International Faculty & Staff Services

Exchange Visitor Handbook
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ABOUT IFSS

- **Description**
  The office of International Faculty and Staff Services (IFSS) provides comprehensive assistance to the University of Wisconsin-Madison on all aspects of non-student immigration. The office acts as the liaison between the University of Wisconsin-Madison and all government agencies involved in immigration matters, and assists both the institution and individuals in complying with immigration laws and regulations. **We do not work for the U.S. Citizenship and Immigration Services (USCIS), the Department of State (DOS) or any other part of the U.S. government.** The IFSS Office is here to assist you with immigration matters. Remember, however, that you are solely responsible for maintaining your legal status.

Specifically, IFSS:

- Advises university departments and processes immigration-related documents for employment-based nonimmigrant and immigrant statuses;
- Offers regular workshops on processing H-1B and permanent resident petitions and the proper procedures for completing the I-9 Employment Eligibility Verification form; and
- Administers the University’s J scholar Exchange Visitor Program, which includes issuing Exchange Visitor documents, advising departments and visiting J-1 scholars, and providing bi-weekly scholar orientation sessions.

**Staff:**

**Jennie Taylor, Director**  
Area of Specialization: all non-student matters  
Email: jtaylor@ohr.wisc.edu  
Phone: 608-265-2257  
Walk-in hours: Wednesday 1-3 PM

**Mary Schnetz, Assistant Director**  
Area of Specialization: H-1B petitions  
Email: schnetz@ohr.wisc.edu  
Phone: 608-262-1742  
Walk-in hours: Wednesday 1-3 PM

**Kim Maday, HR Assistant**  
J-1 Program, E-verify Requirements  
Email: kmaday@ohr.wisc.edu  
Phone: 608-265-2257  
Walk-in hours: Tuesday 10:30-12:30 PM

**Dario Rodriguez, HR Assistant**  
J-1 Program, E-verify Requirements  
Email: drodriguez@ohr.wisc.edu  
Phone: 608-262-3259  
Walk-in hours: Thursday 2:15- 4:15 PM

**Location:**  
International Faculty and Staff Services  
Office of Human Resources  
21 N. Park Street, Suite 5101  
Madison, Wisconsin 53715, USA  
Telephone: 608-265-2257  
Fax: 608-265-6547  
Web: [http://www.ohr.wisc.edu/ifss/index.htm](http://www.ohr.wisc.edu/ifss/index.htm)  
Office hours: 7:45 AM to 4:30 PM, Monday through Friday
Orientations and Welcome Sessions

International Faculty & Staff Services (IFSS) offers a mandatory bi-weekly welcome/orientation session for new visiting J-1 Exchange Visitors. Family members are also welcome to attend. The meeting lasts approximately one hour and covers basic information about the J-1 program and its requirements (including SEVIS regulations), access to campus services, background about the community and a variety of community programs, and services of interest to many scholars.

The orientation sessions are held at 21 N. Park Street. Please check with the main office regarding room assignments. Sign up for an orientation session in the IFSS office, upon your arrival to the UW-Madison campus. E-mail lscholars@ohr.wisc.edu or call IFSS at 265-2257 if you have any questions or need to change the date of your orientation session.
GENERAL IMMIGRATION INFORMATION

- **Needed For IFSS & The UW-Madison**

  **What Documents Do I Need?**
  
  - Valid passport with J-1 Visa
  - Official transcripts from universities, and current Curriculum Vitae
  - Medical and dental records, including certification of immunizations and vaccinations (especially important for young children)
  - Information about medical conditions or treatments, prescriptions for medication and eyeglasses
  - Marriage certificate
  - Birth certificates
  - International driver’s license

  *Obtain English translations of these documents and have the translations certified by a U.S. educational advising center or a U.S. Consulate or Embassy. Retain photocopies of all original documents for your records.*

