

CHECKLIST FOR NEWLY-ARRIVED J-1 SCHOLARS

1. Academic Department
 - Department instructions
 - Take receipt from Social Security Administration as proof of application for social security card. (See number 6 below.)

2. International Student & Scholar Services Office (ISSSO) – 302 Student Service Center 1
 - Verification of arrival at UH. This must be done within 30 days of start date on your DS-2019 or you will become illegal in the U.S.
 - Orientation: Call ISSSO at (713) 743-5065 to schedule an appointment.
 - J-1 visa health insurance requirements
 - Letter to apply for Social Security Card
 - Letter for J-1 scholars not eligible for social security card

3. Human Resources (HR) - 347 McElhinney Hall, Telephone: (713) 743-5770
 - Benefits Information
 - New Employee Orientation (Available 1st work day of each week. Contact HR for location. Take immigration documents with you: current passport, I-94, DS-2019)
 - Take receipt from Social Security Administration as proof of application for social security card. (See number 6 below.)

4. Cougar 1 Card Office, 279 University Center, Telephone: (713) 743-2399
 - Cougar 1 Card is the official UH ID Card. (This card can be used to access the UH Library.) Take letter from your department to verify employment status, and a picture identification, such as your passport.

5. Tax Compliance (if applicable) Telephone: (713) 743-8987
 - Some tax information is available at HR. Contact Ella David at (713) 743-5775.

6. Social Security Administration (SSA) – (10 days after arrival into USA)
 - Take SSA letter from ISSSO and immigration documents.
 - Map is available from ISSSO.
 - Obtain receipt of application.

Important Note: Social Security Cards can only be issued for employment purposes. J-2 dependents are not eligible for a social security number unless authorized for employment.

7. Individual Taxpayer Identification Number (ITIN)
 - The Internal Revenue Service (IRS) issues ITINs to foreign nationals and others who have federal tax reporting or filing requirements and do not qualify for social security numbers (SSNs). Individuals not eligible for a SSN, who are required to file a U.S. tax return only to claim a refund of tax under the provisions of a U.S. tax treaty, need an ITIN.
 - If applicable, contact the IRS for further information at (281) 721-7021, or check their web site: <http://www.irs.gov/individuals/article/0,,id=96287,00.html#apply>

8. Medical Insurance
 - UH employees must maintain independent coverage for the first 90 days of employment.
 - You must purchase supplemental insurance for medical evacuation and repatriation.

9. Texas Identification or Driver's License
 - Pick up information sheet at ISSSO.