

CHECKLIST

US CITIZENS

FELLOWSHIP OFFICE

_____ SIGNED SAO AWARD LETTER

_____ ACADEMIC APPOINTMENT FORM

_____ STATEMENT OF INTENTION TO FILE

_____ CFA EMAIL ACCOUNT NOTIFICATION TO FELLOWSHIP COORDINATOR

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

_____ GO TO CF HELP DESK FOR EMAIL ACCOUNT INFORMATION

_____ GO TO HOLYOKE CENTER FOR SAO ID

_____ APPLY FOR LIBRARY PIN NUMBER AND PRIVILEGES WITH HARVARD ID NUMBER