


Transitioning to JMU- ISSS Check-In List

There are very specific steps you need to take care of, such as configuring your phone settings, opening a bank account, obtaining a social security #, completing you SEVIS (immigration) registration... to assist you with your transition. Complete these steps on your own (as much as you can) in this specific order. Feel free to (1) use the Transitioning to JMU Helpdesk, located in the CGE lounge, to obtain some quick answers to your questions and/or (2) attend specific afternoon sessions to complete steps indicated with ★

Date	Step to complete	Instructions	Must Have:	Considerations
	Connect to JMU's Wi-Fi	(1) Go to your Wi-Fi settings (2) Connect to the network " JMU-Official-Wireless " from your device (3) Configure your settings with your JMU e-ID & password	Your device(s)	The IT Help Desk is located on the 4th floor of the Student Success Center
	Obtain a US phone #	Activate a Mint Mobile account 1- Check your phone compatibility 2- Download the app 3- Buy your plan, 4- Activate your eSIM or use a SIM card (Get 1 from ISSS)	Your cell phone 	Use Mint Mobile's Help Center for any questions and/or concerns you have
	Open a bank account	You will need a US bank account to collect your GA's stipend, to internationally transfer your funds from home to you, to pay your JMU fees, or your monthly lease. Bank of America, Wells Fargo and Atlantic Union Bank will not require an SSN (Social Security Number). If you have a GA, make sure to ask for (1) your routing # (2) a voided check	<input type="checkbox"/> Minimum of \$25, <input type="checkbox"/> Passport, <input type="checkbox"/> Form I-20 <input type="checkbox"/> JACard <input type="checkbox"/> i-94	- You may need to schedule a meeting with a bank rep. before opening an account - Atlantic Union Bank (540) 432-1777 is only 8 minutes walking-distance from CGE - Bank of America (540) 432 0279 is in driving-distance - Wells Fargo (540) 433-8383 is in driving-distance - CommonWealth One (800) 424-333 ext. 1700 is in The Union
	Registering your Contact Information ★	Part I- Student Check-In: (1) Log in to MyMadison (2) Click on the Student tab, (3) Click on Student Center, (4) Follow instructions to complete your emergency contact notification, your local address, and phone #. Part II- Complete the SEVIS Registration: - Follow the steps found in this handout - Log in to Terra Dotta	<input type="checkbox"/> Passport, <input type="checkbox"/> visa, <input type="checkbox"/> I-94	- Make sure that your local and home addresses are different from one another - You will not be able to complete the next steps without complete these steps first
	Applying for your Social Security Number (SSN) ★	Part I- Complete the SSN Application: (1) Apply for SSN # - Get started (2) Make sure to print/save the verification page Part II- Complete the I-9 Form (section I) - Follow the instructions found in this video	<input type="checkbox"/> Signed SSN Letter <input type="checkbox"/> Passport, <input type="checkbox"/> Form I-20, <input type="checkbox"/> I-94 , <input type="checkbox"/> Mailing address with box #, <input type="checkbox"/> US phone #	- Complete this step, at least 1 day after having finished the Registering your Contact Info. step - After completing the I-9 section, you will receive an email instructing you to schedule and appointment with a Student Employment Center staff member

Download this checklist from the Transitioning to JMU webpage - www.jmu.edu/global/iss/admitted/graduate.shtml - Phase 4

Use ISSS' Contact Info. (temporarily) if yours is unknown: 800 S. Main Street - MSC 5731, Harrisonburg, VA 22807 – Tel: (540) 568-7314

