

ARRIVAL CHECKLIST

for Fulbright Visiting Scholars

Upon arriving in the United States you must:

- Report to your faculty associate immediately to pick up your ASPE identification card and (if your grant is administered by CIES) your stipend check (section 15).
- Submit your Notification of Arrival form to CIES within 10 days of arrival, attaching supporting documents as requested on the form so that your status as a J-1 Exchange Visitor can be validated in SEVIS.
- Upon the arrival of any dependents joining you in the U.S. on J-2 visas, submit copies of each dependent's (a) visa stamped in passport; (b) form I-94; (c) form DS-2019 with U.S. Port of Entry stamp; (d) U.S. health insurance carrier's name.
- Apply for a Social Security Number or Individual Taxpayer Identification Number no sooner than 10 days after you submit your Notification of Arrival form to CIES (section 16).
- Send CIES a copy of your Social Security card and W4 or W8 form.

As you settle in, you should:

- Obtain telephone, gas, electricity, and water service as needed.
- Open a bank account (section 18).
- Inquire about renter's insurance (section 9).
- Identify a doctor, dentist and hospital in case of emergency.
- Obtain a driver's license, vehicle registration, and auto insurance (if you bring or purchase a motor vehicle).
- Look into opportunities for professional meetings and other enrichment programs (section 20).

* For further information, please see the indicated sections of the Guide for Fulbright Visiting Scholars online at www.cies.org/vsgrantees/guide.htm