

# State ID/Driver's License/Mac Van Certification Guide

Macalester International Student Programs

Last Updated (November, 2022)

## State ID

### A. Step by Step: How to get a State ID

- a. Go to one of the DVS offices that issues State IDs. You can obtain an ID at the locations found on the [Driver and Vehicle Services Locations](#) website.

#### Some locations close to the campus:

1. [St. Paul Deputy Registrar Office \(4.4 miles\)](#)  
200 University Ave. W. Suite 150, Saint Paul MN 55103  
(651) 292-9791
2. [Downtown St. Paul Exam Station \(4.6 miles\)](#)  
445 Minnesota St Paul MN, 55101  
(651) 201-7900
3. [292-9791 Midtown Exchange - Greenway Level MC S627 \(5.6 miles\)](#)  
2929 Chicago Ave S Minneapolis MN, 55407  
(612) 348-8240

**\*Make sure you check the available service time (sometimes it's different from the office hours.)**

### b. Bring the following:

- i. Passport
- ii. I-20 or DS-2019
- iii. I-94 Card
- iv. Social Security card or official Macalester transcript
- v. A fee of \$20.25 (check or cash only)

For more information, please refer to [this link](#)

## Driver's License

### A. Step by Step: How to get a driver's license

- a. Pass written test to obtain instruction permit (Need to schedule)
- b. Practice driving with your permit
- c. Pass the road test to obtain your license (Need to schedule)

*\*Between the knowledge test and road test, you need to wait 6 months if you are 18 or younger, 3 months if you are 19 or older. But if you have a foreign license already, you can take the driving test right after you pass the written test (Note that if your driver's license is not in English, you will need to translate your foreign license through an approved translation vendor.)*

### B. Knowledge/Written Test

#### a. Schedule the test

You can schedule your written test in advance through [https://driverservices.dps.mn.gov/EServices/\\_/#2](https://driverservices.dps.mn.gov/EServices/_/#2)

\* Note that some of the DVS are private sites and may allow walk-ins to take the written test, more information: [here](#)

**b. What to bring (REQUIRED!)**

- i. Passport
- ii. I-20 or DS2019
- iii. I-94 (if you can't find it, reprint it at <https://i94.cbp.dhs.gov>.)
- iv. Social Security Card or Official Macalester Transcript
- v. A fee of \$15.5 (Cash Only)

**c. What to expect at the exam station**

- i. Draw a number as you enter.
- ii. Wait until your number is called and then go to the desk with your number showing above it.
- iii. The DMV will process your application, while you wait.
- iv. Take your knowledge test, wait again, and then fill out your permit application if you passed (or get a waiver if you have a foreign license).

**d. How to prepare for written test**

- i. Minnesota Driver's License Manual:[here](#)
- ii. ISP Guide to Passing the Written Test
- iii. Online practice tests. There are available for free.
  - ❑ <http://driving-tests.org/minnesota/minnesota-permit-practice-test/>

**C. Practice with your permit**

**a. Age requirement**

- i. If you are 18 years of age or under, you must apply for and hold a Minnesota instruction permit for at least six months before taking a road test.
- ii. If you are 19 years of age or older, you must apply for and have a permit for at least three months before taking a road test. This includes applicants who can't show proof of previously having a license or instruction permit.
- iii. The permit holder may, with the permit in possession, operate a motor vehicle, but must be accompanied by and be under the supervision of a certified driver education instructor, the permit holder's parent or guardian, or another licensed driver age 21 or older. The supervisor must occupy the seat beside the permit holder.

**b. What if I have a driving license from another state in the U.S?**

If you have a valid license from another U.S. state, certain territories (Puerto Rico, American Samoa, Virgin Islands and Guam,) or Canada, you can obtain a Minnesota driver's license by passing the knowledge (written) test and a vision check. You do not need to take a skills (road) test unless your license has been expired for more than one year.

**c. What if I have a driving license in my home country?**

Students with foreign licenses who are over 19 years old are required to pass both the written and road tests. Once they have passed the permit test, the students may pass the road test at their earliest convenience (and don't have to wait 3 months). There is no fee for the permit because no card is issued. However, you do need to translate your foreign license (if it has no English on it) through an approved translation vendor. A list of approved vendors is on the DMV website. This can get pretty pricey, oftentimes it might be more convenient to just buy the permit, unless you have a time limit.

**d. How to practice**

- i. Ask friends for a favor
- ii. Practice with the host family
- iii. Sign up for a driving school (more information on ISP website)

## D. Road Test

- a. **Where to take it** (It depends on the availability of the exam stations. So schedule early. )

**Link to schedule online:** <https://mndriveinfo.org/dvsinfo/examschedlogin.asp>

1. South Metro Exam Station (10.14 miles)  
2070 Cliff Road Eagan MN, 55122  
(651) 201-7900  
Monday-Friday 8:00 a.m.-4:00 p.m. Starting June 4: Mon-Fri 7:00 a.m. to 5:00 p.m. Saturday 8 a.m to 11:30 a.m. Saturday appointments made at exam station.
2. North Metro Exam Station - County Road I W and 35W (11.78 miles)  
5400 Old Highway 8 Arden Hills MN, 55112  
(651) 201-7900  
Monday-Friday 8:00 a.m.-4:00 p.m. Starting June 4: Mon-Fri 7:00 a.m. to 5:00 p.m. Saturday 8 a.m to 11:30 a.m. Saturday appointments made at exam station.
3. West Metro Exam Station (14.66 miles)  
2455 Fernbrook Lane Plymouth MN, 55447  
(651) 201-7900  
Monday-Friday 8:00 a.m.-4:00 p.m. Starting June 4: Mon-Fri 7:00 a.m. to 5:00 p.m. Saturday 8 a.m to 11:30 a.m. Saturday appointments made at exam station.
4. Stillwater Exam Station - Valley Ridge Plaza (18.74 miles)  
1520 W Frontage Road Stillwater MN, 55082  
(651) 275-7000  
Wednesday 8 a.m.-12 p.m. and 12:30 p.m.-4 p.m. Please specify Stillwater location when calling for an appointment
5. Hastings Exam Station - Suite 150 (20.09 miles)  
1355 South Frontage Rd Hastings MN, 55033  
(651) 201-7900  
Monday, Tuesday, Thursday and Friday 8 a.m.-4:30 p.m.

b. **What to bring**

- i. The vehicle in which you're going to test and a driver who can drive you there.
- ii. Proof of registration and insurance for your vehicle.
- iii. Your learner's permit or other equivalent authorization.
- iv. Fee-Driver's License (regular and under 21): \$31.25 (Cash Only).

## E. IMPORTANT things to keep in mind

- a. You need a permit to practice driving.
- b. The written test is based on the driver's manual.
- c. A state ID can be a standard form of identification and it can serve the same function as your passport when you travel in the US.
- d. Get your driver's license NOW if you are thinking about being a mentor! 🙌

## F. For more information go to

- a. <http://www.macalester.edu/isp/governmentregulations/licenseandstateid/>
- b. ISP

## Macalester Van certification

- In order to rent/drive a Macalester van, you will need to obtain the van certification. All van drivers are required to attend and pass classroom and behind-the-wheel van training.
- All van drivers must be a minimum age of 19, and have a valid U.S. driver's license (However, you may be able to attend the training session in advance while you are still on the permit.)
- View dates and [sign up for an upcoming class on this Google form](#)
- Email [facilities@macalester.edu](mailto:facilities@macalester.edu) or Jill Wirth ([jwirth@macalester.edu](mailto:jwirth@macalester.edu)) with additional questions.