

Post-arrival Checklist for New J-1 Visiting Scholars – First Things to Do

1. Please read the attached **J-1 Scholars Important Information** page and our website at <http://oie.ucsc.edu/is3> . Click on the Scholars heading. Especially helpful are the Scholar Handbook and the J-1 Frequently Asked Questions.
2. Visit your UCSC department to meet your supervisor and staff who assisted with the arrangements for your visit.
3. If you have a U.S. Social Security Number (SSN), see Step 7 below.
4. If you do not have a U.S. Social Security Number (SSN), apply for it according to the instructions on our website at http://oie.ucsc.edu/is3/scholar/sch_files.shtml . You must attend an ISSS Wednesday check-in and wait at least 10 days after arrival in the U.S. before applying. After obtaining the SSN follow Step 7 below for employment sign-up.
5. Attend the next ISSS weekly new scholar check-in within 10 days of your arrival in the U.S. Check-ins are every Wednesday from 11:00 a.m.-12 p.m. in Rm. 107 Classroom Unit. The meeting starts promptly at 11 a.m. This is required by the University and U.S. Department of State.
6. Bring original and copies of the following when you come to the meeting:
 - Passport identity and expiration page
 - DS-2019 Page 1
 - I-94 front and back (small white card in passport)
 - Proof of medical and repatriation/medical evacuation insurance
 - Above items for family members, if any

If you are missing any of the items above or have another urgent question send email to visa@ucsc.edu and put “J-1 scholar check in” in the subject line, or call 831-459-3550 and specify you are a new J-1 scholar with an urgent question.

7. **When you have a U.S. Social Security Number (SSN)** see the contact person in your academic division for your employment sign-up, medical benefits eligibility, employee ID card and bus pass information. **Your contact person is listed in your invitation letter from your sponsoring UCSC Dean.**
8. Enroll in medical and repatriation/medical evacuation insurance for the length of your visit. Choose either UCSC medical benefits if eligible or other medical insurance plus supplementary medical evacuation/repatriation insurance. (For more information see <http://oie.ucsc.edu/is3/scholar/j1insurance.shtml>).
9. Make long-term housing and personal arrangements such as schooling for children, English language lessons, etc.

Thank you for attending our J-1 scholar check-in meeting.