



#### SHOULD I CARRY MY PASSPORT AT ALL TIMES?

Your valid passport and immigration documents are the only proof of your legal status in the U.S. Since they are difficult to replace if lost or stolen, we strongly recommend that you keep them in a safe place. While it may not be advisable to carry them around on a daily basis, you must always carry them with you when you travel (domestic air travel included). When in New Haven, some carry photocopies instead of original documents.



**TAX RESPONSIBILITY:** All international students and scholars in the United States are required to file a U.S. tax return, even if you did not have any U.S. source of income.

#### AREA CODE FOR LOCAL TELEPHONE CALLS

2  
0  
3



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. If you dial from a land line, you will need to add 1 in front of the number. This is not always true when dialing from a cell phone.

## ARRIVAL CHECKLIST

- **Check in** with the *Office of International Students and Scholars*, 421 Temple St. Bring passport, immigration documents, 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](http://www.oiss.yale.edu/about/oiss-l.htm)
- **Check in with your school and/or department.** If you are a Yale employee and have 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 Ave. On-line at [www.yale.edu/tax/int/appointments.html](http://www.yale.edu/tax/int/appointments.html).
- **Go to the Payroll Office**, 155 Whitney Ave to obtain a *direct deposit* form and request your pay go directly into your bank - very convenient if you receive a paycheck of any kind. *Students* can obtain this form from the *Student Employment Office*, 246 Church St, or online at [yalestudentjobs.org](http://yalestudentjobs.org)
- **Sign up for health insurance.** *Degree 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](http://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.