Kearney Center for
International Student Services

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UNIVERSITY DEPARTMENTS HIRING
INTERNATIONAL STUDENTS

Steps to complete Work Permit Application Packet Online:

STEP ONE:

International students are required to have a Social Security Number before their work permit can be processed. If your student employee does not have one, please advise them to contact the Kearney Center at CSU 250 or email international@mnsu.edu.

Due to issues with Covid-19, social security applications are now by appointment only and the Kearney Center is working with a staff member at the social security office to provide us with available appointment dates that we in turn provide to students.

Here is the social security application form.

Additional documents to bring along with the social security application form are passport, I-20, I-94 Record, I94 Travel History, U.S. student visa, and verification of on-campus employment.

Students can see directions to the social security office at the back of the form.

Once a student has applied for their SSN, they must bring the receipt/letter to the Kearney Center and which point, they will begin the Work Permit process.

STEP TWO:

International students should fill out their Work Permit Application Packet. The student must complete all **six** forms.

Work Permit Forms

- Work Permit Application Packet (Be sure to complete all 6 forms)
  - Page 1: On-Campus Work Permission
  - Page 2: State W-4 Form (Example)
  - Page 3: Federal W-4 Form (Example)
  - Page 4: Student Payroll Tax Residency Information Form
  - Page 5: I-9 Form
  - Page 6: Work Permit Agreement

STEP THREE:

Student can email the work permit forms and all supporting documentation (in 1 email) to international@mnsu.edu.

STUDENT EMPLOYEE SHOULD FILL ALL INFORMATION ONLINE AND "SAVE AS" OR "PRINT" TO PDF.

Student MUST include a copy of the following information:

☐ Most recent SEVIS I-20 (or DS 2019) Form   ☐ I-94   ☐ Passport   ☐ U.S. Visa
☐ U.S. Social Security Card Or Social Security Card   ☐ I-94 Travel History

STEP FOUR:

Once all of the information has been entered in the MNSU work permit system, a work permit will be issued and emailed to the student to give to their employer.

In-person support is available at the Kearney Center Monday through Friday from 10AM-4PM.