	I-9 (section II)	During your appointment at the Student Employment Center, complete I-9 (section II)	<input type="checkbox"/> Passport, <input type="checkbox"/> Form I-20, <input type="checkbox"/> I-94, <input type="checkbox"/> Mailing address with box #, <input type="checkbox"/> US phone #, <input type="checkbox"/> SSN App. Receipt	- The Student Employment Center is located on the 5th floor of the Student Success Center - This step must be completed before you can begin working
	Appointment with Larry Troyer	Make an appointment with Larry Troyer to complete: <input type="checkbox"/> W4, <input type="checkbox"/> VA4, <input type="checkbox"/> 8233/W8-BEN	<input type="checkbox"/> Passport, <input type="checkbox"/> Form I-20, <input type="checkbox"/> I-94, <input type="checkbox"/> Mailing address with box #, <input type="checkbox"/> (US) phone #	Larry Troyer E-mail: troyerlc@jmu.edu Phone #: 540-568-6233 Location: Massanutten Hall 238
	SSN Office	- Must wait 14 days after arrival in the US. - Hand in all of your documents	<input type="checkbox"/> Form I-20, <input type="checkbox"/> Passport, <input type="checkbox"/> I-94, <input type="checkbox"/> SSN verification page, <input type="checkbox"/> signed SSN letter	The Social Security Administration (SSA) office Address: 351 N. Mason St. Phone #: (540) 433-3015 Open: Monday - Friday 9am - 4pm
	SSN card	- As soon as you receive your SSN in the mail - Complete additional hiring paperwork with your GA supervisor: <input type="checkbox"/> Employee Info Form, <input type="checkbox"/> Direct Deposit, <input type="checkbox"/> Copy of SSN card	<input type="checkbox"/> SSN Card, <input type="checkbox"/> Passport, <input type="checkbox"/> I-94, <input type="checkbox"/> Form I-20, <input type="checkbox"/> Mailing address with box #, <input type="checkbox"/> US phone #	Your social security number is as important as your passport, do not share it to anyone asking for it!



Other Steps:

- ☐ Obtain your [JACard](#) from Card Services on the 2nd floor of the Student Success Center (SSC).
- ☐ Introduce yourself to:
 - your academic department staff and ensure that you are registered for Fall classes
 - your GA supervisor and to update them with your employment paperwork progression
- ☐ Go to the [University Business Office](#) (UBO) located on the 5th floor of SSC to:
 - (1) understand your student bill and
 - (2) consider setting up an installment plan (Check [Phase #3- Step #5](#))
- ☐ Have you submitted your
 - [official transcripts](#) from your previous schools/institutions directly to JMU Graduate School?
 - [immunization form](#) with [MyJMUChart](#)?

Resources:

- Academic
[Academic Calendar](#) | [Graduate Catalogue](#) | [Libraries](#) | [Learning Success Strategies](#) | [Writing Center](#)
- Getting Around
[Campus Map](#) | [Transportation](#)
- Student Life
[Student Gateway](#) | [International Student & Scholar Services](#) (ISSS) | [The Pantry](#) | [Career Center](#)
- Well Being
[University Health Center](#) | [University Recreation](#) (UREC) | [Counseling Center](#) | [JMU Shield](#) (App)

Orientation Schedule:

August 11, 12, 13, 14, 15 || 18, 19

Stop by anytime between 9:30am and 4:00 pm
at the **TRANSITIONING TO JMU HELPDESK** ♀

- To check-in with Thomas about your steps & to ask questions
- To attend one of these sessions (if needed)
 - > 1:30 pm (until 2:45 pm) | Registering your Contact Info. ♀★
 - > 3:30 pm (until 4:15 pm) | Applying for your SSN ♀★

Wednesday, August 13

> 11:30 am (until 3:00 pm) | (free) Lunch & Campus Tour ♀

Thursday, August 14

> 10:30 am (until 11:45 am) | International Students' Advice & Suggestions ♀

Friday, August 15

> 10:00 am (until 12:00 pm) | [The Graduate School Orientation](#)

Saturday, August 16

> 12 pm Lunch (free)

> 1:30 pm (until 3:15 pm) | Your JMU & Immigration status ♀ [required]

> 3:30 pm (until 6:15 pm) | Welcome Picnic ♀

♀ See you in the *CGE Lounge*- on the 2nd floor of [Holland Yates Hall](#)!

