ARRIVAL CHECKLIST FOR INTERNATIONAL FACULTY AND SCHOLARS

Please Note: If you are outside the United States it will take approximately 4-6 weeks after arrival at NDSU before you will be able to receive a paycheck. This is the result of U.S. federal regulations requiring the U.S. Social Security Administration to verify your legal entry to the United States before they issue a social security number.

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**U.S. Social Security Number:** This is a national identifying number. You can not receive pay in the U.S. until you get it. Apply in person at the Social Security Office, 657 2nd Ave N. (Post Office/Federal Building). Take your offer letter, passport, and related immigration documents with you. Ask for a receipt proving you have applied. **DO NOT APPLY FOR THE SSN UNTIL 10 BUSINESS DAYS HAVE PASSED SINCE YOU ENTERED THE U.S.** (Applying too soon will delay issuance of the number by 6-10 weeks)

Only those persons authorized to be employed in the United States may apply for Social Security numbers.

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**NDSU Employee I.D. Number:** The number will allow you to get an NDSU i.d. card and establish an NDSU e-mail account, use the library, computer clusters, etc. The host/hiring department at NDSU requests this number via the “NDSU Employee ID Request Form”. After issuance of the number, the electronic ID must be activated at: http://www.ndsu.edu/its/get_started/

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**NDSU Payroll Office:** Payroll requires copies of your U.S. Social Security Number, passport and I-94 card. Other documents needed by Payroll (depending on your visa status) may include EAD card, Form I-20 or Form DS 2019. The Payroll Office is located in the “Stop N Go Center” at 1919 N. University Drive, Fargo.

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**Dependent Employment:** F-2, TD and H-4 visa holders can NOT work in the United States. J-2 dependents can work with authorization from DHS. Please make an appointment with the Faculty Immigration Advising staff for instructions.

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**U.S. Tax I.D. Numbers:** For dependents not eligible for social security numbers. Tax i.d. numbers are obtained through the Internal Revenue Service and will allow you to claim dependents when filing U.S. income taxes. This will lower your tax burden. [http://www.irs.gov/pub/irs-pdf/fw7.pdf](http://www.irs.gov/pub/irs-pdf/fw7.pdf)

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**Health Insurance – Employees w/ Benefits:** Your hiring department and NDSU Human Resources will assist you with health insurance enrollment/coverage. The name of the health insurance provider is Blue Cross/Blue Shield of North Dakota (BC/BS of ND). The Human Resources Office is located in the “Stop N Go Center”, 1919 N. University Drive, Fargo.

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**Supplemental insurance for J’s w/Benefits:** The U.S. State Department requires J-1 and J-2 visa holders to buy supplemental emergency medical evacuation and repatriation insurance in addition to BC/BS of ND. Please contact the Office of International Programs (OIP) for an application form. Please provide the Faculty Immigration Advising staff with a copy of the completed application and proof of payment as soon as possible.

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**Health Insurance for J’s w/out Benefits:** If NOT receiving NDSU benefits (BC/BS of ND health insurance), you must purchase SAS health insurance for yourself and any dependents who have accompanied you to the U.S. Please contact the Office of International Programs (OIP) for an application form. Please provide the Faculty Immigration Advising staff with a copy of the completed application and proof of payment as soon as possible.

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**212(e) vs. 24 Month Bar (J-1 visa):** Please make certain that you completely understand the difference between Regulation 212(e)”two year home country physical presence requirement” and the “two year bar to repeat participation” as a J-1 exchange visitor in the “Professor” or “Research Scholar” category. (See reverse of this page for more information).

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**DS 2019 Travel Signature:** If traveling abroad and holding J-1 status, you must have your Form DS 2019 signed for reentry by a designated J-1 Responsible Officer BEFORE departing the United States or you could be denied reentry. Responsible Officers at NDSU include: the Director and the Associate Director of the Office of International Programs; and the Faculty Immigration Advising staff members.

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**Change of Address:** You must notify U.S. Immigration within 10 days of a change of address inside the United States. Persons in H-1B, TN and O status may update their address online at www.uscis.gov J and F status holders must also keep their address current in the electronic Student and Exchange Visitor Information System. (SEVIS). If you hold J status and change your address, please notify the Faculty Immigration Advising staff within ten days for the SEVIS record update.