International students are eligible to work on-campus as student workers. International students with an offered on-campus position will need to apply for a Social Security Card to receive payment for on-campus employment.

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

1. Gather all required documents:
   - Hiring Letter from campus supervisor
     - On letterhead, signed in blue ink
   - Letter from International Student Services
     - On letterhead, signed in blue ink
   - Completed Social Security Card Application
     - [https://www.ssa.gov/forms/ss-5.pdf](https://www.ssa.gov/forms/ss-5.pdf)
   - Original Form I-20 with signatures
   - Valid Passport
   - Visa
   - I-94

2. Bring all documents to the Social Security Office and apply in person.

   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. For detailed instructions see the back of this page.

3. After you receive your Social Security Card in the mail, complete the International Student Employment packet from the Century College Financial Aid Office, Room W2201.

4. Submit the International Student Employment packet to the Financial Aid Office. After processing your information, they will contact you and your supervisor to let you know when you can begin working.

If you or your supervisor have any questions about this process, please contact international@century.edu or call 651-779-3344.

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*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.*
Getting to the Twin Cities Card Center

The Twin Cities Card Center is located 5 blocks south of the US Bank Stadium. Two blocks north of Franklin Avenue on Chicago Avenue. The #5 bus stops at the corner of 18th and Chicago in both north and south directions. The Card Center entrance is located on the east side of the building.

You will be entering a federal building. You will be required to go through security, much like at the airport. Try not to bring extra bags and backpacks with you.

Be prepared to wait about two hours.

When you arrive, you will go through security and then check in at a computer. Select the option that says you are applying for a social security card. A paper will print out with a number.

Wait for your number to be called. Numbers may not be called in order, so don’t worry!

When you are seen by a representative present them with all of your documents. They will make copies of your documents and they must return to you your original passport, visa, I-20, and I-94. Make sure you keep your original passport, visa, I-20, and I-94.

If you have any questions, contact International Student Services at international@century.edu or 651-779-3344.