

# CEUS VISITING SCHOLAR/FACULTY “TO DO” LIST AFTER ARRIVAL IN BLOOMINGTON

Created by K Niggle, CEUS; Updated 06/01/2009

## **Check in at Central Eurasian Studies Department (Goodbody Hall 153 or 157) and complete appointment forms!**

### **IU International Services:**

***--for visitors with J and other visas***

Office of International Services

Franklin Hall 306

Telephone: 855-9086; open for walk-ins 9:00am-12:00pm; 1:00pm-4:00pm Monday-Friday

<[www.indiana.edu/~intlsv/](http://www.indiana.edu/~intlsv/)>

BRING: Passport; visa; I-94 card (received at US border); DS-2019 J-1 visa document; proof of health insurance; proof that your insurance coverage meets the US minimum requirements for accidents, illness, medical evacuation, repatriation and (women) maternity coverage. You can purchase insurance from any insurance company or through Franklin Hall 306 after you arrive in the US. Short-term health insurance through an insurance company in your home country is acceptable if you bring proof the insurer will make payment for services received in the US, and if the insurance coverage meets the minimum US requirement of \$50,000 for each accident or illness (including maternity/pregnancy care for women), \$10,000 for medical evacuation, and \$7,500 for repatriation. See website for more details.

► ***IU International Services must enter arrival information into the US electronic visa system (SEVIS) or your DS-2019 becomes invalid and you cannot remain in the US. This must be done no later than 30 days from the program start date (box 3) on your DS-2019 B so do this immediately after arrival even if you don't have health insurance.*** You can buy insurance and return to International Services with proof within 15 days of arrival.

NOTE: As soon as possible, give an IU e-mail address to the IU Office of International Services (OIS) so you can receive important information for visa holders during your stay. Monitor the International Services website for updates and instructions. To maintain your visa status, promptly notify OIS of changes to be entered into the US Department of Homeland Security (DHS) Student and Exchange Visitor Information System (SEVIS) tracking system. ► This includes but is not limited to changes of address, intent to travel outside the US, and departure dates from the US. Contact OIS at [intlsv@indiana.edu](mailto:intlsv@indiana.edu) if you have questions.

### **US social security card:**

***--for those who receive fellowship, salary or other payments in the US***

United States Social Security Administration

515 W. Patterson Avenue (west of Rogers Street)

Telephone: 334-4222; open for walk-ins 9:00am-4:00pm Monday-Friday

BRING: Passport; I-94; DS-2019; local mailing address; and departmental letter of invitation. (J-1 scholars not receiving US income are also eligible to apply for a SSN, though it is not required.) The form that's needed to apply for a social security card is available at the Social Security Administration office or can be printed at <<http://www.ssa.gov/online/ss-5.pdf>>. It's okay to use your IU department address as your local address. If you use a Bloomington home address, you must put your name inside the mailbox or the US Postal Service will not deliver the government letter. (If this happens, call the SSA to request redelivery.) Before you leave the Social Security Administration office, ask for a letter to prove you applied for a social security card.

NOTE: ► When the card arrives (10-45 days), show your IU department your social security number so they can finalize your IU appointment paperwork. ► Show your card to the Office of International Services (Franklin Hall 306) and, if applicable, to the Tax Treaty Office (Poplars 527). ► Show your card to your US bank. Fulbright/IIE/FLTA scholars must also send the social security number to Fulbright/IIE/FLTA. ► The US government issues one social security number per person per lifetime. If you have lost your card, ask the US Social Security Administration for a replacement card, not a new number.

**IU photo identification card:**

Campus Card Services

YOUR UID# \_\_\_\_\_

Indiana Memorial Union Building (mezzanine level); open M-F 8:30am to 4:30pm

or Eigenmann Hall (east entrance); open M-F 8:00am to 5:00pm

Telephone: 855-8711; <<http://cacard.indiana.edu/cacard/>>

BRING: Passport and your Indiana University ID number (begins 000; unique to each person). You will complete an ID application form at Campus Card Services. Before you go, confirm with your department that your IU appointment has been approved by the Office of Academic Personnel Policies and Services.

