

Business Services

Verification of F-1 Student's On Campus Job



To: Social Security Administration

From: Minnesota State University Moorhead
(EIN # 41-1687554)

SECTION 1: Information from Employing Department

This is evidence of on-campus employment for:

_____ (Student ID #) _____ (Student Name)

The employing campus department is _____

Job description (e.g., wait staff, library aide, research assistant, etc.): _____

Start Date: _____ Number of Hours/Week: _____

Supervisor Telephone Number _____

Student's Immediate Supervisor (Printed) _____

Employer Signature (Original): _____

Employer Name (Print Clearly): _____ Title _____

SECTION 2: Verification of Employment from the Center for Global Engagement

Designated School Official – Original Signature (no stamps) _____

Printed Name _____

Phone _____ Date _____

International Students

Applying for a Social Security Number



1. Take the attached Verification of F-1 On-Campus Job form to your supervisor and have them complete Section 1 and return the form to you.
2. Next, take the Verification of F-1 form to the Center for Global Engagement and have them complete Section 2. They will return the form to you along with an official letter stating you have employment on campus.
3. Because of COVID-19, it is recommended you make an appointment at the Social Security Office. Call 1-877-335-4114 and they will schedule a time and day with you. There is no charge for applying.
4. The Social Security Office is located in the Fargo Federal Building (Post Office) see Transportation information at the bottom for bus schedule and address.
5. You will need to bring the following documents with you to your appointment:
 - a. Verification of F-1 On-Campus Job form (this is the attached form that was filled out by your supervisor and the Center for Global Engagement)
 - b. Official Letter (given to you by the Center for Global Engagement)
 - c. Passport
 - d. I-20
 - e. I-94
6. The Social Security Office will give you a receipt which needs to be brought to Student Payroll as soon as possible. Student Payroll is located in Business Services- Owens Hall 106. You can officially start working once Student Payroll has received the receipt.
7. You will receive your social security card in the mail, and will need to bring it to Student Payroll so we can get you setup in the payroll system. You will not receive any pay until we have seen your social security card and recorded your social security number.

TRANSPORTATION

Students can use the MatBus service for free with your student ID card and buses run every half hour. The Social Security Office is located in the Fargo Post Office, 657 2nd Ave N #302, Fargo, ND.

To get to the Fargo Post Office: take the Route 2 bus from MSUM to the Ground Transit Center, transfer to the Route 13 bus and get off at Klai Hall. The post office is right next door and the office is on the third floor, #302.

To return to campus: take the Route 13 bus at Klai Hall to the Ground Transit Center, transfer to the Route 2 bus which will bring you back to MSUM.