

ARRIVAL CHECKLIST

- **Check in** with the *Office of International Students and Scholars*, 421 Temple Street. Bring passport, immigration document, and I-94 card.
- **Sign up on-line to receive OISS-L announcements**, the weekly OISS electronic newsletter, at www.oiss.yale.edu/about/oiss-l.htm
- **Check in with your school and/or department.** If you are a Yale employee and completed an I-9, present it to your department's business manager or administrative assistant.
- **Get your Yale ID card.**
- **Open a bank account.**
- **If you will be working or receiving funds** of any kind from Yale, make an appointment with the *Yale International Tax Office*, 155 Whitney Avenue. On-line at www.yale.edu/tax/int/appointments.html.
- **Go to the Payroll Office**, 155 Whitney Avenue to obtain a *direct deposit* form, very convenient for those who will receive a paycheck of any kind. *Students* can obtain this form from the *Student Employment Office*, 246 Church St, or on-line at yalestudentjobs.org
- **Sign up for health insurance.** *Students* are automatically enrolled in the *Yale Health Plan*. All others are not. Check with your department if you aren't certain about your eligibility. *Scholars* who are being covered by Yale, will need to visit the *Benefits Office*, 155 Whitney Ave.
- **Apply for a U.S. Social Security Card** 10 to 14 days after arrival in the U.S. (see page 6).
- **Students must pay any outstanding bills** before registering for classes.
- **Attend the orientation programs** sponsored by Yale, OISS and your school or department.
- **Take a campus tour** at the university *Visitor's Center*. Details at www.yale.edu/visitor/tours.html
- **Take a tour of Sterling Memorial Library.**
- **Have fun, make new friends and explore** New Haven and Yale by joining in the activities for new students and scholars.

AREA CODE FOR LOCAL TELEPHONE CALLS



All telephone numbers in this handbook are local New Haven numbers unless noted otherwise. To call any of these numbers from outside the local New Haven calling area, you must dial 203, the New Haven area code, before the number.