  **When Do I Come To IFSS?**
  
  - **Upon Arrival:** You will need to check-in with the IFSS office and schedule a mandatory orientation session. Please bring your passport, DS-2019 Form, and I-94 (Arrival/Departure) card with you when you stop by the IFSS office. You will need to complete the “Scholar Information Sheet” at the IFSS office.
  - **Extension of your stay:** We recommend an interview to discuss your options. Call 265-2257 or email ischolars@ohr.wisc.edu to make an appointment.
  - **Traveling outside of the US:** To re-enter the U.S., your current DS-2019 must be signed (endorsed) by one of the designated officials in IFSS, to verify the continuation of your program. Please bring your DS-2019, passport and I-94 card with you when you are making a travel request. Be prepared to leave the documents for up to 3-weeks.
  - **Bringing members of your immediate family to the U.S.**: You will need to request a separate DS-2019 form if your family members are entering the country without you. Please come to the IFSS office and complete the “J-2 Dependent Entry” request form.
  - **Upon termination of your program and/or departure from the UW-Madison campus:** Fill out the “Visiting Scholar Notice of Departure” form on the IFSS website. You will also need to notify your department of the exact date of your departure.

*Immigration regulations and procedures are frequently revised. DO NOT rely on information from friends or colleagues concerning your immigration status. If you have questions or concerns about new or existing regulations, please call the IFSS office at 608-265-2257.*

**Health Insurance Requirement**

J-1 visa holders and their J-2 dependents are required by USCIS/DOS regulations to carry health insurance, including coverage for repatriation and medical evacuation. *IFSS cannot produce visa documents for you without evidence of currently valid insurance, which meets the USCIS and UW-Madison requirements as certified by the SHIP office.* See the section on “Health Care and Health Insurance” for detailed information.
J-1 Travel Outside the U.S.

If you, the J-1 Scholar and/or your J-2 Dependents, will travel outside the U.S. and then return to continue your program at the UW-Madison, you should contact IFSS before making your travel plans.

Financial Support Documentation

We recommend that you travel with documentation of your current financial support even if you do not need to apply for a U.S. visa stamp. If your current DS-2019 was issued more than 12 months prior to your anticipated travels, please be aware that our office and the embassy or consulate will need to see recent financial support documents. We can process your request only when all your documents have been submitted.

Working In The U.S. On The J-1 Program

Exchange visitors may only be employed by the department listed on their DS-2019 Form. In almost ALL circumstances, employment off the UW campus is not permitted. Contact IFSS prior to accepting any outside paid work.

Extensions of J-1 Program

A request for an extension of an on-going program can be initiated as early as 120 days prior to the end date on the current DS-2019 Form.

1. If you were initially invited for up to 6 months, and you are in the Short-Term Scholar category, an extension is NOT possible beyond a total of 6 months.
2. In all circumstances, you must demonstrate that you are able to meet the financial support minimum for the time of your stay. If your financial support is not from the UW-Madison, and if you cannot meet the financial support minimum, you can only extend your stay for the time period for which you have funds available.

2-Year Home Residency Requirement

If your exchange program is financed in whole or in part by either your government or by the US government, or your field of work is on your government’s Skills List, you are required to reside in your home country for two years following the completion of your J-1 program before you are eligible to apply for immigrant or temporary worker status in the US (PR, H or L visas). The two year requirement usually will not prevent your return to the U.S. in a non-immigrant status such as another J-1 program, unless, the 12-month OR 24-month BAR applies (see below). If you are subject to the restriction, and if you plan to pursue a waiver of the requirement, you may jeopardize your current J-1 program. We advise you to contact IFSS before pursuing a waiver. Notations on your passport or DS-2019 are not always correct; check with IFSS to determine if you are subject.

