CHECKLIST FOR NEW INTERNATIONAL FACULTY AND RESEARCH SCHOLARS UPON ARRIVAL AT NYU

J-1 SCHOLARS
☐ Register with OGS as soon as possible, but not later than 30 days from the begin date on your DS-2019 form (or in your SEVIS record, if a later date).
☐ Bring to OGS in person:
  ☐ Passport with J-1 visa stamp
  ☐ I-94 card
  ☐ DS-2019 form
  ☐ Completed J-1 Scholar Registration Sheet
☐ Attend a scholar orientation at OGS within 2 weeks of your arrival.

SCHOLARS WITH OTHER VISA TYPES (E-3, H-1B OR O-1)
☐ Register your arrival with OGS by returning completed Scholar Registration Sheet, including copy of visa stamp and I-94 card (if applicable), to OGS via fax, mail, e-mail, or in person.

ALL SCHOLARS
☐ Visit your Department to let them know you’ve arrived.
☐ Get NYU ID card authorization form (if you haven’t already) from your department administrator or the Human Resources (HR) contact in your school.
☐ Take authorization form to 383 Lafayette Street (corner of East 4th Street & Lafayette) to obtain NYU ID card.

SCHOLARS EARNING WAGES OR PAYMENT AT NYU
☐ Apply for a Social Security Number (SSN) if you’ve never obtained one before.
☐ Complete an I-9 (Employment Eligibility Verification Form) with the department administrator or the HR contact in your school on or before your first day of employment (this is a federal legal requirement).
☐ To make necessary tax decisions, NYU will collect appropriate information from you via GLACIER, an Online Tax Compliance System. Accordingly, you will receive an email soon, if you haven’t already, from support@online-tax.net containing a password and instructions on how to access GLACIER.
☐ If a full-time employee, learn about and sign up for your benefits by logging into NYU Home, click on the Work tab, then click on Benefits Resource Center Login.

1 SSNs are issued by the Social Security Administration (SSA), an independent agency of the United States federal government. For further details about obtaining an SSN, visit www.nyu.edu/scholars or contact International Scholar Services. For J-1 scholars: We advise that you wait 2 business days after registering your arrival with OGS before applying for an SSN. This is to allow enough time for your SEVIS validation to be processed with the SSA. Information about how to apply for an SSN will be covered during J-1 scholar orientation.