1. Fall 2021 **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. **Make an in-person appointment** to complete electronic I-9.

3. 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](https://www.dhs.gov).

4. 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.
      i. Make request through [UAtlas](https://www.uatlas.com) (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](https://www.ssa.gov). 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 (hours may vary)
6. After you apply you will receive a receipt. 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