12-Month OR 24-month Bars on Repeat Participation for J-1 Scholars

You may be denied a J-visa if you have been in the U.S. on a J-visa in the previous 12-months OR 24-months unless your previous J status was as a Short-Term Scholar, or if your subsequent visit is as a J-1 Short-Term Scholar. Please see J-1 Scholar section of IFSS website.
30-Day Grace Period

You do not have to leave the USA immediately when your program ends. USCIS allows you and your J-2 family members an additional 30 days in the U.S. It is not to be used for extra time in your J-1 program, and in no circumstances may you be paid or reimbursed during this time. Also, if you leave the U.S. during this time period, the grace period ends and any remaining time will be “Lost.”

J-2 Dependents are not eligible for the 30-day “grace-period” without the J-1 scholar present inside the U.S. A J-1 Scholar cannot leave his or her family alone in the U.S. If the J-1 Scholar leaves the U.S. during the 30-day grace period, the family will automatically fall into “illegal overstay”.
The Office of Exchange Coordination and Designation is pleased to announce the formation of a new Compliance Unit, currently comprised of Chief Hilarion “Lari” Martinez and Compliance Officer Elizabeth Dickerson. Among other things, the Compliance Unit will serve as an information resource for clarification of, guidance regarding, and improvements to the Exchange Visitor Programs.

The Department recognizes that the Exchange Visitor Programs can be most successful if it is aware of the needs, interests and concerns of all parties involved in the Exchange Visitor Program. In order to improve communications among the Department, program sponsors, and program participants (including host families), the Department established an email address by which sponsors, participants, and interested third parties may contact the Compliance Unit.

Under the Department’s regulations, sponsors are required to offer orientation to all exchange visitors. Specifically, pursuant to §62.10(c)(7), this orientation must include the address and telephone number of the Exchange Visitor Program Services of the Department of State. This Compliance Unit Alert is announcing that the Department interprets this regulation to require both the mailing address and the e-mail address of the Exchange Visitor Program Services. Also, pursuant to §62.26(k) and §62.31(i), sponsors must provide this email address to the host families of post-secondary school students and au pairs, respectively.

Accordingly, the Department encourages all sponsors to include the following email address in its Exchange Visitor Program literature and it requires all sponsors to provide the address as part of the required orientation:

JVISAS@STATE.GOV

Please feel free to contact Mr. Martinez or Ms. Dickerson at this email address if you have any questions or concerns.

DEPARTMENT OF STATE EXCHANGE VISITOR PROGRAMS
COMPLIANCE UNIT ALERT # 1 - MARCH 2006
Overview

The U.S. government is seeking more efficient ways of managing the information of international students and scholars in the United States. We have prepared this handout to help you understand the kinds of information that the University of Wisconsin-Madison, and all colleges and universities in the U.S., must maintain on international students and scholars and how this information is shared with the government in a manner prescribed by law. We hope you find this explanation helpful.

What Is SEVIS?

SEVIS is an internet-based system that allows schools and the U.S. Citizenship and Immigration Services (USCIS) to exchange data on the visa status of international students and scholars. Accurate and current information is transmitted electronically throughout a J-1 scholar’s stay in the United States. U.S. embassies and consulates also will have access to SEVIS.

Is SEVIS New?

Yes, and no. The requirement that schools provide the federal government with information about each scholar’s status is not new. Most of the information that will be reported to SEVIS has been required by the INS for many years. But the existing paper-based system precluded widespread coordination amongst schools and governmental agencies. In 1996, Congress passed legislation directing the INS to move to an electronic data collection system. This program would come to be known as SEVIS—the Student and Exchange Visitor Information System. Technical challenges and lack of funding delayed the program for several years. However, in October 2001, Congress passed the USA Patriot Act that authorized additional SEVIS funding and required nationwide compliance by January 30, 2003.

How Does SEVIS Work?

