



## Dartmouth College • Office of Visa and Immigration Services

44 North College Street • Suite 6202 • Hanover • New Hampshire • 03755

Telephone: (603) 646.3474 • Fax: (603) 646.1616 • Blitz Bulletin: “Visa Services”

Email: [Visa.and.Immigration.Services@Dartmouth.edu](mailto:Visa.and.Immigration.Services@Dartmouth.edu) • Web: <http://www.dartmouth.edu/~ovis>

### **Post-doctoral Scholars at Dartmouth College**

Upon arrival at Dartmouth College, your first contact should be with your hiring or sponsoring Department or Professional School. Following this, as soon as you can do so, you should visit the offices listed below to take care of requirements in connection with your status as a scholar at Dartmouth College. Any delay will affect your eligibility to work at and receive payment from Dartmouth College.

- Office of Visa & Immigration Services (OVIS) (**Non-U.S. citizen and Non- U.S. permanent residents only**); 44 North College St
  - a. You must officially check in if you are an international scholar. First, you need to complete an online immigration check in form:  
([https://fs8.formsite.com/Rcatmur/checkinform/secure\\_index.html](https://fs8.formsite.com/Rcatmur/checkinform/secure_index.html) )
  - b. Next, you must email or call your immigration advisor to schedule an in-person check in session. You should bring to this meeting your passport and immigration papers.
- Payroll Office – 7 Lebanon Rd, (603) 646-2697
  - a. At this office you will need to present your valid immigration documents and will need to sign the necessary forms in connection with your payroll and tax status. This office is open from 8:00 to 12:00 noon; 1:00 to 4:00 p.m. Monday through Friday. During the summer the office closes at 3:30 p.m.
- DASH Office – 2<sup>nd</sup> Floor of Thayer Dining Hall, (603) 646-3724
  - a. Bring your green Dartmouth temporary I.D. card with you to obtain a permanent, Dartmouth College photo identification card (I.D. card). This office is open from 8:00 to 4:30, Monday through Friday.
  - b. Please note: temporary employees who will be at Dartmouth for less than nine months, or who are less than full-time, are not eligible for Dartmouth ID cards.
- Human Resources Office for your Benefits / employee Orientation session; 7 Lebanon St.
  - a. All employees will be invited to the Human resources Office for an orientation session, where they will be given information regarding their employee benefits.
  - b. If you are not scheduled for an orientation session within a week of your arrival, please contact the HR Office at 646-3588
- Social Security Office - Littleton, NH or Concord, NH
  - a. If you do not already have a U.S. Social Security number, you will have to secure one by applying in person at the Social Security Office in either Littleton, NH or Concord, NH. If you are an international post-doc, your immigration advisor will give you information on how to apply during your check-in appointment. Your advisor will also give you a required authorization letter.
  - b. After you have obtained a Social Security number (SSN), you must notify the Payroll Office of your SSN.
  - c. A representative from the Social Security Office visits the Dartmouth campus once a year in September; check with OVIS for further information.
- NH or VT State Driver’s licenses.
  - a. When you move to a new State, you should apply for a new State driver’s license. You will need to turn in your old driver’s license from your previous state, if you have one.
  - b. Non-U.S. citizens may turn in their old license to get a new State license if they have held that license for two years or more.
  - c. If you are an international, you must apply for a New Hampshire license in Concord, NH, even though there is a local office of the Department of Motor Vehicles in Lebanon. The Office of Visa & Immigration Services will give you information on how to do this during your immigration check in session.

**Supplemental Information:**

*Medical Insurance:* If you are at Dartmouth on a J exchange program, you are required to have a minimum amount of medical insurance to remain in legal status according to regulations published by the U.S. Department of State, sponsor of the Exchange Visitor Program. The minimum insurance shall cover: (1) medical benefits of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evacuation in the amount of \$10,000. You will need to verify your insurance coverage with the Office of Visa & Immigration Services.

*Taxes:* Every person in F or J non-immigrant status usually must file one or two income tax forms with the United States Internal Revenue Service for the preceding tax year (1 January through 31 December), whether or not the person has earned any money. Individuals in H-1B status are required to have taxes withheld from their wages. Tax treaty letters can be signed in the Payroll Office. Income tax forms, instructions and information are available in the Office of Visa & Immigration Services every February, and tax workshops will be held in March or early April. Returns are due on April 15 for individuals who have earned money and June 15 for individuals who have not earned any money in the U.S.

*Child Care:* Information, advice and referrals concerning childcare is available from the Child Care Project. Their telephone number is 646-3233, and their staff can be reached from Monday through Friday, 8:00 am - 4:30 pm.

Please contact the DCPDA, or OVIS, if you need further information on any of the above-listed topics.

Welcome!

OVIS  
Dartmouth College