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

Be Aware of Yale's COVID-19 Protocols

Please read our FAQs for international scholars [1] to learn about changes in arrival dates and orientation. You should also review the additional resources and requirements on our COVID-19 page [2] as well as Yale's COVID-19 page [3].

J-1 Scholars: Check In on OISS Connect

If you are on a J-1 visa, as soon as you arrive at Yale submit a 'New Scholar Check-In' request in your OISS Connect [4] account. Your J-1 SEVIS record needs to be validated upon arrival so you can proceed with other administrative matters, like completing the I-9 process (if you will be a University employee). If you have any questions, email Sarah Solarski [5]. Please complete this as soon as you arrive in the U.S.

J-1 Scholars: Report Your U.S. Address and Phone Number

If you are on a J-1 visa, report your U.S. address and phone number [6].

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 instruction on our website:

- Instructions for Yale graduates on OPT [7]
- Instructions for Yale graduates on STEM OPT [8]

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**

Log into Workday and complete your I-9 form [9] - this must be done no later than your first day of employment.

**Attend Your OISS Orientation**

Attend your OISS Orientation [10], and review slides ahead of time [11] so you can ask questions.

**Connect With Your OISS Adviser**

OISS is always here to help. If you have any questions about your arrival, please contact your OISS adviser [12].

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**Next Steps**

**Complete Your U.S. Tax & FNIS 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.

- 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 the Foreign National Information System (FNIS) application with the International Tax Department.** Once the FNIS application is completed and submitted to the International Tax Department, 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 FNIS application link, please send an email to internationaltax@yale.edu [13].

- If you are eligible for a **U.S. social security number (SSN)**, [14] apply for one now.

**Apply For an SSN**

If you do not already have an SSN, you should apply for one. Learn about what you need an SSN for and more on our informational page [14]. Because of Social Security Administration (SSA) office closures due to COVID-19, we are working with the New Haven SSA office to schedule a time when you can go in-person to submit the application.

**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
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Published on Office of International Students & Scholars (https://oiss.yale.edu)

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](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status)
- [Maintaining legal status for H-1B scholars](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status)

**Keep in Touch with OISS**

Read our [weekly newsletter](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address) [17], and follow us on [Facebook](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address), [Instagram](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address), and [Yale Connect](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address) [20].

**Other Practical Matters**

Check out our [Life at Yale](https://oiss.yale.edu/getting-started/new-scholars/oiss-orientation/scholar-orientation-presentation) [21] section for topics such as [campus life](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address) [22], [practical matters](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address) [23] like [banking](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address) [24] and your [Yale ID](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address) [25], [belonging at Yale](https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address) [26], and much more.

**Purchasing Groceries & Household Items**

Check out our [Shopping](https://oiss.yale.edu/getting-started/new-scholars/oiss-orientation) [27] section for information on where you can purchase the items you need when you get here.

**Additional Questions?**

[Get in touch with your adviser](https://oiss.yale.edu/getting-started/new-scholars/oiss-orientation) [12]! You can email them, make an appointment, or come to [OISS virtual drop-in hours](https://oiss.yale.edu/getting-started/new-scholars/oiss-orientation) [28].

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

**Links**

[1] https://oiss.yale.edu/covid-19-information/for-scholars/faqs-for-scholars-j-1-and-h-1b
[5] &amp;#109;&amp;#97;&amp;#105;&amp;#108;&amp;#116;&amp;#111;&amp;#58;&amp;#115;&amp;#114;&amp;#97;&amp;#114;&amp;#97;&amp;#104;&amp;#46;&amp;#115;&amp;#111;&amp;#108;&amp;#97;&amp;#114;&amp;#115;&amp;#107;&amp;#105;&amp;#64;&amp;#121;&amp;#97;&amp;#108;&amp;#101;&amp;#46;&amp;#101;&amp;#100;&amp;#117;
[6] https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/report-your-address
[7] https://oiss.yale.edu/immigration/f-1-students/employment/optional-practical-training/opt-reporting-requirements
[8] https://oiss.yale.edu/immigration/f-1-students/employment/optional-practical-training/stem-opt-extension/reporting-requirements
[9] https://your.yale.edu/work-yale/support/employee-services/submitting-your-i-9-form
[10] https://oiss.yale.edu/getting-started/new-scholars/oiss-orientation
[12] https://oiss.yale.edu/about/connect-with-oiss
[13] &amp;#109;&amp;#97;&amp;#105;&amp;#108;&amp;#116;&amp;#111;&amp;#58;&amp;#105;&amp;#116;&amp;#114;&amp;#110;&amp;#97;&amp;#116;&amp;#105;&amp;#111;&amp;#109;&amp;#97;&amp;#108;&amp;#120;&amp;#64;&amp;#121;&amp;#97;&amp;#108;&amp;#101;&amp;#46;&amp;#101;&amp;#100;&amp;#117;
[14] https://oiss.yale.edu/employment-taxes/applying-for-a-social-security-number-or-itin
[15] https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status