International Student Instructions/Verification Letter

Hire Date/I-9 Completion Date: ______________________
Start Date/First Day of Work: _________________________

After you are hired with this Department you MUST complete the following:

1. **F-I students**: Go to ISSS to get section 2 of your verification letter signed.
   **J-1 students**: Do not need a verification letter from the hiring department. Instead, J-1 students should request a J-1 Student Social Security Card Application Letter from the ISSS.

2. Once signed, bringing the appropriate letter and all identification documents to the Social Security Administration office. They will provide you with a receipt once you submit your form.

3. Contact the University of MN Central Payroll at the Donhowe Building to schedule an appointment (Phone number: 612-624-8647 or 800-756-2363). You will need to bring: the confirmation sheet, the receipt from the Social Security office and your unexpired passport, I-94, I-20 (F-1 Students), I-668B form, or DS-2019 FORM (J-1 Students).

4. The University of MN Central Payroll will then provide you a form (**Yellow Sheet**) that authorizes your employment. You need to turn in the form (**Yellow Sheet**) to your departmental supervisor.

5. Once your **Social Security Card** is mailed to you, you MUST bring the card to your departmental supervisor.

***You need to complete all steps for your payroll to be processed***

*Please note: Bring your work VISA and not your travel VISA.*

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### ISSS - International Student and Scholar Services

190 Hubert H. Humphrey School  
301 19th Ave. South  
Minneapolis, MN 55455  
Ph: 612-626-7100  
Email: isss@umn.edu  
URL: www.isss.umn.edu

### Social Security Administration Office

1811 Chicago Ave. S  
Minneapolis, MN 55404  
Ph: 800-772-1213  
URL: www.ssa.gov

### U of MN Central Payroll

B20 Donhowe  
319 15th Ave SE  
Minneapolis, MN 55454  
Ph: 612-624-8647  
Email: employ@umn.edu  
URL: www.umn.edu/ohr

### SSA Office Hours

Mon-Th 8am-12p and 1p-4:15p  
Fri 10:30a-12p and 1p-4:15p

### Central Payroll Office Hours

Mon-Fri 9a-4p  
Mon-Th 8a-4:30p

Verification Letter
For F-1 Students Only: Verification of F-1 Student’s On-Campus Job

To: Social Security Administration
From: University of Minnesota (EIN #41-6007513)

SECTION 1: Information from Employing Department

This is evidence of on-campus employment for: ____________________________________________
(Name - F-1 Student)

Employing department: ________________________________________________________________

Nature of student’s job (e.g., wait staff, library aide, research assistant etc.):
________________________________________________________________________________

Hire Date:_____________         Number of Hours/Week:____________________

Employee contact information:

________________________________________________________
(Employee Telephone Number)

________________________________________________________
(Student’s Immediate Supervisor)

Employer Signature (Original): _______________________________________________________

Employer Name (Print Clearly): _______________________________________________________

Signature’s Title: _________________________________________________________________

Date: ________________________________

SECTION 2: Verification of Employment from International Student and Scholar Services

________________________________________________________________________________
Designated School Official – Original Signature (no stamps)

________________________________________________________________________________
Typed or printed name (Designated School Official)

________________________________________
Telephone Number

________________________________________
Date