

Instructions for New Nonresident Aliens

(Please contact these offices in the order noted below.)

1. **All nonresident aliens must report to International Student and Scholar Services** with all original visa documents (passport, visa stamp, IAP-66 or I-20, I-94 Card, and EAD card, if applicable) immediately upon arrival at the University of Minnesota. Appointment required for registration.
International Student and Scholar Office
190 Humphrey Center
Phone: 612-626-7100
Hours:
Mon -Thurs 8:00 a.m. - 12:00 p.m.
Mon -Thurs 1:00 p.m. - 4:15 p.m.
Fri 10:00 a.m. - 12:00 p.m.
Fri 1:00 p.m. - 4:15 p.m.

2. **Social Security Administration Office**
1811 Chicago Avenue South, Minneapolis
Phone: 1-800-772-1213
Hours: 9:00 a.m. - 4:00 p.m.
 - a. Apply for social security number and get a receipt for the application.
 - b. Keep receipt to give to Job Center
 - c. Double check the address used on the application. Social security cards sent to the wrong address are destroyed. If necessary, you may use the departmental payroll address.

3. **University of Minnesota – Job Center**
170 Donhowe Building
Phone: 612-625-2016
Hours: 8:00 a.m. - 4:30 p.m.
 - a. Call for an appointment
 - b. Bring original passport and other related forms. For example: I-20 for F1 Visa, IAP-66 for J1 Visa
 - c. Complete all appropriate payroll forms as requested by Central Payroll.
 - d. Complete all tax treaty forms if applicable.
 - e. Bring receipt from Social Security Administration Office
 - f. Keep the receipt given to you from Central Payroll to bring to the departmental payroll office. This receipt will be used to appoint you on the University's payroll system.

4. **Departmental Payroll Office**
 - a. Return receipt from the University Central Payroll office.
 - b. Complete any remaining forms
(direct deposit forms, human resources information form, etc.)