

New International Appointee Checklist - <http://newintl.nd.edu>

Item	Time Frame	Instructions	Contact	Complete
Section A – Arrival at Notre Dame ✓				
Contact Department/Mentor	Upon arrival	Discuss office space, access to facilities, procedures and policies, scheduling of any department-specific events/orientations, obtain ndID (Employee ID number), etc.	Department Contact	<input type="checkbox"/>
Immigration/Visa	As soon as possible	Faculty ONLY Contact your hiring department to ensure any immigration matters are being addressed.	Department Contact	<input type="checkbox"/>
Immigration/Visa (J1 Visa ONLY)	Upon arrival	J1 Visa ONLY Upon arrival on campus visit the ISSA Office, 105 Main Building between the hours of 1:00 pm and 5:00 pm, Monday-Friday to check-in. Before coming to the Office, print your I-94 from the following website: www.cbp.gov/I94 . This must be done after your arrival in the states but before coming to the office. Be sure to bring the following to your appointment: <ol style="list-style-type: none"> 1. Passport 2. Visa 3. I-94 (printed from website) 4. DS-2019 (with signature) 5. Your local address where you will be living while at the University 	International Student and Scholar Affairs (ISSA) 105 Main Bldg. 574-631-3825	<input type="checkbox"/>
Campus Computer Network Access	Upon arrival	https://accounts.nd.edu/activation Obtain and activate netID for access to the campus computer network. To activate your network account, you will need your ndID number. See your department contact if you do not have your ndID.	Office of Information Technologies Help Desk 574-631-8111	<input type="checkbox"/>

Section B – Complete by ALL International Faculty and Non-Faculty				
*Complete New Hire Paperwork	Submit to HR on or before your first day	*If you receive compensation through UND, complete the following steps: <ol style="list-style-type: none"> 1. UND International Form 2. Employment Eligibility – Form I-9 3. Federal W-4 Tax Withholding 4. Indiana State WH-4 Tax Withholding 5. Direct Deposit Election 6. J-1 Visa - Insurance Certification 7. HR Policy Manual Acknowledgement 8. Tax Treaty Withholding Exemption (Optional) 9. Benefits Enrollment Form (if eligible and not attending orientation) 	askHR Customer Service 574.631.5900 or askhr@nd.edu	<input type="checkbox"/>

*Complete New Hire Paperwork (Continued)	Submit to HR on or before your first day	*If your position is externally funded or if you receive no payment through UND, complete the following forms: *J-1 Visa 1) J-1 Visa – Insurance Certification 2) Self-Pay Benefits Enrollment Form	askHR Customer Service 574.631.5900 or askhr@nd.edu	
Obtain University Identification Card	J1 – After International Student and Scholar Affairs (ISSA) check-in. All others -on first day at the University	Proceed to the Office of Human Resources at 200 Grace Hall. Please bring with you a valid form of identification (e.g., driver’s license or passport). *Note: New Hire paperwork must be complete prior to receiving an ID card from the Card Services Office at 423 Grace Hall.	askHR Customer Service 574-631-5900 askhr@nd.edu	<input type="checkbox"/>
Onboarding – Session 1 (benefit eligible appointments only)	Next available session following your employment start date	Onboarding provides an opportunity for new employees to explore and enroll in applicable benefit plans, gain insight into other fringe benefits, and learn more about the history, culture and tradition that make Notre Dame a great place to work!	Office for Postdoctoral Scholars 574-631-8208 postdoc@nd.edu	<input type="checkbox"/>
Apply for a Social Security Number	At least ten (10) days after submitting your new local address to the University	Social Security Numbers (SSN) are used by all U.S. employers to report wages to the Government. If you are receiving a salary or stipend, you must have an SSN. To apply: <ul style="list-style-type: none"> • J1 Visa ONLY – visit the International Student and Scholar Affairs (ISSA) web site and this will be covered in your immigration check in with ISSA • Non- J1 - Provide the University with your new local address. See instructions under “Other Important Information” below. • Complete an Application For A Social Security Card (Form SS-5); • Take your completed application and original immigration documents to your local Social Security office. • Show at least two original documents proving: <ul style="list-style-type: none"> ▪ Your identity and immigration status (Passport, I-94, DS-2019) ▪ Work eligibility (Appointment Letter) 		<input type="checkbox"/>
Provide your Social Security Number to Human Resources	Upon receiving your SSN card	Proceed to the Office of Human Resources at 200 Grace Hall to provide your SSN, or call askHR at 574-631-5900.	574-631-5900	<input type="checkbox"/>
Obtain temporary and regular parking passes	After obtaining University ID card	Go to the Parking Office in Hammes Mowbray Hall to request a parking pass. You will need to bring (1) your University identification card; and (2) the license plate number and a complete description of the vehicle you wish to register.	Parking Office 574-631-5053	<input type="checkbox"/>

