

# International Student Process

Monday, August 21, 2024 2:28 PM

1. Fall 2024 [International Student Orientation](#) will be held in-person August 13-15, 2024 and you must register in advance. 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](#).
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 Student Services.
  - 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 ISSS 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