

Instructions for New Nonresident Aliens

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

1. International Student and Scholar Services

190 Humphrey Center

Phone: 612-626-7100

HOURS: Monday –Thursday

8:00 a.m. - 12:00 p.m.

(closed 12:00 p.m. – 1:00 p.m.)

1:00 p.m. - 4:15 p.m.

HOURS: Friday

10:00 a.m. - 12:00 p.m.

(closed 12:00 p.m. – 1:00 p.m.)

1:00 p.m. - 4:15 p.m.

You will need to provide 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.

2. Social Security Administration Office

1811 Chicago Avenue South, Minneapolis

Phone: 1-800-772-1213

Hours: 9:00 a.m. - 4:00 p.m.

- Apply for social security number and get a receipt for the application. Present your passport, I-94, and visa documents (DS-2019, I-797 Approval Notice, or I-20 with EAD card). Make sure you ask the Social Security Officer to give you a Receipt.
- 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 - Central Payroll Office

West Bank Office Building

1300 South 2nd Street, Suite 545, Minneapolis

Phone: 612-624-4585, Option 2

Hours: 8:00 a.m. - 4:00 p.m., Monday - Friday

- You need to provide the original passport and other related forms. For example: I-20 for F1 Visa, IAP-66 for J1 Visa
- Complete all appropriate payroll forms as requested by Central Payroll.
- Complete all tax treaty forms if applicable.
- Ask directions to Social Security Administration Office in downtown Minneapolis
- 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. Department Human Resources Office

Room 6-155 Jackson Hall

- Return receipts from the University Central Payroll office and the Social Security office.
- Complete any remaining forms (direct deposit forms, human resources information form, etc.)