

International Student Workers

MSUM Business Services

Student Payroll

Step 1:

If you have never worked on campus

■ Will need following items

- Passport
- I-94 Document
- I-20 Document
- Social Security Card
- Completed FERPA training with your supervisor

Step 2:

After getting those documents

- Email studentpayroll@mnstate.edu to set up an appointment to fill out appropriate tax forms.
- We will fill out the following forms:
 - I-9
 - 8233 treaty exemption form (if applicable)
 - 8233 treaty attachment (if applicable)
 - MN W-4
 - Federal W-4
 - NRA Tax Filing Statement

Step 3:

- Now, after we fill out your tax documents, I will send them off to our tax professional, and when we hear back from them, you are ready for your supervisor's work authorization!

What if I don't have a Social Security Card?

- Have your supervisor fill out section 1 of the Verification of F-1 Students on campus job form.
- Take this form to the Office of Global Engagement to have them complete section 2.
- You will need to bring this form with you when visiting the Social Security Office.

Business Services

Verification of F-1 Student's On Campus Job



To: Social Security Administration

From: Minnesota State University Moorhead
(EIN #41-1687554)

SECTION 1: Information from Employing Department

This is evidence of on-campus employment for:

(Student ID #) (Student Name)

The employing campus department is _____

Job description (e.g., wait staff, library aide, research assistant, etc.): _____

Start Date: _____ Number of Hours/Week: _____

Supervisor Telephone Number _____

Student's Immediate Supervisor _____

Employer Signature (Original): _____

Employer Name (Print Clearly): _____ Title _____

SECTION 2: Verification of Employment from International Student Affairs

Designated School Official – Original Signature (no stamps) _____

Printed Name _____

Phone _____ Date _____

How do I get a Social Security Card?

- Make an appointment with the Social Security Office by calling 877-335-4114
- The Social Security Office is located in the Fargo Federal Building (Post Office)
- *Transportation information on upcoming slide*
- You will need the following documents with you during your appointment:
 - ❖ Verification of F-1 On-Campus Job Form (The form pictured in previous slides.)
 - ❖ Official Letter (Given to you by the Office of Global Engagement)
 - ❖ Passport
 - ❖ I-20 Document
 - ❖ I-94 Document

A red speech bubble graphic with a white question inside. The bubble has a rectangular body and a small triangular tail pointing downwards.

When will I
receive my Social
Security Card?

- You will receive your social security card in the mail and will need to bring it to Student Payroll Office so we can get you setup in payroll. You will not receive any pay until I have seen your social security card and recorded your number.

Transportation

Students can use the MatBus service for free with your student ID card. Buses run every half hour. The Social Security Office is located in the Fargo Post Office, 657 2nd Ave N #302, Fargo, ND.

- **To Get to the Fargo Post Office:**
- Take the Route 2 bus from MSUM to the Ground Transit Center. Transfer to the Route 13 bus and get off at Klai Hall. The post office is right next door. The Social Security Office is on the third floor, #302.
- **To Return to Campus:**
- Take the Route 13 bus at Klai Hall to the Ground Transit Center. Transfer to the Route 2 bus which will bring you back to MSUM.

A large red speech bubble graphic with a white outline, pointing downwards. The word "Questions" is written in white text inside the bubble.

Questions

Colton Lindquist

Business Services

Student Payroll, Owens 106

studentpayroll@mnstate.edu

218-477-2223

What else does the
Business Services
office do for an
international
student?

- Take tuition payments
- Take international insurance payments
- Help answer any other questions you may have regarding your bill and student payroll services, or just a question about MSUM in general!
- If you would like to refer back to this Slideshow, this slide will also be posted under the Student Payroll page of our MSUM website