

Arrival and Departure Checklist

Check in at Sponsoring Department and complete appointment forms!

IU International Services: --for visitors with J and other visas

Office of International Services

Franklin Hall 306

Telephone: 855-9086; open for walk-ins 9:00am-12:00pm; 1:00pm-4:00pm Monday-Friday

www.indiana.edu/~intlerv/

BRING: Passport; visa; I-94 card (received at US border); DS-2019 J-1 visa document; proof of health insurance; proof that your insurance coverage meets the US minimum requirements for accidents, illness, medical evacuation, repatriation and (women) maternity coverage. You can purchase insurance from any insurance company or through Franklin Hall 306 after you arrive in the US. Short-term health insurance through an insurance company in your home country is acceptable if you bring proof the insurer will make payment for services received in the US, and if the insurance coverage meets the minimum US requirement of \$50,000 for each accident or illness (including maternity/pregnancy care for women), \$10,000 for medical evacuation, and \$7,500 for repatriation.

IU International Services must enter arrival information into the US electronic visa system (SEVIS) or your DS-2019 becomes invalid and you cannot remain in the US. This must be done no later than 30 days from the program start date (box 3) on your DS-2019 – so do this immediately after arrival even if you don't have health insurance. You can buy insurance and return to International Services with proof within 15 days of arrival.

NOTE: As soon as possible, give an IU e-mail address to the IU Office of International Services (OIS) so you can receive important information for visa holders during your stay. Monitor the International Services website for updates and instructions. To maintain your visa status, promptly notify OIS of changes to be entered into the US Department of Homeland Security (DHS) Student and Exchange Visitor Information System (SEVIS) tracking system. This includes but is not limited to changes of address, intent to travel outside the US, and departure dates from the US. Contact OIS at intlerv@indiana.edu if you have questions.

US social security card: --for those who receive fellowship, salary or other payments in the US

United States Social Security Administration

515 W. Patterson Avenue (west of Rogers Street)

Telephone: 334-4222; open for walk-ins 9:00am-4:00pm Monday-Friday

BRING: Passport; I-94; DS-2019; local mailing address; and departmental letter of invitation. (J-1 scholars not receiving US income are also eligible to apply for a SSN, though it is not required.) The form that's needed to apply for a social security card is

available at the Social Security Administration office. Students and J-1 scholars with an IU network ID can get a copy of the form at <http://istart.iu.edu/>. The application is also available at <http://www.ssa.gov/online/ss-5.pdf>. It's okay to use your IU department address. If you use a Bloomington home address, you must put your name inside the mailbox or the US Postal Service will not deliver the government letter. (If this happens, call the SSA to request redelivery.) *Before you leave the Social Security Administration office, ask for a letter to prove you applied for a social security card.*

NOTE: When the card arrives (10-45 days), show your IU department your social security number so they can finalize your IU appointment paperwork. Show your card to the Tax Office (Poplars 527). Show your card to your US bank. Fulbright scholars must also send the social security number to IIE. The US government issues one social security number per person per lifetime. If you have lost your card, ask the US Social Security Administration for a replacement card, not a new number.

IU photo identification card:

Campus Card Services/Copies and More YOUR

UID# _____

Indiana Memorial Union Building (first floor); open M-F 8:30am to 4:30pm

or Eigenmann Hall (east entrance); open M-F 8:00am to 5:00pm

Located inside the IU Bookstore

Telephone: 855-8711; <http://cacard.indiana.edu/cacard/>

BRING: Passport and your Indiana University identification number (begins 000; unique to each person). You will complete an ID application form at Campus Card Services. Before you go, confirm with your department that your IU appointment has been approved by the Office of Academic Personnel Policies and Services.

NOTE: If translation from a character alphabet results in differing spellings of your name on the passport and other documents, you can choose which name to use on your IU photo ID card. Provide both the Legal Name and Preferred Name to your department for entry into the electronic system. Then when you go to Campus Card Services to get an ID card, you can request special handling by telling Card Services which name to print on the card. Card Services will confirm with the Office of Academic Personnel Policies and Services before they issue the card. Also ask your department to prepare an Affidavit of Full Name to explain any name spelling differences.

