



Welcome to the University of San Diego!



INTERNATIONAL SCHOLARS AND FACULTY!

We are pleased to welcome you to the University of San Diego.

This is a list of things you should plan to do during your first week at USD:

- Complete the **MANDATORY CHECK-IN & confirm your US address with the International Center.**
- For paid faculty or scholar:
 - Report to Human Resources (HR) with your legal documents
 - *E-Verify: 2 business days waiting period after SEVIS J-1 validation
 - Obtain ID number: The hosting academic unit will make a request to Human Resources (Ms. Janie Carolin at HR) for an ID number to be assigned to you.
 - Taxes:
 - For questions about Tax, Tax Treaties, or your paycheck: please contact Payroll Office at Hughes Administration Center #203
 - For more information: Check www.irs.gov for U.S. Tax Guide for Alien (Non Resident)
 - Please contact your hosting academic department regarding class schedules, textbook ordering, networking with other USD faculty, etc.
- Get your USD Torero (Faculty/Staff ID) Card:**
 - Once the ID number is generated, please visit the Campus Card Office, University Center #127 and remember to bring your ID number and passport with you.
 - Benefits: Access to USD Libraries, gym facilities, campus dining, etc.
- For scholars who will enroll in USD's Health Insurance plan:
Pay your Health Insurance fees bill at One Stop Services at University Center #125: You can now pay your bill online!
 - Log-on to your MySanDiego account
 - Click on the "Academic Resources" tab
 - Under My Student Account (on the left side of the page) select "make a payment"
- Purchase a cell phone or U.S. SIM Card (optional):** Refer to the International Student Handbook/Resource Guide
- Transportation and General Housing Questions:**
 - Contact Greg Grassi at greggrassi@san Diego.edu for more information
 - Refer to International Student Handbook/Resource Guide

DURING YOUR VISIT, YOU MAY WANT TO:

- Open a bank account (optional):** Refer to the International Student Handbook/Resource Guide. We recommend opening an account at **U.S. Bank**, which has a full-service branch on campus at the University Center.
- Attend the International Center Activities:** including the International Coffee Hours, International dinner, Annual International Expo and Fashion Show, movie nights, and much more.
- Campus Tours** - Get to know USD! Student-guided tours are offered twice a day, year-round, Monday through Friday, 10:00 AM and 1:30 PM. Sign-up for a campus tour at online under the "visitors" tab.

Questions? Visit OISS in the International Center (Serra 315)
or contact us at 619-260-4598 or email internationaloffice@san Diego.edu