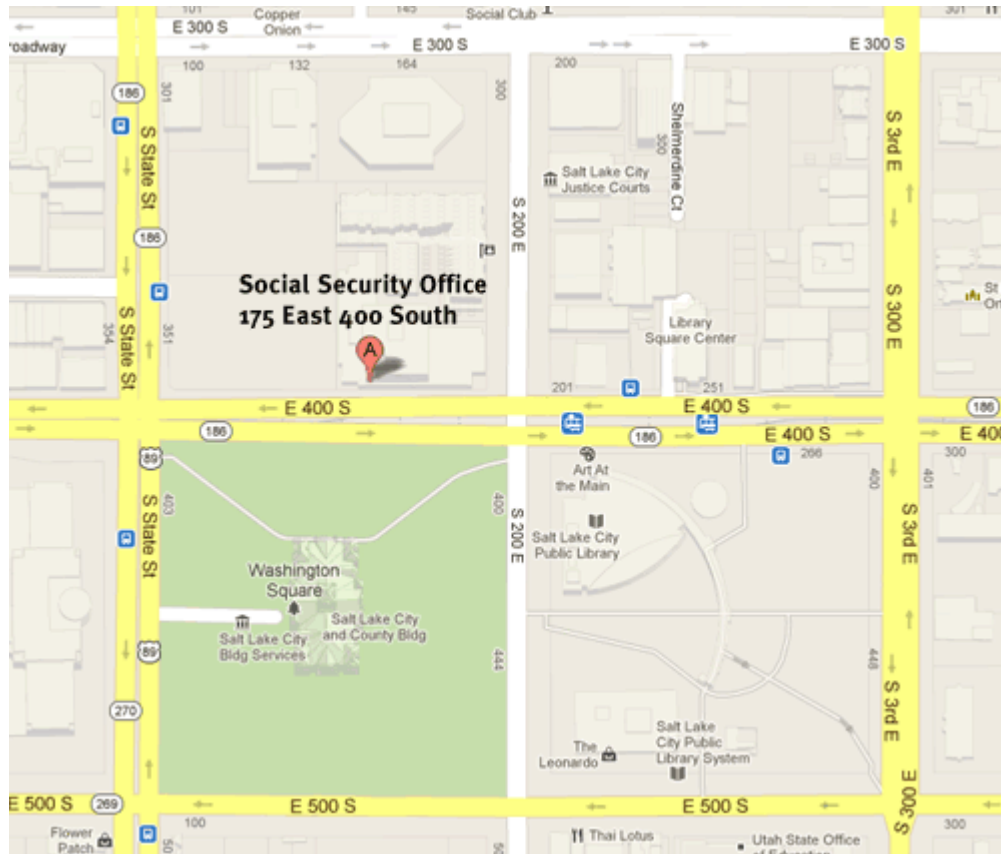
1. Fall 2020 [International Student Orientation](#) will be held virtually. Orientation must be completed and other orientations on campus or in the department do not satisfy this requirement.
2. Check in at ME Department Office ([MAP](#)) and bring the following documents to complete I-9:
  - a. Offer letter from your advisor (if applicable)
  - b. Passport with visa
  - c. Original I-20
  - d. Current I-94. If you do not have this document, you may get it [online through DHS](#).
3. While checking in at the department office, you will be provided with an offer letter from employer which contains all the necessary information to apply for a social security number. This letter is different from the offer letter from your advisor.
4. Obtain a Work Authorization Letter from International Student & Scholar Services.
  - a. Make request through [UAtlas](#) (formerly iStart).
  - b. If you are an initial (new) student requesting on-campus employment up to 30 days prior to the beginning of your first semester, you must complete the "EARLY Work Authorization" e-Form.
  - c. If you are not a new student, complete "F-1 student: On-Campus Work Authorization Request."
  - d. Input employment information including employer's name, phone number, position title, and number of work hours per week.
  - e. Upload your official job offer letter (on letterhead).
  - f. Ensure you are registered for classes full-time (12 credit hours for undergraduates or 9 credit hours for grad students).
  - g. You will be notified by email through UAtlas when the letter is ready.
5. [Complete Social Security Application process](#). You may only apply for a Social Security Number (SSN) after you have been activated in the SEVIS system through International Student and Scholar Services.
  - a. Complete [Form SS-5](#). You can also obtain this form from the Social Security Office.
  - b. Offer letter provided by advisor.
  - c. Work Authorization letter provided by ISSS.
  - d. Original I-20.
  - e. Passport.

The Social Security Administration Office contact information:

**Address:** 175 East 400 South, Suite 500

**Phone:** 801-524-4115 or 1-800-772-1213 (toll free)

**Hours:** Monday through Friday, 9:00 am to 4:00 pm (See "A" on the map.)



6. Bring receipt to ME department office. We will then request a temporary social security number from the University of Utah Payroll & Taxes department. Once the temporary social security number is obtained (usually 1 business day), you will receive an email from ME office staff.
7. Non-resident alien students and scholars that receive income from the University of Utah will receive an email from the [University Tax Services department](#), providing instructions to utilize the online software GLACIER to complete the required tax forms.
8. Plan to complete [International Teaching Assistant Program \(ITAP\)](#). The ITAP is designed to prepare graduate students who are non-native North American English speakers to take on teaching assistantships (TA), including grading, holding office hours, leading discussion or lab sections, or teaching a class. Email Graduate Advisor [Michelle Turner](#) to register for a training section:
  - a. The week before Fall Semester
  - b. The week of Fall Break
  - c. The week of Spring Break