



New International Scholar Checklist

Welcome to Kentucky State University (KSU). The KSU Office of International Affairs has prepared this checklist to assist you when arriving in Frankfort, Kentucky.

() **Obtain Housing**

If you do not have living accommodations upon arrival, you can obtain a list of hotels/motels online. In addition, there are apartment and housing guides available in our office. We do not have family housing.

() **Visit your Sponsoring Department**

Your department will give you forms that must be completed **before** you begin employment. It is important to meet with your faculty sponsor or staff contact upon arrival; (s)he will be able to help with paperwork.

() **Visit the Office of International Student Experience (OIA)**

Please report to your department and International Affairs and complete necessary forms for your file. You must bring your original DS-2019, or Employment Authorization Document (if in J-2 status or J-1 status on work authorization,) passport, and visa to OIA.

() **Complete a Check in and Emergency form and I-9 at OIA**

Please take time to fill out the official check in form. If you are being funded by KSU, an I-9 form must be completed for all non-immigrant employees prior to beginning employment. While at OIA, you will be given a welcome package with information about KSU, the community, and the public transportation system.

() **Apply for a Social Security Number (SSN)**

Please wait 10 business days from the date you arrive in the country before you apply for an SSN. It is important to apply for an SSN if you have some type of work permission and are paid in the US. This number must be issued by the Social Security Administration in order for you to get paid.

() **Obtain an Identification Card**

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Your card will let you take materials out of the Kentucky State University libraries. In order to obtain an ID card you must have your offer letter from your department, and another form of identification (DS2019, passport, or visa). You can locate the Office of Auxiliary Services on third floor of Academic Services Building. The hours of operation are Monday-Friday 8:00am- 4:30 pm, and closed Saturday and Sunday. There is no charge for the first ID, however, there is a \$20 replacement fee for lost cards.

() **Visit the Office of Payroll Services (only if you are funded by KSU)**

If you are being funded by KSU, employees visit the Payroll Office in Academic Services Building to complete Federal, State, and City tax forms. You will need to present the following: Foreign National information form, Social Security Verification form, I-9 Employment Eligibility Verification Form, and verification of Application for a Social Security Number. Complete all other employment documents with the department.

() **Notify OIA of your address**

Each time you move you must notify our office **within 10 days of your move**. For those in J status, failure to report your address will result in violation of your status and ineligibility for reinstatement. You can email eric.yang@kysu.edu to inform us of the new address.

() **Maintain Health Insurance for J-1 Exchange Visitors**

In order to maintain J-1 status, you must have health insurance for yourself and for your dependents. If you are a self-funded J-1 scholar, you must purchase health insurance on your own and provide proof to OIA. For your convenience, the OIA web site provides a list of US insurance carriers that offer insurance benefits that meet the requirements for J-1 scholars and J-2 dependents. <http://nafsa.org/resourcelibrary/default.aspx?id=8823>. Your health insurance policy must meet the following minimum coverage: \$50,000 per sickness or accident, \$10,000 for medical evacuation, and \$7,500 for repatriation of remains to your home country in case of death. Maternity (pregnancy, pre-natal, and birth) benefits must be covered same as sickness.

() **Open a Checking Account**

It is recommended that you deposit your money into a bank account rather than carrying large sums of money or storing it at home.

() **Set up a KSU e-mail account**

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You must receive a KSU WIRED ID upon check-in. OIA will provide you and your department information on how to request an email account from the KSU Help Desk. Again, your department **MUST** request a guest account.

() **Visit the OIA web site**

Visit our web site for information pertaining to your status. The section entitled "J-1 Exchange Visitor Program" information about such as travel and maintenance of status.

() **Keep Copies of Immigration Documents**

OIA recommends that you keep photocopies of **ALL** immigration documents for your personal file. OIA maintains copies of your records for a limited amount of time.

() **Visit the Bureau of Motor Vehicles (BMV).** Even if you do not wish to obtain a driver's license, it is recommended that you apply for a Kentucky Identification Card at the BMV to have photo identification without having to carry your passport with you **Bureau of Motor Vehicles. They may ask for proof of your address.**