



## Checklist for New International Postdoctoral Scholars

### Before Entering the U.S.

1. Receive packet by mail containing WSU offer letter, Form I-20 and OISS Welcome Booklet
  - a. Complete all documents and return all materials as requested for completion of appointment process.
  - b. Review Form I-20 for any incorrect information. Contact OISS for corrections: [oissmail@wayne.edu](mailto:oissmail@wayne.edu).
2. Activate your Wayne State e-mail account at [login.wayne.edu](http://login.wayne.edu).
3. Register for OISS New International Student Orientation at [www.oiss.wayne.edu](http://www.oiss.wayne.edu).
4. Complete Form I-901 at [www.ice.gov/sevis/i901/index.htm](http://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).
5. 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).
6. Plan to cross the U.S. border no earlier than 30 days before your Form I-20 start date.
7. Make housing arrangements at [www.housing.wayne.edu](http://www.housing.wayne.edu).
8. Make currency exchange to U.S. dollar for immediate expenses (which can easily reach \$2000).
9. Make transportation arrangements from airport to WSU (see your arrival airport's website for options).

### Entering the U.S.

1. Take Form I-20, Form I-901 receipt, passport or Canadian citizenship card, and U.S. currency to the U.S. border.
2. Submit Form I-901 receipt, get Form I-20 stamped, and obtain Form I-94 (small processing fee).
3. Complete OISS online check-in process at <https://oiss.wayne.edu/new-students/check-in>.
  - a. **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.**
4. Complete OISS physical check-in process by reporting to OISS, 416 Welcome Center
  - a. Show all immigration documents and submit copies of your passport, visa, stamped I-20, stamped I-94, proof of Canadian residency or citizenship.
  - b. 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 at [www.studentinsurance.com](http://www.studentinsurance.com).
    - i. Commuting Canadian students may opt out by showing their OHIP card.
  - c. Attend New International Student Orientation on your scheduled day.
5. Obtain WSU ID (OneCard), 2<sup>nd</sup> floor of the Welcome Center.
6. Meet with research mentor.
7. Report to Human Resources to complete appointment paperwork.
8. Report the change of address (if any) to OISS online with 10 days of moving at [www.oiss.wayne.edu](http://www.oiss.wayne.edu).