NOTE: Hourly and salaried faculty or staff should also request an IU Employee Photo ID Bus Pass at IU Parking Operations (Henderson Parking Garage, 310 S. Fess Ave.) so you can use Bloomington Transit buses free of charge. (IU pays the bus company for each ride.) This is not available to no-pay visiting scholars. Students use their IU Student ID card to ride Bloomington Transit free of charge. IU Campus Bus is free of charge to all; no ID required.

UITS - IU e-mail account and internet password: YOUR

UID# _____

University Information Technology Services

Herman B Wells Library Information Commons; Telephone: 855-6789

[<http://itaccounts.iu.edu>](http://itaccounts.iu.edu)

To start your account go to website <http://itaccounts.iu.edu> and follow the instructions, using your University ID number. You can access the internet from any campus computer by typing "account"

for username and “account” for password. IU Visiting Scholars should select Faculty, not Student or Affiliate.

All International Hires paid by IU (except Permanent Resident Immigrants):

IU Financial Management Services
Poplars Building 527
400 East 7th Street
Telephone: 855-5657
Fax: 856-4861
E:mail: taxpayer@exchange.ucs.indiana.edu

If you are not a US citizen or Permanent Resident Immigrant you may be eligible for reduced US taxes and FICA exemption. This office will determine your eligibility and prepare form 8233 for your signature.

NOTE: If you qualify for tax treaty, a new form 8233 must be prepared and signed at the end of *each calendar year* (November or early December) and each time you extend the visa end date. Tax treaties with some countries have time limits. There can also be limits on the amount earned; if you earn more than the maximum, treaty benefits are lost.

BRING: IU Tax Department International Tax Questionnaire
<www.fms.indiana.edu/tax/forms/questionnaire.pdf>; passport; visa; I-94; DS-2019 or I-20; social security card (or letter showing you applied for a social security card) or ITIN card.

NOTE: The tax treaty approval process takes 15-45 days. The university must take taxes from any pay you receive before treaty approval. Pre-treaty taxes may be returned to you by IU. If IU is unable to return the pre-treaty taxes to you, you can recover the money when you file forms with the US Internal Revenue Service the following spring. Instructions are listed under “When you leave Bloomington...”

If you change addresses while in the US...

US Citizenship and Immigration Services (USCIS) regulations require all foreign nationals to report changes of address promptly. F-1 and J-1 students and scholars can submit change of address updates through i-Start (<http://istart.iu.edu/>). When requests are made this way, the university system and SEVIS will be updated. Otherwise, ask the IU Office of International Services for current reporting requirements so you will stay in compliance. This USCIS rule applies to F-visa and J-visa students, scholars and faculty, their dependents, and H-1B, TN and permanent resident workers and their non-citizen dependents. See www.indiana.edu/~intlerv/ for information and a downloadable AR-11 form. Failure to comply with this reporting requirement will result in termination of your visa. Also give your new address to your IU department.

The US government requires departure dates to be entered into the SEVIS system. Tell your department and IU International Services the date you plan to leave the US. Failure to provide departure dates to International Services for SEVIS entry may result in serious difficulties if you attempt to come to the US in future.

When you leave Bloomington...

Faculty, visitors and students who were employed in the US must give employers an address to which W-2 and 1042-S earnings statements can be mailed the following

spring. W-2 statements show wages not covered under tax treaty; 1042-S statements show wages paid under tax treaty or scholarship/fellowship income.

If your employer was IU, send your department an IU Personal Data Change Form showing your new home address. See

<http://www.indiana.edu/~uhrs/pubs/forms/hrms/change.pdf>.

