



# International Student Services

## Social Security Card Application Process- with On-Campus Job Offer

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F-1 International Students are eligible to work on-campus. International Students who do not yet have a Social Security Number will need to apply for and receive a Social Security Card in order to be paid for on-campus employment. Students must have a job offer to be eligible for a Social Security Number.

To apply for a Social Security Card complete the following steps:

### 1. Contact International Student Services (ISS)

Email [international@century.edu](mailto:international@century.edu) to request a Social Security Number Verification Letter. In your email include your full name and the name of the hiring department and supervisor.

### 2. Gather required documents

- Valid Form I-20 (most recent)
- Valid Passport
- Visa (or change of status approval letter)
- I-94 (access at <https://i94.cbp.dhs.gov/I94/#/home> or at the bottom of the change of status approval letter)
- Social Security Number Verification Letter (signed by hiring department and ISS)

### 3. Complete the Online Social Security Number Application

Access the online application at: <https://secure.ssa.gov/ossnap/public/landingOSsnap>. Answer all questions completely and accurately. Print your confirmation at the end.

### 4. Visit the Twin Cities Card Center with your Documentation

Go to the Card Center within 45 calendar days of completing the online application. Bring all required documents and your online application confirmation page to apply in person. The Twin Cities Card Center will only meet with you if you are within one month of your employment start date.

Twin Cities Card Center  
1811 Chicago Avenue STE 2  
Minneapolis, MN 55404

Open Monday-Friday 9am-4pm. Closed Saturday and Sunday

Allow at least 2 hours waiting time when applying in person. Office capacity is limited, and applicants may need to wait in the line outside. Please be prepared to wait outside and dress appropriately for the weather.

### 5. Pick Up and Complete the International Student Employment Packet

Packets must be picked up in person from the Century College Financial Aid Office, Room W2201. Fill out the packet and then wait to receive your Social Security Card.

**6. Receive your Social Security Card in the Mail**

Your name should appear inside your mailbox to ensure your card can be delivered to you.

**7. Submit the International Student Employment Packet**

Submit completed packets to the Financial Aid Office, Room W2201. Bring your Social Security Card with you when you submit the packet. After processing your information, the Financial Aid Office will contact you and your supervisor to let you know when you can begin working.

Contact ISS with any questions at [international@century.edu](mailto:international@century.edu) or 651-779-3344.

*Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing [access.center@century.edu](mailto:access.center@century.edu).*

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