NOTE: If translation from a character alphabet results in differing spellings of your name on the passport and other documents, you can choose which name to use on your IU photo ID card. Provide both the Legal Name and Preferred Name to your department for entry into the electronic system. Then when you go to Campus Card Services to get an ID card, you can request special handling by telling Card Services which name to print on the card. Card Services will confirm with the Office of Academic Personnel Policies and Services before they issue the card. Also ask your department to prepare an Affidavit of Full Name to explain any name spelling differences.

NOTE: Hourly and salaried faculty or staff should also request an IU Employee Photo ID Bus Pass at IU Parking Operations (Henderson Parking Garage, 310 S. Fess Ave.) so you can use Bloomington Transit buses free of charge. (IU pays the bus company for each ride.) This is not available to no-pay visiting scholars. Students use their IU Student ID card to ride Bloomington Transit free of charge. IU Campus Bus is free of charge to all; no ID required.

**UITS - IU e-mail account and internet password:**

YOUR UID# \_\_\_\_\_

University Information Technology Services

Herman B Wells Library Information Commons; Telephone: 855-6789

<[itaccounts.iu.edu](mailto:itaccounts.iu.edu)>

To start your account go to website <<https://itaccounts.iu.edu>> and follow the instructions, using your University ID number. You can access the internet from any campus computer by typing "account" for username and "account" for password. IU Visiting Scholars should select Faculty, not Student or Affiliate.

**All International Hires paid by IU (except Permanent Resident Immigrants):**

IU Financial Management Services

Poplars Building 527

400 East 7th Street

Telephone: 855-5657

Fax: 856-4861

E:mail: [taxpayer@exchange.ucs.indiana.edu](mailto:taxpayer@exchange.ucs.indiana.edu)

If are not a US citizen or Permanent Resident Immigrant you may be eligible for reduced US taxes and FICA exemption. This office will determine your eligibility and prepare US Form 8233 for your signature.

NOTE: ► If you qualify for tax treaty, a new form 8233 must be prepared and signed at the end of each calendar year (November or early December) and each time you extend the visa end date. Tax treaties with some countries have time limits. It's in calendar years, not academic years, so treaty participation with a two year limit ends in the middle of your second academic year. There can also be limits on the amount earned; treaty benefits are lost if salary exceeds the limit.

BRING: IU Tax Department International Tax Questionnaire

<[www.fms.indiana.edu/tax/forms/questionnaire.pdf](http://www.fms.indiana.edu/tax/forms/questionnaire.pdf)>; passport; visa; I-94; DS-2019 or I-20; social security card (or a letter showing you applied for a social security card) or ITIN card.

NOTE: The tax treaty approval process takes 15-45 days. The university must take taxes from any pay you receive before treaty approval. Pre-treaty taxes may be returned to you by IU. If IU is unable to return the pre-treaty taxes to you, you can recover the money when you file forms with the US Internal Revenue Service the following spring. Instructions are listed under "When you leave Bloomington..."

### **If you change addresses while in the US...**

► US Citizenship and Immigration Services (USCIS) regulations require all foreign nationals to *promptly* report changes of address. Ask the IU Office of International Services for current reporting requirements so you will stay in compliance. This rule applies to F-visa and J-visa students, scholars and faculty, their dependents, and H-1B, TN and permanent resident workers and their non-citizen dependents. J-1 scholars can submit change of address updates through i-Start <<http://istart.iu.edu/>>, to update the university system and SEVIS. See <[www.indiana.edu/~intlsv/](http://www.indiana.edu/~intlsv/)> for information and a downloadable AR-11 form. Failure to comply with this reporting requirement will result in termination of your visa. Also give your new address to CEUS.

