

Here is the sequence of steps for international students to get a Social Security Card.

1. They must come to International Student Services office or the Graduate Studies office to have their documents checked. At this time we remove the visa hold on their record in PeopleSoft.
2. They must update their address in PeopleSoft to an U.S. address and then I send this information to the U.S. Student Exchange and Visitor Information Services (SEVIS).
3. They must register for classes. Their completed registration notice must also be sent to SEVIS.
4. They must have been in the U.S. for at least 10 days.

After I send all of the information to SEVIS, it takes 2 days for the Social Security Office to "see" in their record that they are eligible to have their application processed.

All of these steps must be completed in order for Social Security to process their application. ISS usually take students to the Social Security Office to apply for their card, so it is really helpful if all of the above steps are completed first. Otherwise, they will just have to make a return trip once their record has been updated.

There may be an immunization hold that is placed on international students' account that would need to be taken care of prior to registration as well, but the UMD Graduate Office directs the students to visit UMD Health Services to clear or push back this type of hold so the students can register.

Here is additional info for those who for some reason need to do it on their own:

International students and scholars apply for a U.S. social security number at the Social Security office located in downtown Duluth at 130 West Superior St., U.S. Bank Building, 4th floor. Students must have a job offer, in writing, prior to submitting an application for the SSN. Applications cannot be processed until ten business days after initial entry into the U.S. No appointment is required to go to the Social Security office and there is no charge for filing the application.

Printable application forms are available on line at: www.socialsecurity.gov

Bring to the office:

I-20 form (or DS 2019)

I-94 (white card)

Passport

Job offer letter

There is a self check-in system at a machine to the right of the entrance to the Social Security office. If you are asked if you have an appointment, respond "no" and push the button that says "request for a new/replacement card". You will be issued a number. Take a seat and wait for your number to be called. When your application is submitted you will receive a receipt to show that you have applied for the SSN. Take the receipt to the staff member responsible for payroll in your department on campus. Your social security card will come in the mail within a few weeks. When you receive the card take it to your department immediately. Failure to do so may mean that you will not be paid.