

Social Security Number

To work and be paid, F-1 and J-1 students must obtain a Social Security Number (SSN) and report it to the Registrar. To apply for a SSN, contact the Office of International Studies and Outreach (OISO). Note: The SSN issued to international students is not a work permit and cannot be used for the purpose of establishing eligibility to work in the U.S.

Applications Process

In order to apply for a SSN, you need the following documents:

- A letter from OISO attesting that you are a full time student at MSUB and that you are authorized for CPT, OPT, or to work on campus.
- A letter which is an OFFER of employment from your prospective employer which includes their tax payer id number, and provides your job description.
- Passport AND any other forms of identification (i.e. Montana state id; Montana/US driver's license; birth certificate; MSUB student ID...)
- DS-2019 or I-20 (with work authorization, if appropriate)
- I-94 (to be copied front and back)
- Completed application from the Social Security Office (1 page). You do this when you are at the social security office downtown.

You will receive an official Social Security card that lists you SSN. It takes anywhere from one week to 6 months to receive your card. The card will be mailed directly to you, so please make sure that you list your local Billings address correctly.

Social Security Administration

Location: 2900 4th Ave. N., Room 100 (which is on the corner of 4th and 29th)

Office hours: 9:00am-4:00pm (Note: 2:30pm-3:00pm is the least busy hours)

Phone number: 406-247-7265