1. Your potential employer must provide you with an offer letter, written on departmental or company letterhead. See the attached sample letter.

2. Bring the letter from your employer to the International Student Coordinator to request a second letter that will certify your F-1 status. Use the attached “F-1 Student Social Security Number Request Form” to make the request.

3. You will need to go to the Social Security Administration Office in person to apply for your Social Security Number. The address is:
   Minot Metro Center
   1414 20th Ave SW
   Minot, ND 58701.
   Phone: 1-866-415-3193

   Hours of Operation:
   Mon, Tues, Thurs and Fri: 9 am-3 pm
   Wed: 9 am-12 pm
   Saturdays and Sundays: closed

   Bring the following documents:
   - Offer letter from your employer
   - Certification of F-1 status letter from the International Student Coordinator
   - Passport
   - I-94 card and
   - I-20 or DS-2019

4. Complete the Social Security Administration application (SS-5)
   Answer numbers 1-16 of the Social Security Administration Application
   - Question 2: Mailing Address: use your Minot mailing address.
   - Question 3: choose “Legal Alien Allowed to Work”.
   - Question 8b/9b: leave blank if not applicable.

5. Submit with your application (SS-5) and the other documentation.

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 Office.

8. In most cases, you will receive your Social Security Card in the mail within 10-14 business days to the address indicated on your application. If additional information is needed to process your application, it could take up to 4 weeks. If, for some reason, you have not received your Social Security Card within 4 weeks of making application, contact the Minot Social Security Administration office right away.

9. Immediately upon receipt of your Social Security Card, take it card to your employer’s Human Resources Office so that your social security number can be recorded.
Note to employers: this letter must be printed on letterhead stationary, and must include all of the elements listed below, in order to comply with social security administration requirements.

Today’s date

To Whom It May Concern:

This is an offer of on-campus employment for ________________________________ for the position of ________________________________.

(name of student)  
(job title and nature of position)  

The student will start work on: __________________, and will be working approximately ___________________ hours per week.

(month, day, year)  
(#)  

Employer Contact Information:

Name of student’s immediate supervisor, title
MSU department, or Employing company name
Address
Telephone number

Employer’s signature
Title

Employing company’s IRS Tax ID Number (required)  
(MSU Tax ID number is 45-6002481)
International students who have been offered employment in the United States must apply for a Social Security Number and provide it to their employer. All employment must be consistent with federal regulations that govern visa status and benefits.

Eligibility to Work in the U.S.

On Campus:

F-1 students may work on-campus up to 18 total hours each week (this is not an average!) during the academic year and up to 38 of total hours a week during the days when classes are not in session over breaks (winter, spring break, and summer).

Off Campus:

F-1 students may work off-campus only after receiving special authorization. See the International Student Coordinator for more information on the limitations of off-campus work.

Social Security Request Form:

Submit this form to Office of International Programs along with the offer letter from your employer. You may only apply for a Social Security Number (SSN) if you have actually been offered employment.

Family Name: _________________________ Given Name: ________________

Student ID#: _____________________

Telephone Number ___________________________

Are you currently a full-time student? _____Yes _____No

What date do you intend to start working? ______________________________

How many hours per week? _______________________________

Allow at least 48 hours for processing.