Other Important Information

1. Reporting a new address and/or telephone number

***Important Note:** To maintain valid immigration status, United States law requires non-U.S. citizens to report a change of U.S. residential address to USCIS within 10 days of moving.

J-1

Individuals in J-1 status must report address changes to Notre Dame (See instructions below). The new address will automatically be reported to USCIS via an upload to SEVIS by Notre Dame.

H1-B, U.S. Permanent Resident, Other Immigration Status

Individuals in these statuses must report address changes to both Notre Dame (See instructions below) and also directly to USCIS. Go to <http://www.uscis.gov/ar-11>. You will need to update your address online or submit the completed form to USCIS within 10 days of moving to the new address.

Reporting address change to Notre Dame

- a. Login at [insideND](#) using your netID and password.
- b. Click on the 'My Resources' tab.
- c. On the left side of the screen you will see 'Employee Personal Information'. Click (+) next to 'Your Contact Information.' Next click on "Update Address(es) and Phone(s)".
- d. A new window will open. If you have previously provided information, your current Primary Address (where you live while at Notre Dame) and phone number will be listed at the bottom of the page.
- e. To update information, click on the 'Current' link next to the address or the 'Primary' link next to the phone number.
- f. Make the necessary updates and click the 'Submit' button.

2. What to do if you plan to leave and re-enter the United States.

J-1

J-1 visa holders require a travel authorization signature on their DS-2019 form prior to departing the US for a temporary trip abroad. Also, it may be necessary to apply for a new J visa while you are abroad if the J visa in your passport will expire prior to returning to the US. Request travel authorization signature and discuss your visa situation with an ISSA staff member several weeks prior to departure. If you have any questions please contact ISSA at Jscholar@nd.edu or 574- 631-3825.

H-1B and other immigration status

You must have a valid H-1B visa affixed in your passport in order to return to the U.S. in H-1B status. If your existing H-1B visa will expire prior to your planned return to the U.S., you will need to apply for a new H-1B visa at a U.S. Consulate abroad prior to returning to the U.S. You should also be sure to verify that your passport is still valid. If you have questions about this please contact the Office of the General Counsel 574-631-6411.

U.S. Permanent Residents

You will need to present a valid passport and a valid U.S. Permanent Residency card to return to the U.S. If you have questions about this please contact the Office of the General Counsel 574-631-6411.

3. Participation in Conferences/Providing Lectures

If you are invited to participate in a conference or to provide a lecture and an honorarium will be paid and/or expenses will be reimbursed, please contact the Office of the General Counsel (**faculty**) or the Office for Postdoctoral Scholars (**non-faculty**) prior to attending. If you are in J-1 status and an honorarium is offered and/or expenses will be reimbursed, you will need to have Notre Dame write a letter to the other institution giving permission for the payment and/or reimbursement IN ADVANCE of the event. If you are in H-1B status, the federal regulations do not permit honorarium payments for such events. You may only receive reimbursement of legitimate business expenses related to your participation in the event.

For additional questions contact:

Office for Postdoctoral Scholars, Lisa Ellam, lellam@nd.edu, 574-631-8208

Office of the General Counsel, Deborah Gabaree, Gabaree.1@nd.edu, 574-631-6411

International Student and Scholar Affairs (ISSA), Jscholar@nd.edu, 574-631-3825

askHR Customer Service Center, askhr@nd.edu, 574-631-5900