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  
Poplars Building 221  
400 E. 7th Street  
Telephone: 855-9086; open 9:00am-12:00pm; 1:00pm-4:00pm Monday-Friday  
intlserv@indiana.edu  
http://ois.indiana.edu/  

BRING: Passport; visa; I-94 card (received at US border); DS-2019 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 after you arrive in the US, but you must do it within 7 days of arrival and take proof to IU International Services. 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 US minimum requirements. See www./ois.indiana.edu/scholars/status/med_insurance.php for more details.

• IU International Services must validate your arrival information in the US Student & Exchange Visitor Information System (SEVIS) or your J-1 program may become 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 -- 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 7 days of arrival.

NOTE: As soon as possible, give your 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 intlserv@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 Drive (west of Rogers Street)  
Local telephone: 877-819-2594 (National phone 800-772-1213); open 9:00am-3:30pm Monday-Friday

J-1 visitors should wait to apply for a social security card until at least one week after orientation with IU International Services.

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. • If you applied for Tax Treaty, also show your card to the IU 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 Access (Campus Card Services) YOUR UID# ____________
Indiana Memorial Union Building (mezzanine level); open M-F 8:30am to 4:30pm
or Eigenmann Hall (ground floor; 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 Access. 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 Access to get an ID card, you can request special handling by telling them 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: Visiting Scholars and other faculty appointees can also request an IU Faculty/Staff Photo ID Bus Pass at Campus Card Services to use Bloomington Transit buses free of charge. (IU pays the bus company for each ride.) 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:
University Information Technology Services YOUR UID# ____________
Herman B Wells Library Information Commons; Telephone: 855-6789
https://itaccounts.iu.edu

To start your account go to website <https://itaccounts.iu.edu> and follow the instructions to Create First IU Computing Account, 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): FLTAs are paid by FLTE/IIE, not IU
IU Financial Management Services
Poplars Building 527
400 East 7th Street
Telephone: 855-5657
Fax: 856-4861
E:mail: 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. For more information see the IU Tax Treaty Office (Poplars 527).

BRING: IU Tax Department International Tax Questionnaire 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...

- Immigration regulations require all foreign nationals to promptly report changes of address. The IU Office of International Services asks all visitors to report the change of address in iStart (http://istart.iu.edu) within 10 days of moving 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 http://ois.indiana.edu/ for information and a downloadable AR-11 form. Failure to comply with this reporting requirement may result in termination of your visa. Also give your new address to your department.

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 Office of International Services. “End of program" could be the end of exams or the end of your IU academic employee appointment. Some summer faculty appointment dates do not match actual summer session dates, so ask your department. (IU appointment dates may be adjusted to allow full salary payment before departure from the US to some countries.) 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.

- Tell your department and IU Office of International Services the date you plan to leave the US.

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 or you can do it yourself online through OneStart. See http://www.indiana.edu/~uhrs/pubs/forms/hrms/change.pdf or go to http://onestart.iu.edu and then Services/Employee Center.” Change to a foreign address requires the paper 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. The e-mail should come from your IU e-mail account. If you use regular 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 7th Street
Bloomington, IN 47405-3085
Tel. 812-855-5657
Fax. 812-855-4861
taxpayer@exchange.ufms.indiana.edu

Department of Central Eurasian Studies
Poplars Building 527
1011 East Third Street
Bloomington, IN 47405-7008
Tel. 812-855-2233
Fax. 812-855-7500
ceus@indiana.edu

taxpayer@exchange.ufms.indiana.edu

IU employees can choose to receive electronic W-2 forms. Go to https://onestart.iu.edu/ and enter your IU network ID and password. Then go to “Services” folder, then “Employee Center” then “W-2 Help.” Those who select electronic delivery will be notified when W-2 forms are posted to the secure Web site in late January - before they would normally be delivered by U.S. mail. With the electronic option, employees may retrieve their W-2s at anytime from anywhere, and may request duplicate or corrected W-2s. An active IU username is required to access the information.

If you do not or cannot arrange for electronic delivery, your Form W-2 or Form 1042-S will be mailed to the Employee Home address. Please review this address for accuracy in the "Employee Center" in OneStart.

If you are outside the US next spring, you can print US and Indiana tax forms from the internet. Federal: http://www.irs.gov. State: http://www.in.gov/core/taxes.html. For most people, 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 visa stamp in your passport has expired or will expire before you will return to this country, you need to apply for a new visa stamp 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 Employment Eligibility form. Even if you don’t travel, we 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 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 under “Services” and “Employee Center.”

**Employees paid by direct bank deposit do not receive paper confirmation from IU on payday.**
IU pay information is available to you online from any computer. 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, then select “Services” and “Employee Center.” 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. 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 for confirmation or a printout for your final pay. Or ask your department for a “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, click Payroll, then click Employee Self Service Documentation.

**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 are a visa visitor:

**All J-Visa holders seeking extension of their CEUS appointment must provide:**
- passport, I-94, and current DS-2019 or other visa document;
- 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 $500/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 or other visa 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.
Central Eurasian Studies Department (CEUS)
Goodbody Hall 157
1011 East Third Street
Bloomington, IN 47405-7005
www.indiana.edu/~ceus
April Younger (administrative secretary), 855-2233, ayounger@indiana.edu
Karen Niggle (department administrator), 855-2398, kniggle@indiana.edu
Christopher Atwood (chair), 855-2233, catwood@indiana.edu
CEUS Language Coordinator, 855-4867, ceuslc@indiana.edu

Indiana University Visitor Information Center
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

Indiana University Office of International Affairs: International Scholar Services > Visiting/Living at IU Bloomington
www.indiana.edu/~ovpia/ovpia/visitors/indexIUB.php

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/.

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

Bloomington Transit (bus service)
www.bloomingtontransit.com
Bus schedules are available on the buses and at the website. IU students ride free with valid student ID card. IU faculty/staff appointees, including unpaid Visiting Scholars, ride free with a special bus card that allows BT to bill IU for each passenger. The IU faculty/staff photo ID bus card is available at Campus Card Services in the Indiana Memorial Union building and Eigenmann Hall.

Taxi: Yellow Cab, 339-9744
Bicycles parked on campus must be registered at IU Parking Operations. IU Henderson Parking Garage, 310 S. Fess Ave. (at Atwater Avenue); www.parking.indiana.edu/.

Cars parked on campus must be registered at IU Parking Operations. IU Henderson Parking Garage, 310 S. Fess Ave. (at Atwater Avenue); www.parking.indiana.edu/.

Transportation from Indianapolis airport to Bloomington

**Bloomington Shuttle**
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 approximately $15 one way.
- Tickets can be purchased from their vending kiosk machines using either cash or major credit card. A machine is located inside at each pick-up location.
- The shuttle drivers DO NOT sell tickets and cannot accept cash for transportation.

**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 several IU campus locations. You might need a taxi within Bloomington to reach your final destination. Cost approximately $15 one way.

**Classic Touch Limousine Service**
www.classictouchlimo.com/main.html
Telephone: 1-812-339-7269 (or 1-800-319-0082 toll free within US)
Classic Touch is more expensive (approximately $70), but offers 24 hour service and will take you to any address in Bloomington.