- After a scholar has been officially invited by a UW-Madison department, IFSS notifies SEVIS and USCIS approves the University’s request to issue a DS-2019. IFSS sends the bar-coded DS-2019 to the scholar.
- The scholar visits the U.S. consulate abroad, and the consulate confirms through SEVIS that the DS-2019 the scholar presents is a valid document. If everything is in order, the consulate issues the visa.
- An CBP officer at the airport reports to SEVIS the individual’s entry into the U.S.
- When the scholar arrives on campus, he/she reports to the IFSS office, and the school confirms through SEVIS the scholar’s arrival. The University continues to provide regular electronic reports to DHS/DOS throughout the scholar’s stay at UW-Madison.
- Finally, SEVIS records the end of the scholar’s program and departure date from the United States.
What Data Does SEVIS Collect?

The UW-Madison must report whether the scholar has arrived and the date of that arrival. If the scholar does not arrive within 30 days of the start date listed on their DS-2019, SEVIS must be notified of:

- A change of the scholar’s or dependents’ legal name, address, or telephone number.
- Any program extensions by the scholar’s department.
- When the scholar terminates his/her program and leaves the U.S.

Exchange Visitor Responsibilities

What Does "Fail To Maintain Status" Mean?

Some examples of failure to maintain status include engaging in activities not listed on a scholar’s DS-2019, not reporting a name, address, or telephone change within 10 days of that change, not maintaining the required health insurance obligation, and not reporting to IFSS within one week of arrival to the UW-Madison campus.

What Are The Consequences If A Scholar Fails To Maintain Status?

Scholars who fail to maintain status lose the privileges of their J-1 visa and become subject to deportation without being able to finish their Exchange Visitor Program. Specific consequences may include denial of re-entry to the U.S., denial of requests to change visa status, and possible denial of all future visa applications.

Can A Scholar Who Is "Out Of Status" Regain Legal Status?

The scholar may apply to DOS for reinstatement if the violation resulted from circumstances beyond his or her control. Reinstatement is intended to be a rare benefit for exceptional cases. The scholar may not apply for reinstatement under any circumstances if he/she is out of status longer than five months. If DOS does not reinstate the scholar, he/she may not appeal that decision.

How Will The UW-Madison Help Scholars Comply With The Immigration Laws?

The University is committed to assisting scholars in ways that prevent status violations from occurring:

- IFSS holds mandatory orientations for newly arrived scholars to gain information about being a J-1 scholar at UW-Madison. These new rules and regulations will be thoroughly discussed and explained at these orientations.
- IFSS has developed and updated all its handouts and forms for scholars. Furthermore, these forms have been made accessible via the IFSS website.

What Happens If UW-Madison Fails To Comply With The SEVIS Regulations?

The DHS/DOS will audit the University's compliance with these new requirements every two years. Failure to comply with the federal regulations could result in the loss of the University's ability to accept and admit international students and to invite international scholars.

Will SEVIS Benefit Scholars In Any Way?

Data moves faster through an electronic system than through a paper system. DOS forms may be produced and
approved more quickly. Visas may be granted without the usual long delays. However, the additional security and background checks in place at many consulates overseas may delay some visa applications at least 2-3 months.

What Should Scholars Do To Prepare For SEVIS?

- Visit the IFSS website and become familiar with all the information provided.
- Understand the immigration regulations and learn how to maintain lawful status in the U.S. Refer any questions or problems immediately to the IFSS office. Do not rely on the advice of your well-meaning friends!
- Be proactive. Make travel arrangements early, and anticipate delays at consulates and border crossings. Keep all documents up-to-date. Program extensions and travel validations must be done in a timely manner and on SEVIS documents. Allow time for processing new forms.
- Feel free to come to the IFSS office for assistance. See the section “About IFSS” for hours of service.

* The UW-Madison is enriched by your presence are here, and we are committed to your success! *

Are There Other Resources About SEVIS?

