International Programs
How to apply for a U.S. Social Security Number

1. **Request an official hire letter** from your employer. The employer must write the letter on departmental or company letterhead, and it must follow the format on page two 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. The International Coordinator will **email** you when your letters are ready to pick up from the student worker during open office hours.

3. **Go to the Social Security Administration (SSA) Office** in person to apply for a Social Security Number.
   
   **Address:**
   1414 20th Ave SW, Minot, ND 58701.
   Phone: 1-866-415-3193

   **Hours of Operation** (Subject to change):
   Mon, Tues, Thurs and Fri: 9 am-4 pm
   Wed: 9 am-12 pm
   Saturdays and Sundays: closed

   **Bring the following documents:**
   - Hire letter from your employer (Step 1 above)
   - F-1 Certification Letter (Step 2 above)
   - Passport
   - I-94
   - I-20 or DS-2019

4. Complete the Social Security Administration application (SS-5), and ask any questions about the form or process to the SSA office directly. Answer numbers 1-16 of the SS-5.
   - 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 at the Social Security Office.

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. 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 SSA 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.
The hire letter must be printed on department or company letterhead stationery. In order to comply with Social Security Office 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:

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)