

New Scholar Checklist

- 1. Make an appointment with the Office of Immigration for check in and orientation:**
Email immigration@southalabama.edu with availability. Must meet within 3 business days of arriving in Mobile.
- 2. Check in/orientation:** Office of Immigration and International Admissions, 390 Student Center Circle, Meisler Hall Suite 2200. Bring DS-2019, passport, visa, I-94 Arrival Page, and insurance card/policy (if insured by home country institution). If traveling with dependents, please bring their immigration documents as well.
- 3. Visit Payroll:** Those employees paid by USA will also complete the I-9 tax process. Take your immigration documents to see Laura Gillis in USA Technology & Research Park, Building III, Suite 1300, 650 Clinic Drive.
- 4. Visit Human Resources:** USA Technology & Research Park Bldg III, Suite 2200 650 Clinic Drive. You will receive your USA photo ID card here. You will also be enrolled in the appropriate new employee orientation.
- 5. Health Insurance Verification:** If you will not receive health insurance benefits from USA or do not have the required J-1 Exchange Visitor health insurance coverage, you **must** see Rhonda Baxter in Student Health Center (650 Clinic Drive, Suite 1200 Research Park Building III Mobile, Alabama 36688) to purchase insurance. If insured by home institution or other insurance company, a copy of the insurance card and policy **must** be presented to Mrs. Baxter for verification that you have the appropriate insurance coverage.
- 6. Contact Academic Computing to set up USA email:** Call 251-460-6161 or email helpdesk@southalabama.edu.
- 7. Visit Social Security Administration for Social Security card:**
550 Government Street Suite 100 Mobile, AL 36602
Phone: 1-866-593-1922.
Hours of operation: Monday, Tuesday, Thursday, and Friday: 9:00am – 3:00pm
Wednesday: 9:00am – 12:00pm
Items to take with you: DS-2019, unexpired passport, visa, I-94 Arrival Page, job offer letter, status verification letter from International Education.