



International Programs

Social Security Number Instructions

The following are the steps you would take to receive your Social Security Number (SSN):

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 the second page of this document.
2. Drop the hire letter off at the Office of International Programs. We will write an F-1 letter that will certify your status. You will receive an email when your letters are ready to pick up.
3. Gather the following documents:
 - a. Hire letter from employer (step 1)
 - b. F-1 letter from the Office of International Programs (step 2)
 - c. Passport
 - d. I-20
4. Call the local Social Security Administration office to make an appointment. You may be able to go to the Social Security Administration office without an appointment, but we highly recommend calling them. Be sure to take all your documents with you. This step must be completed within 45 days.

Social Security Administration

1414 20th Ave SW, Minot, ND 58701

(866) 415-3193

5. Ask for a receipt that verifies that you have applied for your SSN.
6. Take the receipt or letter to the HR Office and Business Office at Minot State University.
7. Your Social Security Card will normally arrive within 2 weeks at the address indicated in your application. Some applications take longer. If you have not received your Social Security Card within 4 weeks of applying, contact the Social Security Administration office directly.
8. Immediately after receiving your card, take the card to the HR Office and Business Office at Minot State University so that your SSN can be recorded. The Office of International Programs does not need a copy.

Social Security Hire Letter 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 the following elements:

1. Student's full name
2. Job title and work description
3. Start date
4. Hours that will be worked per week
5. Supervisor name and contact information
6. Department/Company address
7. Employer's TAX ID number (MSU's Tax ID number is 45-6002481)

Sample Letter:



Department or Company Letterhead

Today's Date

To Whom it May Concern:

This is an offer of on-campus employment for (student name) 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

Phone number

Email address

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