

# CHECKLIST

LT INTERNATIONAL SCHOLARS ON TREATY

## FELLOWSHIP OFFICE

- \_\_\_\_\_ SIGNED SAO AWARD LETTER
- \_\_\_\_\_ ACADEMIC APPOINTMENT FORM
- \_\_\_\_\_ STATEMENT OF INTENTION TO FILE
- \_\_\_\_\_ TAX-VISA QUESTIONNAIRE
- \_\_\_\_\_ W8-BEN FORM
- \_\_\_\_\_ CFA EMAIL ACCOUNT NOTIFICATION TO FELLOWSHIP COORDINATOR
- \_\_\_\_\_ SIGNED REPATRIATION INSURANCE FORM
- \_\_\_\_\_ COPY OF APPLICATION LETTER FROM SOCIAL SECURITY OFFICE

## FOR CAREFIRST ENROLLEES

- \_\_\_\_\_ SUBMIT CAREFIRST ENROLLMENT FORM
- \_\_\_\_\_ CAREFIRST HEALTH CARD RECEIVED
- \_\_\_\_\_ CALL CAREFIRST AT (800) 321-3497 - FOR HEALTH CARD (IN 2 WEEKS )

## DIVISION ADMINISTRATOR

- \_\_\_\_\_ SUBMIT ELECTRONIC FUNDS TRANSFER (EFT) FORM
- \_\_\_\_\_ SUBMIT RELOCATION RECEIPTS TO DIVISION ADMINISTRATOR

## OTHER OFFICES

- \_\_\_\_\_ MEET WITH HUMAN RESOURCES
- \_\_\_\_\_ GO TO HOLYOKE CENTER FOR SAO ID
- \_\_\_\_\_ APPLY FOR LIBRARY PIN NUMBER AND PRIVILEGES WITH HARVARD ID NUMBER
- \_\_\_\_\_ SET UP LOCAL BANK ACCOUNT