International Students on Payroll Checklist

BEFORE ARRIVAL

☐ Read and understand this document. These are the steps you will need to complete within the first 30 days of arrival

AFTER ARRIVAL

Students will not be paid until Steps 1-3 are complete. Each of these steps may take a week or two to process, that is why it is important to complete every step as soon as possible! When you are ready to start a STEP please read ALL of the instructions in that STEP very carefully.

If you need any help with this process, please contact John Bolke (MEB 2110 D).

STEP 1: Submit request for On-Campus Work Authorization

☐ Register for ISSS Orientation
☐ If employed by the University of Utah, send an email to International Admissions to request a wet-ink signed I-20 to complete I-9 Employment Verification.
☐ Login to UAtlas and submit one of the following:
  ☐ New Student On-Campus Work Authorization Request E-Form
  ☐ New Student On-Campus Early Work Authorization Request (if you will begin working before the start of the academic term)

You will need to upload the offer letter that was emailed to you by the ECE Department Office. Please contact John Bolke if you need a copy.

STEP 2: Apply for a Social Security Number (SSN)

☐ Pick up your Work Authorization from the ISSS Office (UNION 410). Go as soon as ISSS notifies you by email.
☐ Request original I-20 from the ISSS Office
☐ Complete and print page 5 of the SS-5 Form

Go to the Social Security Office
175 East 400 South Salt Lake City, Utah 84111
9:00 AM- 4:00 PM Monday-Friday

☐ Show documents
☐ Request a receipt
☐ Ask if you can call to get the SSN. If you cannot call, it will be mailed to you in ~two weeks

If you are told you do not qualify for an SSN, tell them you are an F-1 or J-1 student and need the SSN in order to open a bank account in the U.S. and file a tax return as required by the IRS. Show them your Work Authorization Letter.
**STEP 3: Submit Social Security receipt and complete records with ECE Department**

When you receive your Social Security Application Receipt in the mail:

- Set up an appointment with Bob Knudson in the ECE department to begin processing your payroll (DO NOT wait to receive your Social Security card).
  - **You will need:** Passport, Visa, I-94, Work Authorization Letter, Social Security application receipt, wet-signed I-20 (from International Admissions).
- Sign-up for Direct Deposit on CIS after payroll has been setup.

When you receive your Social Security Card in the mail:

- Sign your Social Security Card
- Set up an appointment with Bob Knudson to show him the card and complete your records

**STEP 4: Create an account with GLACIER**

- Receive email from Tax Services to set up correct tax status with GLACIER as soon as possible.

*Employees are required to enter information into GLACIER and submit the required forms and documents to the Tax Services Dept. within seven (7) days of receipt of the email from support@online-tax.net (this is not spam). Otherwise, the maximum amount of tax will be withheld from their paychecks.*