

You may only obtain a Social Security Number (SSN) if you have been offered an on-campus Student Employment job, or you have been offered a paid internship for which you have been approved for Curricular Practical Training (CPT) or Optional Practical Training (OPT).

If you are getting paid for a legal, valid job, you must obtain a Social Security Number (SSN).

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**To apply for an SSN, gather the following documents:**

1. Your **passport** (valid, original, not a copy)
2. Your **I-20** with ink signatures (valid, original, not a copy)
3. Your **I-94** record
4. [Your official, paper transcript from Saint Paul College](#) (even if it is your first semester, your official transcript will show your current semester registration). Must remain sealed in envelope.
5. A **sealed employment letter**, requested from the International Student Advisor. Must remain sealed in envelope.

Once you have gathered all five documents, you must **go to the Social Security Administration Office** located at:

**Social Security Administration Office**  
**1811 Chicago Ave., Suite 2**  
**Minneapolis, MN 55404**

Their hours are Monday through Friday, 9am to 4pm. You should expect to wait one or more hours, especially if going during the afternoon or another high-traffic time. Your Social Security Card will be mailed to you approximately 10 days later.

**Once you receive your Social Security Card:**

- If you have been offered an **on-campus Student Employment job**, you must fill in the student employment and tax packet and submit it to the Student Employment Coordinator in the One Stop, Room 1300. You must receive permission from the Student Employment coordinator before you begin working on-campus.
- If you have been offered an **off-campus paid internship for CPT or OPT**, you must ask your company or organization's human resources office for their policy on a start date.