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.)