Instructions for New Nonresident Aliens
(Please contact these offices in the order noted below.)

1. **International Student and Scholar Services**
   **190 Humphrey Center**
   Phone: 612-626-7100
   **HOURS:** Monday – Thursday
   8:00 a.m. - 12:00 p.m.
   (closed 12:00 p.m. – 1:00 p.m.)
   1:00 p.m. - 4:15 p.m.
   **HOURS:** Friday
   10:00 a.m. - 12:00 p.m.
   (closed 12:00 p.m. – 1:00 p.m.)
   1:00 p.m. - 4:15 p.m.

   You will need to provide 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.

2. **Social Security Administration Office**
   **1811 Chicago Avenue South, Minneapolis**
   Phone: 1-800-772-1213
   Hours: 9:00 a.m. - 4:00 p.m.
   - Apply for social security number and get a receipt for the application. Present your passport, I-94, and visa documents (DS-2019, I-797 Approval Notice, or I-20 with EAD card). Make sure you ask the Social Security Officer to give you a Receipt.
   - 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 - Central Payroll Office**
   **West Bank Office Building**
   **1300 South 2nd Street, Suite 545, Minneapolis**
   Phone: 612-624-4585, Option 2
   Hours: 8:00 a.m. - 4:00 p.m., Monday - Friday
   - You need to provide the original passport and other related forms. For example: I-20 for F1 Visa, IAP-66 for J1 Visa
   - Complete all appropriate payroll forms as requested by Central Payroll.
   - Complete all tax treaty forms if applicable.
   - Ask directions to Social Security Administration Office in downtown Minneapolis
   - 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. **Department Human Resources Office**
   **Room 6-155 Jackson Hall**
   - Return receipts from the University Central Payroll office and the Social Security office.
   - Complete any remaining forms (direct deposit forms, human resources information form, etc.)