### **If you will not renew your visa to continue at IU**

► You may be required to depart the US within a specific number of days after your “end of program” even if the I-20 or DS-2019 shows a later date. Check government websites or ask IU International Services. “End of program” could be the end of exams or the end of your IU academic employee appointment. Fall semester faculty appointments end December 31. Spring semester faculty appointments end May 31. Student associate instructor appointments end earlier. Some summer faculty appointment dates do not match actual summer session dates, so ask your department. Talk to your department or to International Services if you need more time. The US government does not appear to be checking faculty contracts to determine if “end of program” differs from the DS-2019 end date. H-visa holders must leave immediately after end of program; there is no grace period for H-visa holders.

► **The US government requires departure dates to be entered into the SEVIS system. Tell your department and IU International Services the date you plan to leave the US. Failure to provide departure dates to International Services for SEVIS entry may result in serious difficulties if you attempt to come to the US in future.**

### **When you leave Bloomington...**

Faculty, visitors and students who were employed in the US must give employers an address to which W-2 and/or 1042-S earnings statements can be mailed the following spring. W-2 statements show wages not covered under tax treaty; 1042-S statements show wages paid under tax treaty and/or scholarship/fellowship income.

If your employer was IU, send your department an IU Personal Data Change Form showing your new home address. See <<http://www.indiana.edu/~uhhrs/pubs/forms/hrms/change.pdf>>. (Change of US address can be done yourself at <<https://onestart.iu.edu/>>; change to a foreign address requires the Personal Data Change form.) If you can't access that form and you are outside the US, send a signed memo, a fax, or an e-mail message to your department and to IU Financial Management Services Tax Office and include your mailing address for tax purposes. E-mail should come from your IU e-mail account. If you use mail or fax, you must include a legible copy of your passport “face” page or driver's license, your social security number, a request to send your tax forms to a specific address, and you must include the date and your signature in the memo or fax.

*IU Financial Management Services Tax Office  
Poplars Building 527  
400 East 7<sup>th</sup> Street  
Bloomington, IN 47405-3085  
Tel. 812-855-5657  
Fax. 812-856-4861  
[taxpayer@exchange.ucs.indiana.edu](mailto:taxpayer@exchange.ucs.indiana.edu)*

*Department of Central Eurasian Studies  
Goodbody Hall 157  
1011 East Third Street  
Bloomington, IN 47405-7008  
Tel. 812-855-2233  
Fax. 812-855-7500  
[ceus@indiana.edu](mailto:ceus@indiana.edu)*

IU employees can choose to receive electronic W-2 forms. To register, go to <<https://onestart.iu.edu/>> and enter your IU network ID and password. In the left column under “Most Popular,” select “My Finances,” then “Electronic W-2.” You will receive a confirmation e-mail of your registration. IU employees who select electronic delivery will be notified when W-2 forms are posted to the secure Web site in late January, well before they would normally be delivered by U.S. mail. With the electronic option, employees may retrieve their W-2s at any time from anywhere, and may request duplicate or corrected W-2s. An active IU username is required to access the information.

If you are outside the US next spring, you can print US and Indiana tax forms from the internet. Federal: <[www.irs.gov](http://www.irs.gov)>. State: <<http://www.in.gov/core/taxes.htm>>. In most cases, your completed forms must be received on or before April 15. If you mail from a country that is recognized by the US government as having a valid postmark system, your tax forms will be considered timely filed if the postmark shows they were mailed on or before April 15.

### **Visa visitors traveling outside the US:**

► If you leave the US for a brief period, it is very important to contact IU International Services to acquire a travel signature. This can be done electronically at <<http://istart.iu.edu/>>. If the J-1 visa stamp in your passport has expired or will expire before you plan to return to this country, you will need to apply for a new J-1 visa at a US embassy or consulate abroad. Also carry a department letter to help you cross the US border. When you return to the US, bring to CEUS a copy of the new I-94 card you received at the border (and new visa stamp, if applicable), so CEUS can prepare a new I-9 form. Even if you don't travel, CEUS must prepare a new I-9 form each time you receive a new DS-2019 or renewed passport.

