International Student Instructions/Verification Letter

I9 Completion Date: ________________________
First Day of Work/Start Date: _________________________

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, bring 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. Complete Form I-9 with your department/supervisor. **You will need to bring: your unexpired passport, I-94, I-20 (F-1 Students), I-668B form, or DS-2019 FORM (J-1 Students).**
4. 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

**Current ISSS Office Hours (due to COVID 19)**

Wednesday & Friday: 12:30 pm - 3:30pm  
Humphrey School Atrium  
*U Card is needed to access building

**SSA Office Hours**

Check with SSA for current office hours

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Revised May 2021
Verification Letter

DEPARTMENT: Please print this letter on letterhead.

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

Revised May 2021