Checklist for New International Postdoctoral Trainees

Office of International Students and Scholars  •  Wayne State University

5057 Woodward, Room 6305.5, Detroit, MI 48202  |  Phone: 313.577.2170  |  postdoc@wayne.edu

Before Entering the US

☐ Receive packet by mail containing WSU Offer Letter, Form I-20, and OISS Welcome Booklet.
  • Complete all documents and return all materials as requested for completion of appointment process.
  • Review Form I-20 for incorrect information. Contact OISS for corrections oissmail@wayne.edu.
  • Check the website of the Office of Postdoctoral Affairs at http://www.postdoctoralaffairs.med.wayne.edu/. This site will also provide a link to the Postdoctoral Association’s webpage.

☐ Activate your Wayne State e-mail account at www.pipeline.wayne.edu and check often.

☐ Register for OISS New International Student Orientation at www.oiss.wayne.edu.

☐ Complete Form I-901 at www.ice.gov/sevis/i901/index.htm, pay SEVIS fee and immediately print out the receipt (you will not be allowed to activate your Form I-20 without this receipt).

☐ Obtain appropriate visa from U.S. embassy or consulate (Canadian citizens do not need a visa. They will receive their non-immigrant status at the U.S. Border).

☐ Plan to cross the U.S. Border no earlier than 30 days before your Form I-20 start date (see front page).

☐ Make housing arrangement at www.housing.wayne.edu.

☐ Make currency exchange to U.S. dollars for immediate expenses (These expenses can easily total $2,000 for students who will live in the U.S. and $200 for commuting Canadians).

☐ Make transportation arrangements from airport to WSU (see your arrival airport’s website for options).

Entering the US

☐ Take Form I-20, Bank Statement, Form I-901 Receipt, Passport or Canadian Citizenship card, and U.S. currency to the U.S. Border.

☐ Submit Form I-901 Receipt, get Form I-20 stamped, and obtain Form I-94 (small processing fee).

☐ Complete OISS online check-in process at www.wsuoiss.wayne.edu/Forms/strecform/form/php.

*** Note – Once your Form I-20 has been stamped, you will be active in the U.S. Immigration system. You MUST Report to OISS immediately for processing, even if you choose not to attend WSU.***

☐ Complete OISS physical check-in process by reporting to OISS, 416 Welcome Center
  1. Show all immigration documents and submit copies of
    • Passport, visa, stamped I-20, stamped I-94, proof of Canadian residency or citizenship.
  2. Postdoctoral trainees who will live in the U.S. and who are not provided with health insurance by the employer must purchase international health insurance on-line at http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupId=474901
    • Commuting Canadian students may choose to waive out by showing their OHIP card.
  3. Attend New International Student Orientation on your scheduled day.

☐ Obtain WSU ID (OneCard), 2nd floor Welcome Center.

☐ Meet with Research Mentor.

☐ Report to Human Resources (154 Lande Building) to complete appointment paperwork.
  Report to the Office of Postdoctoral Affairs (1128 Scott Hall).

☐ Report the change of address (if any) to OISS online within 10 days of moving www.oiss.wayne.edu

Updated 6/23/2008 – DM, OISS