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.

   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