GENERAL CHECKLIST FOR NEW JMU INTERNATIONAL FACULTY, STAFF AND SCHOLARS

Academic Department
- Request/Confirm that all paperwork has been processed for your employment or,
- Request/Confirm that all paperwork has been processed to confirm your status as a JMU Affiliate (if you will not be employed by JMU, you will need to obtain Affiliate status for access to libraries, U-REC, JMU computing, etc.)

JACard  http://www.jmu.edu/cardctr/
Warren Hall, 3rd Floor, Hours: Monday - Friday, 8am – 5pm
- Obtain JMU ID – take photo ID (Call (540) 568-6446 to verify that name is in the system prior to going to Warren Hall)
- Obtain Spouse/Dependent JMU ID (for use at UREC)  http://www.jmu.edu/recreation/

JMU Parking  http://web.jmu.edu/parking/
Champions Drive Parking Deck; Hours: Monday - Friday, 7am – 5pm
- Register vehicle and obtain parking tag

Online Accounts https://accounts.jmu.edu/login/
- Activate JMU computing account: This can be done only after obtaining your eID – for information on your eID go to: http://www.jmu.edu/computing/helpdesk/selfhelp/eid.shtml

Subscribe to International Faculty Listserv
- Send e-mail to swansohr@jmu.edu to receive information about social activities planned by international faculty/staff

Helpful Community Websites and Information
- Department of Motor Vehicles: http://www.dmv.state.va.us/exec/csc/csc.asp?id=40
- Harrisonburg City Public Schools: http://www.harrisonburg.k12.va.us/
- Rockingham County Public Schools: http://www.rockingham.k12.va.us/

International Student & Scholar Services (ISSS)
www.jmu.edu/international/isss
J-MAC 6, Suite 23; Hours: Monday – Friday, 8am – 12noon and 1pm – 5pm
- Check-in: Immigration Responsibilities (stamp vs. status, length of stay, grace periods)
- Health Insurance Requirements

For those who will be on JMU payroll only:

Human Resources (HR)
http://www.jmu.edu/humanresources/emp/onboard.shtml
University Services Building, Room 204; call (540) 568-4473 for appointment
- Deadline: Must visit on or before first day of hire and bring original documents
- Complete Onboard Paperwork (including I-9)
- Benefits discussion (if applicable) – Make appointment to see a Benefits Analyst
    Benefits webpage: http://www.jmu.edu/humanresources/benefits/index.shtml
- Attend New Employee Orientation

Payroll  http://www.jmu.edu/payroll/
Massanutten Hall, Room 241; call (540) 568-8034 for appointment
- Complete Tax Forms (questionnaire, tax treaty forms, etc.)
- Payroll payment issues

Social Security Administration (SSA) –
351 North Mason Street
Harrisonburg, Virginia 22802, VA  Hours: Monday-Friday, 9am – 4pm
- Wait for 10 days after arrival into USA – take all original immigration documents
- Graduate Assistants - Get SSA letter from ISSS to support the request for SS#