### **IU employee payroll self service:**

IU employees are expected to use direct bank deposit instead of receiving paper pay checks. New hires who do not have immediate access to One Start and can sign up for direct bank deposit using a paper form available at <[www.fms.indiana.edu/payroll/direct\\_bank\\_deposit.asp](http://www.fms.indiana.edu/payroll/direct_bank_deposit.asp)>. Employees can add or change payroll direct deposit information using OneStart Self-Service available at <<https://onestart.iu.edu>>. In the left column under "Most Popular" select "Employee Self Service."

### **► Employees paid by direct bank deposit do not receive paper confirmation from IU on payday.**

IU pay information is available online from your computer, wherever you are (on campus or out of country). If your IU username and password are still active, you can access current pay details and historical information back to January 2003 by using OneStart. You can access your confidential pay information on or after your normal payday. You can print a paper copy if desired. To view your paycheck information log in to <<https://onestart.iu.edu>>. In the left column under "Most Popular," select "Employee Self Service." If you have questions or problems concerning employee self service, contact your department payroll staff, your campus payroll office, or <[http://www.fms.indiana.edu/support/support\\_form.asp](http://www.fms.indiana.edu/support/support_form.asp)>. Access to online pay information ends when your IU username ends so you might have to ask your department or <[http://www.fms.indiana.edu/support/support\\_form.asp](http://www.fms.indiana.edu/support/support_form.asp)> for confirmation or a printout for your final pay. Or ask your department for "guest affiliate" extension of your e-mail account.

Online documentation for paycheck information and direct deposit is available on the Financial Management Services website under the Payroll section. Go to <[www.fms.iu.edu](http://www.fms.iu.edu)>, click Payroll, then click Employee Self Service Documentation.

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### **Visiting Scholars seeking extension of their CEUS appointment must provide CEUS with:**

- dates of extension, not to exceed 12 months per request (visas are also subject to US limits based on visa type);
- demonstration of research progress and the need for continued access to IU resources;
- a letter or e-mail from the CEUS faculty sponsor approving extension;
- a letter or e-mail from the department chair approving extension;
- plus the following, if you're a visa visitor:

### **All J-Visa holders seeking extension of their CEUS appointment must provide:**

- passport, I-94, and current DS-2019;
- current US residential address;
- dates of departure and re-entry to the US if you expect to travel outside the US;
- proof of sufficient financial support for the requested period (\$1200/month for self; \$783/month for first accompanying dependent; \$300/month for each additional dependent);
- proof of medical insurance (for visa holders and accompanying dependents);
- a letter from the visitor's home institution approving the extension of stay. NOTE: If you are no longer employed by the institution listed when you applied for the visa, submit a statement about your current status (independent researcher, etc.).

If extension is granted, go to CEUS and sign a new I-9 form. CEUS will then prepare electronic documents to extend your IU appointment to prevent lapse in IU e-mail and library access. Visa visitors must provide CEUS a copy of any new DS-2019 form, I-94 card, visa stamp, or renewed passport so a new I-9 can be prepared.

Reminder: Scholars are expected to maintain regular contact with their faculty sponsor and CEUS.

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## Central Eurasian Studies Department (CEUS)

Goodbody Hall 157

1011 East Third Street

Bloomington, IN 47405-7005

<[www.indiana.edu/~ceus](http://www.indiana.edu/~ceus)>

April Younger (administrative secretary), 855-2233, [ayounger@indiana.edu](mailto:ayounger@indiana.edu)

Karen Niggle (department administrator), 855-2398, [kniggle@indiana.edu](mailto:kniggle@indiana.edu)

Christopher Atwood (chair), 855-2233, [catwood@indiana.edu](mailto:catwood@indiana.edu)

Beatrix Burghardt (language coordinator), 855-4867, [ceuslc@indiana.edu](mailto:ceuslc@indiana.edu)

## Indiana University Visitor Information Center

<[www.indiana.edu/~iuvis/](http://www.indiana.edu/~iuvis/)>

9:30am-5:30pm Monday-Friday; 10:00am-4:00pm Saturday; 12:00pm-3:00pm Sunday

Located in the Carmichael Building on the corner of Kirkwood and Indiana Avenues.

