

# International Student Process

Wednesday, July 17, 2019 5:02 PM

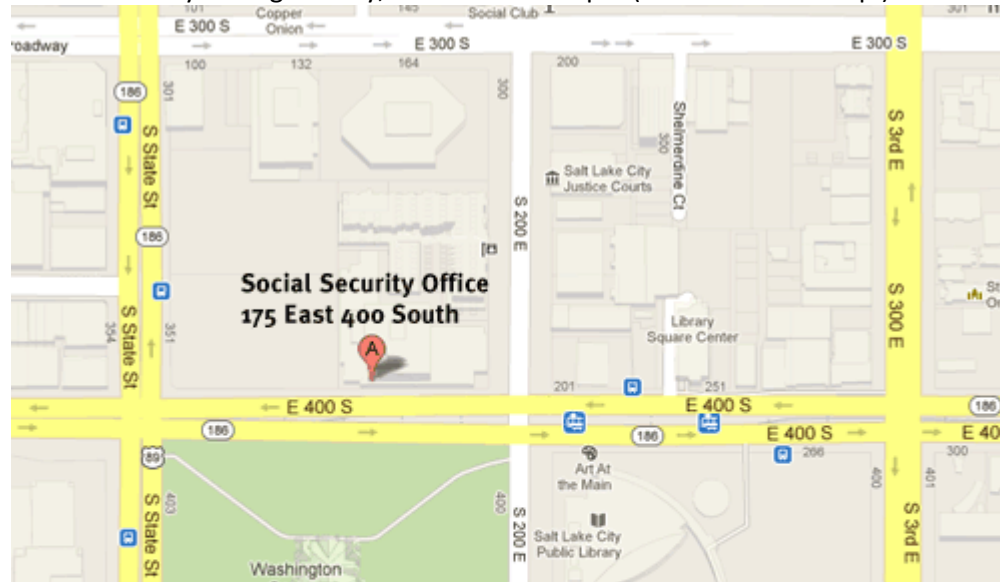
1. Check in with [International Student & Scholar Services \(MAP\)](#)  
International Student & Services  
410 Olpin Union,  
200 S. Central Campus Dr.  
Salt Lake City, UT 84112  
801-581-8876
2. Check in at ME Department Office ([MAP](#)) and bring the following documents:
  - a. Offer letter from your advisor (if applicable)
  - b. Passport with visa
  - c. Original I-20
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. Complete request through [iStart](#)
  - b. Ensure you are registered for classes full-time (12 credit hours for undergraduates or 9 credit hours for grad students).
  - c. Bring your original I-20, with the completed Letter Request Form to the International Student & Scholar Services office, room 410 Union Building.
  - d. International Student & Scholar Services will email you when your Work Authorization Letter is ready. You can pick up your I-20 at the same time.
5. [Complete Social Security Application process.](#)
  - a. Complete [Form SS-5](#). You can also obtain this form from the Social Security Office.
  - b. Offer letter provided by department.
  - 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. Return to ME department as soon as possible to complete I-9. This will be the first day you can be on payroll.
8. 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.
9. 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 [Mark Fehlberg](#) to register for a training section:
  - a. The week before Fall Semester
  - b. The week of Fall Break
  - c. The week of Spring Break