

Onboarding Resource for New International Faculty Members

The goal of this document is to support a positive onboarding experience for new international faculty members (especially those who have had little or no experience living/working in the U.S.). Additional information and resources can be found through the Center for Global Programs and Services (CGPS) [website](#). The page for [H-1-B employees](#), including links about [life in the U.S. and at UD](#), may be especially useful for new international faculty. You can also reach out to CGPS staff or a fellow international faculty member who is part of the UD ADVANCE International Faculty Support Network. Contact information for these persons is available at the end of this document.

- Documentation:** When you move to the US, in addition to your passport, plan to bring with you the following (where applicable) for each family member:
 - Health records (immunizations, prescriptions, etc.)
 - Children's schooling records
 - Birth certificate(s)
 - Marriage certificate
- The importance of savings.** Plan for a "nest egg" (savings) to tide you through the time it will take to get your first paycheck, the reimbursement of relocation funds, etc. If you are planning to rent, you will also need funds to cover the first and last month's rent.
- Housing.** UD Housing is limited. Some resources for finding off-campus housing are available [here](#). You might also consider working with a local real estate agent. Lori Koval (lorik@udel.edu) in Human Resources can provide information on temporary housing and contact information for local realtors.
- Getting a social security number (SSN).** You must wait at least 10 days prior to your arrival in the US before you can apply. The process varies depending on one's visa status and citizenship. Information for H-1B employees (as well as J-1 and F-1 visa holders) is available [here](#).
- The importance of a US credit history.** A US credit history is required for obtaining a loan (car, home, etc.) and may also be needed for things such as getting cellular phone service or renting a car. In many cases, one's credit history from home cannot be transferred to the US. Obtaining a credit card and setting up a bank account are important steps in that process. See items 6 & 7 for information about these steps.
Note: Individuals from some countries may be able to use their credit history from their home country to get a US credit card. You may want to investigate to see if this is the case for you.
- Setting up a bank account.** Bring your SSN or ITIN (Individual Taxpayer Identification Numbers), passport, Employment Authorization Card (Job ID, contract), US address and phone number to your preferred bank.
 - One option for **phone service** if you don't have credit is to get a pay-as-you-go number.
- Securing a US Credit Card.** Without US credit history a *Secured Credit Card* is likely to be your first card. This requires a refundable security deposit, which acts as collateral in case of default, and is equal to the credit limit. You will need to explore available options to see what works for your individual situation. Information is available [here](#). The documentation required for a secured credit card is the same as for setting up a bank account.
- Getting a driver's license.** Drivers licensed in another country will need to complete a written exam and a road test, with [a few exceptions](#). Information on applying for a license in Delaware or a neighboring state is available [here](#). Delaware residents may want to try Delaware City DMV first. One might also consider seeking a couple of driving lessons to learn about the expectations and process of the road test.
- Filing Taxes.** All persons living in the US will need to file federal and state taxes every year. In the U.S., it is the individual taxpayer's responsibility to file taxes. Information regarding your US tax obligations may be found [here](#). Information regarding Federal Tax preparation assistance is also available at that website.
- Visa Status.** See information about [your visa status and the process for effecting changes](#). Be especially aware of the timeline for application for permanent residency from H-1B (18 months *from time of offer letter*). If that time is missed for any reason the process becomes cumbersome.
- Health care.** The healthcare system in the US differs in many ways from the system in other countries. It can be difficult to find a primary care doctor. See [Information on Healthcare Benefits](#) and [Resources](#) at UD. See also information on [How Health Insurance works in the US](#) and explanation of some healthcare jargon.

12. **Dependent care and local schools.** There are limited daycare options on campus. Information for finding daycare or other types of dependent care off campus is available [here](#). You will need to have your child's (children's) vaccination records to enroll them in daycare or a local school. Local realtors can sometimes provide information on local schools, etc. Contact Lori Koval (lorik@udel.edu) for a list of realtors.

CGPS Contact Information: General OISS Scholars mailbox oiss-scholars@udel.edu

Opportunities to Meet with Other International Faculty and Scholars at UD -

Participate in *Sip and Socialize*, an international coffee hour. Details can be found [here](#).

Or reach out to a fellow international faculty member who would like to be of assistance in answering relevant questions:

- Akinboye, Abayomi, Assistant Professor, Entrepreneurship, Lerner, aakinboy@udel.edu
- Boghossian, Mirna, Assistant Professor, Accounting & MIS, Lerner, mirna@udel.edu
- Burciu, Roxana, Assistant Professor, Kinesiology & Applied Physiology, Health Sciences, rgburciu@udel.edu
- Chakraborty, Chitrleema, Assistant Professor, Material Science & Engineering, cchakrab@udel.edu
- Costa, Francisco, Assistant Professor, Business Administration, Lerner, fcosta@udel.edu
- Malladi, Haritha, Assistant Professor, Civil & Environmental Engineering, malladi@udel.edu
- Ramsay, Georgina, Associate Professor, Anthropology, Arts & Sciences, gramsay@udel.edu
- Tian, Xi, Assistant Professor, Communication, Arts & Sciences, xtian@udel.edu
- Tollan, Rebecca, Assistant Professor, Linguistics and Cognitive Science, Arts & Sciences, rtollan@udel.edu