

CHECKLIST FOR NEWLY-ARRIVED J-1 SCHOLARS

1. Academic Department
 - Department instructions
 - Take receipt from Social Security Administration as proof of application for social security card. (See number 6 below.)
2. International Student and Scholar Services Office (ISSSO) –Room N203 Student Center North, Phone: (713)743-5065, website: <http://www.uh.edu/oisss/>
 - Verification of arrival at UH. This must be done within 15 days of start date on your DS-2019.
 - Provide J-1 and J-2 UH ID numbers and instructions to receive UH ID card.
 - Scheduling and providing orientation
 - J-1 and J-2 health insurance requirements
 - Letter to apply for Social Security Card
3. Human Resources (HR)- 325 McElhinney Hall, Telephone: (713)743-3988, website: <http://www.uh.edu/human-resources/>
 - Benefits information
 - New Employee Orientation (Available 1st work day of each week. Contact HR for location. Take immigration documents with you: current passport, I-94, DS-2019)
 - Take receipt from Social Security Administration as proof of application for social security card. (See number 6 below)
4. Cougar 1 Card Office- Welcome Center Parking Garage, Suite 151, Telephone: (832)842-2273, website: <http://www.uh.edu/cougar1card/#>
 - Cougar 1 Card is the official UH ID Card. (This card can be used to access the UH Library.) After your information is entered in UH system, wait at least 24 hours before you apply for the Cougar 1 Card. Must bring your immigration documents to apply.
5. Tax Compliance (if application)- 5000 Gulf FWY Bldg. 1, Room 109, Telephone: (713)743-8710
 - Some Tax information is available at HR.
6. Social Security Administration (SSA)- (10 days after arrival into U.S.)
 - Take SSA letters from both your department and ISSS and immigration documents.
 - Map is available from ISSS
 - Obtain receipt of application

Important Note: Social Security Cards can only be issued for employment purposes. J-2 dependents are not eligible for a social security number unless authorized for employment.
7. Individual Taxpayer Identification Number (ITIN)
 - The Internal Revenue Service (IRS) issues ITINs to foreign nationals and others who have federal tax reporting or filing requirements and do not qualify for social security numbers (SSNs). Individuals not eligible for a SSN, who are required to file a U.S. tax return only to claim a refund of tax under the provisions of a U.S. tax treaty, need an ITIN.
 - If applicable, contact the IRS for further information at (281) 721-7021, or check their website: <https://www.irs.gov/Individuals/Individual-Taxpayer-Identification-Number-ITIN>
8. Medical Insurance
 - J-1 and J-2s must have the required insurance to cover the entire program duration.([22 CFR 62.14](#))
 - UH employees must maintain independent coverage for the first 60 days of employment.
 - UH employees must purchase supplemental insurance for medical evacuation and repatriation.
9. Texas Identification or Driver's License—[Texas Department of Safety](#)
 - Pick up information sheet at ISSS.
10. Contact Information for the Department of State:
 - The Department of State publicizes jvisas@state.gov as the primary point of contact for J-1 visa exchange visitors.
 - For emergency situations, exchange visitors can use the J-1 Visa Emergency Hotline (1-866-283-9090 FREE) to contact the Department. Duty officers are available 24 hours a day.