## Indiana University Campus Map (printable)

<[www.iub.edu/~iubmap/IUBcampusmap.pdf](http://www.iub.edu/~iubmap/IUBcampusmap.pdf)>

## University Computing

CEUS cannot provide visiting scholars with offices and computers. The username and password used to establish your IU e-mail account can access the internet through any computer terminal connected to the university network. Use the IU Knowledge Base <<http://kb.iu.edu/>> to search for details on computer labs, wireless access, dial up access, etc.

## University Libraries

Your University ID card will allow you to check-out materials from the IU Herman B Wells Library (main library). It is located at the corner of Tenth Street and Jordan Avenue. You can search the collections online at <[www.iucat.iu.edu/](http://www.iucat.iu.edu/)>.

IU-Bloomington has a network of research libraries. Of special interest to most CEUS visitors is the Denis Sinor Institute for Inner Asian Studies (formerly the Research Institute for Inner Asian Studies) in Goodbody Hall 144.

## Local Transportation

### Campus Bus Service

7:30am-Midnight Monday-Friday; 8:40am-11:30pm Saturday; 10:30am-11:30pm Sunday

Free. Reduced schedule during holidays and breaks.

<[www.iubus.indiana.edu/campus\\_bus/index.html](http://www.iubus.indiana.edu/campus_bus/index.html)>

Bus schedules are available on the buses and at the website.

### Bloomington Transit (bus service)

<[www.bloomingtontransit.com](http://www.bloomingtontransit.com)>

Bus schedules are available on the buses and at the website. IU students ride free with valid student ID card.

Hourly and salaried IU employees ride free with a special bus card that allows BT to bill IU for each passenger. IU employee photo ID bus card is available at IU Parking Operations, Henderson Parking Garage, 310 S. Fess Ave.

Taxi: Yellow Cab, 339-9744

Bicycles parked on campus must be registered at IU Parking Operations. Franklin Hall 215;

<[www.parking.indiana.edu/](http://www.parking.indiana.edu/)>.

Cars parked on campus must be registered at IU Parking Operations. Franklin Hall 215;

<[www.parking.indiana.edu/](http://www.parking.indiana.edu/)>.

## Transportation from Indianapolis airport to Bloomington

### Bloomington Shuttle

<[www.bloomingtonshuttle.com](http://www.bloomingtonshuttle.com)>

Telephone: 1-812-332-6004 (or 1-800-589-6004 toll free within US)

Leaves the airport every two hours between 6:40am and 10:40pm. The shuttle stops at a few Bloomington hotels and the Indiana Memorial Union and two dormitories on campus. You might need a taxi within Bloomington to reach your final destination. Cost (May 2009): \$22 one way; \$40 round trip.

**Star of America Airport Shuttle Service**

<<http://charterstaramerica.com/>>

Telephone: 1-812-876-7851 (or 1-800-933-0097 toll free within US)

Leaves the airport every two hours between 6:20am and 10:20pm. The shuttle stops at five IU campus locations. You might need a taxi within Bloomington to reach your final destination. Cost (May 2009): \$15 one way; \$30 round trip.

**Classic Touch Limousine Service**

<[www.classictouchlimo.com/main.html](http://www.classictouchlimo.com/main.html)>

Telephone: 1-812-339-7269 (or 1-800-319-0082 toll free within US)

Classic Touch is more expensive, but offers 24 hour service and will take you to any address in Bloomington.