International Student Instructions/Verification Letter

Hire Date/I9 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.*

<table>
<thead>
<tr>
<th>ISSS - International Student and Scholar Services</th>
<th>Social Security Administration Office</th>
<th>U of MN Central Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>190 Hubert H. Humphrey School 301 19th Ave. South Minneapolis, MN 55455 Ph: 612-626-7100 Email: <a href="mailto:isss@umn.edu">isss@umn.edu</a> URL: <a href="http://www.isss.umn.edu">www.isss.umn.edu</a></td>
<td>1811 Chicago Ave. S Minneapolis, MN 55404 Ph: 800-772-1213 URL: <a href="http://www.ssa.gov">www.ssa.gov</a></td>
<td>B20 Donhowe 319 15th Ave SE Minneapolis, MN 55454 Ph: 612-624-8647 Email: <a href="mailto:employ@umn.edu">employ@umn.edu</a> URL: <a href="http://www.umn.edu/ohr">www.umn.edu/ohr</a></td>
</tr>
<tr>
<td><strong>ISSSS Office Hours</strong> Mon-Th 8am-12p and 1p-4:15p Fri 10:30a-12p and 1p-4:15p</td>
<td><strong>SSA Office Hours</strong> Mon-Fri 9a-4p</td>
<td><strong>Central Payroll Office Hours</strong> Mon-Fri 8a-4:30p</td>
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</tbody>
</table>

Revised May 2019
Verification Letter

DEPARTMENT: Please print this letter on letterhead.

For F-I 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

Revised May 2019