The U.S. Citizenship and Immigration Services (USCIS) has a helpful web site:
http://www.uscis.gov/portal/site/uscis
HEALTH CARE & HEALTH INSURANCE

Health Care

In the U.S., health care is based on the private enterprise model. It is privately funded, not government sponsored, and costs are not subsidized. Payment is the responsibility of the individual, whether or not they have insurance. Physicians, clinics and pharmaceutical companies seek, through research, to provide the best, newest and most advanced treatments. This contributes to the high cost of health care in the U.S. It is essential to have insurance to guarantee access to health care. Access to health care may differ in the U.S. from that in your home country. For example, medical services are provided at a hospital only in an emergency, and this may be closely defined by your health insurance provider.

We recommend that you discuss this fully with your insurer or doctor after you arrive, to clarify the services available to you and to your family. An important component of most U.S. health insurance programs is a “deductible”, sometimes referred to as a “co-pay”. This refers to the amount the policyholder is required to pay for any particular treatment or medical visit. It is a good idea to check the deductible or co-pay provisions of your policy before you have any diagnostic tests and procedures. In addition, certain kinds of “elective” medical care, such as eyeglasses or dentistry, are ordinarily not covered by insurance, and they are very expensive. If possible, you may wish to take care of those needs before leaving home.

Health Insurance

Exchange Visitors are required to carry health insurance for themselves and their accompanying family members, as a condition of their J-1 status. The University of Wisconsin-Madison’s Student Health Insurance Plan (SHIP), fulfills the required standards. Even if you have an alternative insurance as a benefit of your employment at UW-Madison, or will be covered by another insurance policy, you still need to request a waiver from the SHIP requirement.

Please read materials from the SHIP program very carefully, and complete and return the application for SHIP insurance or complete and return the waiver request form, with information concerning your alternative coverage. For information on costs for individual and family coverage, see the enclosed SHIP brochure. Failure to meet DOS regulations could result in termination of your program.

Contact the SHIP office at University Health Services, 333 East Campus Mall, Madison WI 53705, phone (608) 265-5232 for enrollment forms, rate information, or waiver guidelines/applications.

Check out the web page at http://www.uhs.wisc.edu/ship/
Housing

1. Considerations

You would be wise to allow a week or so to find housing before your program begins. Many apartments within walking distance of campus cater to students and adults without children, and are rented far in advance by students. Many more housing options are available further away from campus. Parking in the campus area is very limited, but the public transportation system in Madison is very good and there are many bicycle routes throughout the city.

2. University Housing

University Housing is primarily for students, but is occasionally available for scholars. If you would like to live in University housing, or family & dependent housing write to University Housing, Slichter Hall, 625 Babcock Drive, Madison, WI 53706, for an application form. Or, visit their website at http://www.housing.wisc.edu/ for more information. Short-term housing may be available with in University Housing as well.

3. Private Housing

If you plan to live in privately owned apartments, you may want to visit the Campus Area Housing Office’s website for a listing of local apartments for rent as well as answers to frequently asked questions about the housing situation in Madison. http://housing.civc.wisc.edu/.

Some apartments are available with furniture; others are rented unfurnished. Be careful to check whether or not the rent includes heat and/or utilities. You will probably be required to pay one month’s rent in advance and another month’s rent as a damage deposit. To finalize the renting process, you will be required to sign a lease. A lease is a contract, which outlines all the terms and conditions you as a renter are responsible for. Be sure you understand what your lease says, you are legally responsible to observe all the terms of the lease once you have signed your name to it. If you are unclear about any aspect of the terminology in the lease, ask someone else to view it before signing. Lastly, do not sign a lease until you have seen the apartment in person.

4. Temporary Housing

Temporary housing (1-3 days) for new international scholars is offered, when available, by “Madison Friends of International Students” (MFIS) and Madison area volunteers. Contact MFIS, Inc. preferably at least 6 weeks in advance, in writing, by telephone, or by fax. Please include your name, address, arrival date, and gender. The office is staffed by volunteers between 10:00 a.m. - 12 noon, Monday through Friday. When the office is not staffed, volunteers continue to check e-mail and voice mail and they’ll get back to you as soon as possible.

