



Incoming J-1 Scholar Checklist

Welcome to Madison! Now that you have arrived, there are a few things you will need to do. This checklist is a tool to help you, but it does not include everything. You will want to check with your host department's HR administrator, as some departments may have additional check-in items.

Paid UW Appointment	Unpaid/Honorary Appointment
<p>Within one week of arriving to Madison</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit arrival documents in Terra Dotta <input type="checkbox"/> Attend J-1 Orientation <input type="checkbox"/> Email your host department's HR Admin to let them know you have arrived <p>Within 30 days of arriving to Madison</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enroll in State Group Health insurance <ul style="list-style-type: none"> <input type="checkbox"/> Add accidental death and dismemberment coverage of at least \$50,000. <input type="checkbox"/> Avoid high deductible health plans (HDHP) <input type="checkbox"/> Submit your waiver application to the SHIP office <input type="checkbox"/> Get your WiscCard at the WiscCard Office (149 Union South) <p>Within the first 30-45 days of arriving to Madison</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the GLACIER office <input type="checkbox"/> Apply for a social security number at the social security office (6011 Odana Road) 	<p>Within one week of arriving to Madison</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit arrival documents in Terra Dotta <input type="checkbox"/> Attend J-1 Orientation <p>Within 30 days of arriving to Madison</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with your host department's HR Admin <input type="checkbox"/> Contact the SHIP office to enroll in insurance <input type="checkbox"/> Get your WiscCard at the WiscCard Office (149 Union South)

Check out our website and follow our Instagram page to learn more about available resources and stay up to date on important information during your program.

<https://ifss.wisc.edu/j-1-during-your-program/>

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