Welcome newcomer! OISS knows that there are many things you must do upon your arrival at Yale, and this handy checklist will help you get organized. We look forward to meeting you in person when you make one of your first stops at the International Center to check in with us. Don’t forget to bring along your immigration documents and those of any dependents.

**Student Arrival Checklist**

- **Call or Email Home.** Be sure to touch base with your family back home - they want to know that you have arrived safely at Yale. When you check in with the Office of International Students and Scholars (OISS), you will have access to free WiFi and internet kiosks. Learn more about getting a U.S. cell phone [here](https://oiss.yale.edu) [1].
- **Attend Your Designated OISS Check in & Orientation** [2] at 421 Temple Street.
- **Report Current Address.** [3] U.S. immigration regulations require you to report your local address upon arrival and any change of residential addresses within ten days of moving.
- **Sign up for the OISS E-Newsletter.** Join other email groups and stay connected via social media. [Sign up now](https://oiss.yale.edu) [4]
- **Check in with your school and attend your school and department orientation.**
- **Obtain your Yale ID card.** [More information](https://oiss.yale.edu) [5]
- **Open a Bank Account.** [More information](https://oiss.yale.edu) [6]
- **If you are receiving Yale funds:**
  - **Make an Appointment with the Yale International Tax Office.** If you are receiving Yale funds, you will need to complete the required forms for withholdings and/or treaty benefits. [Appointment information is available on the international tax office website](https://oiss.yale.edu) [7]
  - **Complete the Direct Deposit Form.** Obtain and submit this form with the Payroll Office if you are receiving Yale funds.
- **Sign up for Health Insurance** Students working towards a Yale degree are automatically enrolled in the Yale Health Plan. All others are not (DSR, VAR, exchange, student interns). Check with your department if you are not certain about your eligibility.
- **Apply for a SSN** [8]. OISS will give you an application package if and when you are eligible.
- **Pay Outstanding Bills** before registering for classes.
- **Update Health Records with Yale Health Plan.** You might need immunization shots, etc. before registering for classes.
- **Take a Campus Tour.** Tours leave the [Visitor Center at 149 Elm Street](https://oiss.yale.edu) [9].
- **Take a Tour of Sterling Memorial Library.** Tour schedules are available on the [Library website](https://oiss.yale.edu) [10].

**Scholar Arrival Checklist**
• **Call or Email Home.** Be sure to touch base with your family back home - they want to know that you have arrived safely at Yale. When you check in with the Office of International Students and Scholars (OISS), you will have access to free WiFi and internet kiosks.

• **Check in** at OISS, 421 Temple Street. Scholar check-ins are at **9 AM on Mondays and Wednesdays** at OISS.

• **Report Current Address**. U.S. immigration regulations require you to report your local address upon arrival and any change of residential addresses within ten days of moving.

• **Sign up for the OISS E-Newsletter.** Join other email groups and stay connected via social media. Sign up now.

• **Check in** with your Yale department administrator and faculty sponsor.

• **Obtain your Yale ID card.** More information

• **Open a Bank Account.** More information

• **Make an Appointment with the Yale International Tax Office.** If you are receiving Yale funds, you'll need to complete the required forms for withholdings and/or treaty benefits. Appointment information is available on the international tax office website.

• **Complete the Direct Deposit Form.** Obtain and submit this form with the Payroll Office if you are receiving Yale funds.

• **Sign up for Health Insurance.** Scholars who are being covered by Yale under the Yale Health Plan (YHP) can sign up for benefits online at [www.yale.edu/portal](http://www.yale.edu/portal) (log in with your Net ID and click on “My Benefits”). If you have any questions about your benefit options and would like to speak with a Benefits Counselor, call (203) 432-5552 to make an appointment. Check with your department if you are not certain about your eligibility for the YHP. All others will need to purchase health insurance either with the YHP or another private insurer. Go to [Health Coverage Options](http://www.yale.edu/portal) page for more information and if you are not covered by YHP.

• **Apply for a SSN**. OISS will give you an application package if and when you are eligible.

• **Attend Orientation Programs.** Depending on your appointment, these programs are offered by your department, OISS, Office of Postdoctoral Affairs, as well as Yale’s Human Resources Department.

• **Take a Campus Tour.** Tours leave the Visitor Center at 149 Elm Street.

• **Take a Tour of Sterling Memorial Library.** Tour schedules are available on the [Library website](http://www.library.yale.edu/instruction/orient.html).

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**Links:**

[3] [https://oiss.yale.edu/immigration/report-your-address](https://oiss.yale.edu/immigration/report-your-address)
[4] [https://oiss.yale.edu/programs-events/newsletter-social-media](https://oiss.yale.edu/programs-events/newsletter-social-media)
[5] [https://oiss.yale.edu/life-at-yale/practical-matters/id-cards](https://oiss.yale.edu/life-at-yale/practical-matters/id-cards)
[7] [https://your.yale.edu/work-yale/finance-and-business-operations/tax-compliance-and-planning/international-tax-office-0](https://your.yale.edu/work-yale/finance-and-business-operations/tax-compliance-and-planning/international-tax-office-0)
[8] [https://oiss.yale.edu/legal/ssn](https://oiss.yale.edu/legal/ssn)
[9] [http://visitorcenter.yale.edu/](http://visitorcenter.yale.edu/)
[10] [http://www.library.yale.edu/instruction/orient.html](http://www.library.yale.edu/instruction/orient.html)
[11] [http://www.yale.edu/portal](http://www.yale.edu/portal)
[12] [https://oiss.yale.edu/life-at-yale/health-wellness/health-coverage-options#scholars](https://oiss.yale.edu/life-at-yale/health-wellness/health-coverage-options#scholars)
[13] [https://oiss.yale.edu/coming/check-in-orientation](https://oiss.yale.edu/coming/check-in-orientation)
[14] [http://visitorcenter.yale.edu/tours](http://visitorcenter.yale.edu/tours)