“Madison Friends of International Students”
Address: 716 Langdon Street, Room 223, Madison, WI 53706, USA
Phone: (608) 263-4010, FAX: (608) 262-2838
Email: info@mfismadison.org
http://www.iss.wisc.edu/mfis/index.html

Visit the Madison Visitor’s Bureau website for a listing of local hotel and motel accommodations at www.visitmadison.com/. Or, contact the Visitor and Information Programs Office for other options including hotels/motels and short course dorms. For information call (608) 262-2270 or refer to the website at http://vip.wisc.edu/.
Financial Information

Currency
It may be difficult to convert non-U.S. money into U.S. currency immediately upon arrival in Madison. We suggest you bring at least $1500.00 in U.S. traveler’s checks for travel, food, rent, and other incidentals you’ll need immediately.

Banking Information:
Once you arrive at the UW, you will want to open a bank account. Each bank or credit union offers different financial services, so you will want to compare the costs and services before choosing. Most local banks will want you to personally visit in order to open an account. There are several types of accounts and services to know about:

1. **Checking account:** this allows you to write checks to pay bills and make purchases. The money is deducted from your balance immediately.
2. **Savings account:** this allows you to earn interest on the balance of your account.
3. **Safe deposit box:** this service allows you to store any valuable possessions like important documents from home, foreign currency, tickets for the flight home, etc.
4. **Debit card:** (also called checking card): allows you to withdraw or deposit money to your bank account using an Automatic Teller Machine (ATM or TYME) or to make a purchase at a store. The money is immediately withdrawn from your account so you must have a balance to cover any withdrawal or purchase.
5. **Credit card:** allows you to make purchases even if you do not have the money immediately available. You are sent monthly bills and are expected to pay at least a portion of the balance. If you do not pay the entire amount due, interest will accrue on the unpaid balance which can become very expensive.

Taxes
For information on exchange visitor responsibilities with local and federal taxes, visit the UW-Madison Employee Compensation and Benefits Services (ECBS) homepage: [http://www.bussvc.wisc.edu/ecbs](http://www.bussvc.wisc.edu/ecbs).
Social Security Numbers & Cards

What Is A Social Security Number

All U.S. citizens and non U.S. citizens who are eligible to work in the U.S. are given a Social Security Number by the Social Security Administration (SSA). This is a unique number that is used primarily for employment and identification purposes and is printed out onto an official card for verification. If a J-1 scholar obtained a SSN during a prior visit to the U.S., the SSN that scholar obtained is still valid; however, having the SSN does not mean that the scholar is authorized to work in the U.S. Work authorization is connected to the scholar’s program and sponsor, not to whether or not a scholar has a SSN.

What Are Social Security Numbers Used For

In the United States, employers and employees are required to pay Social Security taxes. The money raised from these taxes primarily goes to providing benefits for those who have reached retirement age or are otherwise currently eligible (i.e., disability, and survivors insurance, as well as supplemental security income, and income for elderly or disabled people.)

How do I apply for a Social Security number and card?

In general, only noncitizens who have permission to work from the Department of Homeland Security (DHS) can apply for a Social Security number. To apply for a Social Security number:

- Complete an Application For A Social Security Card (Form SS-5) at http://www.socialsecurity.gov/online/ss-5.pdf. Or you can obtain Form SS-5 by calling 1-800-772-1213 or visiting your local Social Security office. These services are free.
- Submit original documents proving your:
  - Immigration status;
  - Work eligibility;
  - Age; and
  - Identity.
- Take your completed application and original documents to your local Social Security office.


Work eligibility: For most foreign workers, we only need to see your I-94, Arrival/Departure Record. Some foreign workers also must show their work permits from DHS (I-766 or I-688B).

