

# CHECKLIST

US CITIZENS FOR TAX PURPOSES ONLY – INTERNATIONAL SCHOLARS

## FELLOWSHIP OFFICE

\_\_\_\_\_ SIGNED SAO AWARD LETTER

\_\_\_\_\_ ACADEMIC APPOINTMENT FORM

\_\_\_\_\_ STATEMENT OF INTENTION TO FILE

\_\_\_\_\_ CFA EMAIL ACCOUNT NOTIFICATION TO FELLOWSHIP COORDINATOR

\_\_\_\_\_ SIGNED REPATRIATION INSURANCE FORM

## 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