



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

- Harrisonburg Bus Schedule: <http://www.ci.harrisonburg.va.us/index.php?id=168>
- 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/iss

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#