(Change of US address can be done yourself at <https://onestart.iu.edu/>; change to a foreign address requires the Personal Data Change form.) If you can't access that form and you are outside the US, send a signed memo, a fax, or an e-mail message to your department and to IU Financial Management Services Tax Office and include your mailing address for tax purposes. E-mail should come from your IU e-mail account. If you use mail or fax, you must include a legible copy of your passport "face" page or driver's license, your social security number, a request to send your tax forms to a specific address, and you must include the date and your **signature** in the memo or fax.

IU Financial Management Services Tax Office

Poplars Building 527

400 East 7th Street

Bloomington, IN 47405-3085

Tel. 812-855-5657

Fax. 812-856-4861

taxpayer@exchange.ucs.indiana.edu

IU employees can choose to receive electronic W-2 forms. To register, go to <https://onestart.iu.edu/>, and enter your IU network ID and password. In the left column under "Most Popular," select "My Finances," then "Electronic W-2." You will receive a confirmation e-mail of your registration. IU employees who select electronic delivery will be notified when W-2 forms are posted to the secure Web site in late January, well before they would normally be delivered by U.S. mail. With the electronic option, employees may retrieve their W-2s at any time from anywhere, and may request duplicate or corrected W-2s. An active IU username is required to access the information.

If you are outside the US next spring, you can print US and Indiana tax forms from the internet. Federal: <http://www.irs.gov>. State: <http://www.in.gov/core/taxes.htm>. In most cases, your completed forms must be received on or before April 15. If you mail from a country that is recognized by the US government as having a valid postmark system, your tax forms will be considered timely filed if the postmark shows they were mailed on or before April 15.

If you will not renew your visa to continue at IU...

You may be required to depart the US within a specific number of days after your "end of program" even if the I-20 or DS-2019 shows a later date. Check government websites or ask IU International Services. "End of program" could be the end of exams or the end of your IU academic employee appointment. Fall faculty appointments end December 31. Spring faculty appointments end May 31. Student associate instructor appointments end earlier. Some summer faculty appointment dates do not match actual summer session dates, so ask your department. Talk to your department or to International Services if you need more time. The US government does not appear to be checking faculty contracts to determine if "end of program" differs from the DS-2019 end date. H-visa holders must leave immediately after end of program; there is no grace period for H-visa holders.

Visiting Scholars seeking extension of appointment must have the approval of the sponsoring department and are advised to consult with OIS to determine what time remains available to them based on their immigration status. The basic procedure is as follows:

-- Scholar informs department of desire to extend and dates of extension. Some departments

limit the length of extension and may also have other requirements to fulfill in order to obtain their approval for an extension. An individual's immigration status may also limit the additional time available to remain in the U.S.

-- Some scholars may need to obtain a letter from their home institution requesting the extension.

--If the sponsoring department approves the extension, then a staff member initiates an extension request through iStart. This request must include:

--the home institution's extension request (if applicable)

-- proof of financial support (which may be in the home institution's extension request)

--proof of medical insurance (for visa holders and accompanying family members).

These supporting documents may be submitted by campus mail or via email.

If extension is granted, go to department to sign a new I-9 form. Sponsoring department will then prepare electronic documents to extend the IU appointment so there will be no lapse in IU e-mail and library access. Visa visitors must also give sponsoring department a copy of any new DS-2019 form.

Reminder: Scholars are expected to maintain regular contact with the faculty sponsor.

Visa visitors traveling outside the US:

If you wish to leave the US even for a brief period, you must request a travel signature from OIS; this can be done electronically at <http://istart.iu.edu/>.

If the J-1 visa stamp in your passport has expired or will expire before you plan to return to this country, in most cases you will need to apply for a new J-1 visa at a US embassy or consulate abroad. Also carry a department letter to help cross the US border. When you return to the US, give your sponsoring department a copy of the new I-94 card you received at the border (and new visa stamp, if applicable), so the department can prepare a new I-9 form. Even if you don't travel, your sponsoring department must prepare a new I-9 form each time you receive a new DS-2019 or renewed passport.
