

1. Request an official hire letter from your employer.

Your employer must write the letter on departmental or company letterhead, and it must *exactly* match the template on page 2 of this document.

2. Drop the hire letter off at the Office of International Programs.

The International Coordinator will write a second letter that will certify your F-1 status. You will receive an email when your letters are ready to pick up.

3. Gather the following documents:

- Hire letter from your employer (Step 1 above)
- F-1 Certification Letter (Step 2 above)
- Passport
- I-94 Entry/Departure Record: [get your most recent I-94](#)
- I-20

4. Start your online application on the Social Security Administration website:

www.ssa.gov/ssnumber/

5. Visit the local Social Security office.

After you complete the online Social Security Number application you will receive instructions to visit the local Social Security Office with specific documentation. You must complete this step **within 45 days**.

Address:

1414 20th Ave SW, Minot, ND 58701.

Phone: 1-866-415-3193

Hours of Operation (may change):

Mon, Tues, Thurs and Fri: 9 am-4 pm

Wed: 9 am-12 pm

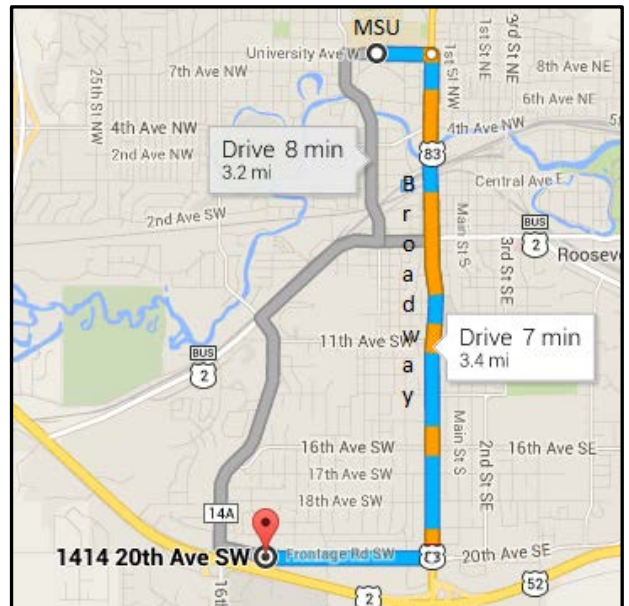
Saturdays and Sundays: closed

6. Ask for a receipt that verifies that you have applied for your Social Security Number.

7. Take the receipt or the letter to your employer's Human Resources or Payroll department.

8. Your Social Security Card will normally arrive within 10-14 business days to the address indicated on your application. Some applications take longer. If you have not received your Social Security Card within 4 weeks of making application, contact the Minot Social Security Administration office directly.

9. Immediately after receiving your card, take the card to the Human Resources Office so that your social security number can be recorded. The Office of International Programs does **not** need a copy.






International Programs

Social Security Hire Letter Requirements and Template

The hire letter must be printed on department or company **letterhead** stationery. In order to comply with Social Security Administration requirements, it must include *all* of the elements listed below.

- Students full name
- Job title & work description
- Start date
- Hours that will be worked per week
- Supervisor name and contact information
- Department/Company address
- Employer Tax ID number (MSU's TAX ID number is 45-6002481)

Example:



MSU Department or Company Letterhead

Today's Date

To Whom it May Concern:

This is an offer of on-campus employment for (***name of student***) for the position of (***job title and nature of position***). The student will start on (***date***), and will be working approximately (***number***) of hours per week.

Sincerely,

Supervisor signature

Supervisor name and title
MSU department or employing company name
Address
Telephone number
Email address

Company's IRS Tax ID Number (MSU's TAX ID number is **45-6002481**)