

Your First Two Weeks



Moving to a new country is exciting—and also confusing! In the first few weeks, there are many new things to learn about and accomplish. We hope this information will help you as you settle in at Yale.

Your First Few Days

[J-1 and H-1B Scholars: Attend Your OISS Orientation](#)

J-1 Scholars

You should have already completed your [New Scholar Orientation on Homebase](#) [1]. Once completed, you will receive a code you'll need to enter when completing your 'New Scholar Check-In' request in MyOISS (see next section). As soon as you arrive in New Haven, you are invited to sign up for an in-person New Scholar Meetup to meet other new scholars at Yale. The link to sign up may be found in the 'Your Next Steps' section of the Homebase online module.

H-1B Scholars

You should have already completed your Yale H-1B Orientation in Homebase. You will have received a link to access it via email.

[J-1 Scholars: Check In at MyOISS](#)

If you are on a J-1 visa, as soon as you arrive at Yale [submit a 'New Scholar Check-In' request](#) [2] in your MyOISS account. You will need to enter the code you received from completing the [New Scholar Orientation on Homebase](#) [1]. The 'New Scholar Check-In' request must be completed as soon as possible after your arrival to validate your J-1 SEVIS record so you can proceed with other administrative matters, like completing the I-9 process (if you will be a University employee).

- [Read instructions for completing the check-in request](#) [2]. Please complete this as soon as you arrive in the U.S.

[Report Your U.S. Address and Phone Number](#)

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Any changes in address must be reported/updated within 10 days of the change.

J-1 Scholars

- [Report your U.S. address and phone number by following these instructions](#) [3]

H-1B, O-1, TN and U.S. Permanent Residents

- [Update your address with USCIS at by completing the online AR 11 form](#) [4]
- [Update your address with OISS](#) [5]

[F-1 OPT Employees: Report Your Employment Information](#)

Scholars on F-1 OPT or OPT STEM Extension must report their employment information and U.S. address to the school they graduated from. Follow the instructions on our website:

- Instructions for [Yale graduates on OPT](#) [6]
- Instructions for [Yale graduates on STEM OPT](#) [7]

[Contact Your Department Administrator](#)

Your department will be able to assist you in getting your Yale ID and setting up your NetID. If you are paid by Yale, they will also be able to answer questions about your benefits and employment status.

[Complete Your I-9 Form](#)

If your appointment type at Yale requires you to complete an I-9, you will find an email notification **in your Workday mailbox** with instructions. Follow the instructions and complete your [I-9 form](#) [8] in Workday - this must be done no later than your first day of employment.

If you are being paid by Yale and on a J-1 visa you MUST complete the [OISS Check-in request](#) [2] and have been notified that your SEVIS record is active BEFORE completing your I-9 form and registering with the International Tax Office (see Complete Your U.S. Tax & FNIS Paperwork below).

[Connect With Your OISS Adviser](#)

OISS is always here to help. If you have any questions about your arrival, please [contact your OISS adviser](#) [9].

Next Steps

[Complete Your U.S. Tax & Sprintax Calculus Paperwork](#)

Upon arriving at Yale, you should be certain you understand your tax obligations and are ready when the filing season arrives. Here is what you can do to get prepared.

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The Internal Revenue Service (IRS) requires Yale University to apply specific federal tax withholding and reporting rules consistent with your U.S. tax status, i.e., resident or nonresident tax filers. Resident tax filers are taxed same as U.S. citizens, while nonresident tax filers are taxed under different withholding and reporting rules.

◦

Non U.S. students and scholars receiving payments from the University (e.g., compensation, stipend, fellowship, etc.) are required to complete [Sprintax Calculus with the International Tax Department](#) [10].

◦

?Once Sprintax Calculus completed and submitted to the [International Tax Department](#) [11], you will receive notification regarding U.S. tax residency, treaty eligibility and instructions for completing Form W-4 and CT-W4. If you have not received the Sprintax Calculus link, please send an email to internationaltax@yale.edu [12].

