1. Fall 2023 International Student Orientation will be held in-person August 14-16, 2023 and you must register in advance. Orientation must be completed and other orientations on campus or in the department do not satisfy this requirement.


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.

4. Students who currently hold a Social Security Number for Work Only may skip to Step 9.

5. For new students or students who have never had a Social Security Number, you will be provided with an offer letter from employer which contains all the necessary information to apply for a social security number.
   a. Department will complete the top portion of On-Campus Employment Offer Letter Form. We will provide an electronic copy and physical copy.
   b. Log in to UAtlas and go to F-1 Practical Training.
   c. Upload your On-Campus Employment Offer Letter Form. Do not upload the offer letter from your advisor.
   d. Ensure you are registered for classes full-time (12 credit hours for undergraduates or 9 credit hours for grad students).
   e. International Student and Scholar Services (ISSS) will review the request within 10 business days.
   f. You will be notified through University of Utah email (Umail) to bring the original form to ISS during Walk-In Advising for an original signature from ISSS.

6. 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 online Form SS-5. You can also obtain a paper form from the Social Security Office.
      i. From the online application, provide a screen shot or the reference number when appearing in person.
   b. Original signed On-Campus Employment Offer Letter Form provided by ISSS
   c. Original I-20
   d. Current I-94
   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)
7. After you apply you will receive a receipt. Bring receipt to ME department office so we can 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 to make another appointment to complete the I-9.

8. Permanent social security number will be mailed to your home address. Bring it to ME office staff to
update your records.

9. 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.

10. 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 or Lane Sutton to register for a training
section:
   a. The week before Fall Semester