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If you are eligible for a [U.S. social security number \(SSN\)](#), [13] apply for one now.

[Apply For an SSN](#)

If you do not already have an SSN, you should apply for one. You are eligible for the SSN as soon as your OISS check-in process is complete. [Learn about what you need an SSN for and more on our informational page](#) [13].

[Understand Your Immigration Status](#)

It is important that you maintain lawful J-1 or H-1B status while in the U.S. There are some simple steps you can take to ensure that your stay in the U.S. remains valid, such as reporting any changes in address, enrolling in health insurance, and more.

- [Maintaining legal status for J-1 scholars](#) [14]
- [Maintaining legal status for H-1B scholars](#) [15]

[Keep in Touch with OISS](#)

Read our [weekly newsletter](#) [16], and follow us on [Facebook](#) [17], [Instagram](#) [18], and [Yale Connect](#) [19].

[Other Practical Matters](#)

Check out our [Life at Yale](#) [20] section for topics such as [campus life](#) [21], [practical matters](#) [22] like [banking](#) [23] and your [Yale ID](#) [24], [belonging at Yale](#) [25], and much more.

[Purchasing Groceries & Household Items](#)

Check out our [shopping](#) [26] section for information on where you can purchase the items you need when you get here.

Additional Questions?

[Get in touch with your adviser](#) [9]! You can email them, make an appointment, or come to [OISS virtual drop-in hours](#) [27].

Source URL:<https://oiss.yale.edu/getting-started/new-scholars/your-first-two-weeks>

Links

[1] <https://oiss.yale.edu/getting-started/new-scholars/oiss-orientation/new-scholar-orientation-in-homebase> [2] <https://oiss.yale.edu/immigration/j-1-scholars/myoiss-requests/j-1-scholar-immigration-check-in> [3] <https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address> [4] <http://egov.uscis.gov/coa/displayCOAForm.do> [5] <https://forms.office.com/r/9vXvUL6KX9> [6] <https://oiss.yale.edu/employment-taxes/employment-for-international-students/f-1-students/optional-practical-training/opt-reporting-requirements> [7] <https://oiss.yale.edu/immigration/f-1-students/employment/optional-practical-training/stem-opt-extension/reporting-requirements> [8] <https://your.yale.edu/work-yale/support/employee-services/submitting-your-i-9-form> [9] <https://oiss.yale.edu/about/connect-with-oiss> [10] <https://oiss.yale.edu/employment-taxes/us-taxes/international-tax-office-sprintax-calculus> [11] <http://your.yale.edu/work-yale/financial-management/tax-compliance-and-planning/international-tax-office> [12] [mailto:internationaltax@yale.edu](#) [13] <https://oiss.yale.edu/employment-taxes/applying-for-a-social-security-number-or-itin> [14] <https://oiss.yale.edu/immigration/j-1-scholars/maintaining-status-for-j-1-scholars> [15] <https://oiss.yale.edu/node/230> [16] <https://oiss.yale.edu/programs-events/newsletter-social-media> [17] <https://www.facebook.com/oissat Yale/> [18] <https://www.instagram.com/yaleoiss/> [19] https://yale.campusgroups.com/student_community?club_id=32393 [20] <https://oiss.yale.edu/campus-community-life/for-students> [21] <https://oiss.yale.edu/campus-community-life/for-students/campus-life> [22] <https://oiss.yale.edu/campus-community-life/for-students/practical-matters> [23] <https://oiss.yale.edu/campus-community-life/for-students/practical-matters/money-finances> [24] <https://oiss.yale.edu/campus-community-life/for-students/practical-matters/yale-id-other-forms-of-identification> [25] <https://oiss.yale.edu/campus-community-life/for-students/making-yale-your-home> [26] <https://oiss.yale.edu/campus-community-life/for-students/practical-matters/shopping> [27] <https://oiss.yale.edu/about/connect-with-oiss/virtual-drop-in-hours>