Age: You must present your birth certificate if you have it or can easily obtain it. If not, we can consider other documents, such as your passport or a document issued by DHS, to prove your age.
**Identity:** SSA can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information and preferably a recent photograph. Some documents they accept include:

- Driver's license
- Marriage or divorce record
- Military records
- Employer ID card
- Adoption record
- Life insurance policy
- Passport
- Health Insurance card (not a Medicare card)
- School ID card

SSA needs to see an un-expired document issued to you by the USCIS such as Form I-551, I-94, I-688B, or I-766. **All documents must be either originals or copies certified by the issuing agency. SSA cannot accept photocopies or notarized copies of documents.** They also cannot accept a receipt showing you applied for the document.

They will mail your number and card as soon as they verify your documents with DHS.

**What can you do if you need a number for tax purposes?**

If you need a number for tax purposes and you are not authorized to work in the U.S., you can apply for an **Individual Taxpayer Identification Number** from the Internal Revenue Service (IRS).

**Do you need a number for other government services?**

Lawfully admitted noncitizens can get many benefits and services without having a Social Security number. You do not need a number to purchase savings bonds, conduct business with a bank, register for school or apply for educational tests, obtain private health insurance, apply for school lunch programs or apply for subsidized housing.

For more information, visit the SSA website at [www.socialsecurity.gov](http://www.socialsecurity.gov) or call toll-free **1-800-772-1213** (for the deaf or hard of hearing, call our TTY number, 1-800-325-0778). They can answer specific questions and provide information by automated phone service 24 hours a day.

**Contact Information for Madison Social Security Administration Office:**

**Office Address:**
6011 Odana Rd.  
Madison, WI 53719  
(608) 270-1141  
(800) 772-1213  
TTY: (800) 325-0778

**Office Hours:**  
Monday-Friday 9:00 am – 4:00 pm

**For More Information:**

### Individual Taxpayer Identification Number (ITIN)

#### What is an ITIN?
An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. ITINs are issued regardless of immigration status because both resident and nonresident aliens may have U.S. tax return and payment responsibilities under the Internal Revenue Code.

#### What is an ITIN used for?
ITINs are for federal tax reporting only, and are not intended to serve any other purpose. IRS issues ITINs to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those not eligible for Social Security Numbers. An ITIN does not authorize work in the U.S. or provide eligibility for Social Security benefits or the Earned Income Tax Credit. ITINs are not valid identification outside the tax system, and should not be offered or accepted as identification for non-tax purposes. ITINs are not valid for work purposes.

#### Who needs an ITIN?
IRS issues ITINs to foreign nationals and others who have federal tax reporting or filing requirements and do not qualify for SSNs. A non-resident alien individual not eligible for an SSN, who is required to file a U.S. tax return only to claim a refund of tax under the provisions of a U.S. tax treaty, needs an ITIN.

#### How do I know if I need an ITIN?
If you do not have and are not eligible to obtain an SSN, but you have a requirement to furnish a federal tax identification number or file a federal income tax return, you must apply for an ITIN. By law, an alien individual cannot have both an ITIN and a SSN.

#### How do I apply for an ITIN?
To obtain an ITIN, you must complete IRS Form W-7 (http://www.irs.gov/pub/irs-pdf/fw7.pdf), Application for IRS Individual Taxpayer Identification Number. The Form W-7 requires supporting documentation substantiating proof of identity and foreign status. An original, or a certified or notarized copy, of an unexpired passport is the only document that is accepted for both identity and foreign status. If you do not have a passport, IRS will accept certified or notarized copies of a combination (two or more) of documents that show your name and photograph, and support your claim of foreign status. For a detailed chart on the steps to obtain an ITIN, please visit http://www.bussvc.wisc.edu/howto/acct/itin_app1.html

You may complete and sign a Form W-7 for a dependent as long as you indicate your relationship to the applicant by checking the parent or guardian's box in the signature area of the application. However, other dependents and spouses must complete and sign their own Forms W-7. If you, your spouse and/or dependents require ITIN’s, you must submit separate Forms W-7 and supporting documentation.

You may present the documentation, along with the Form W-7, at the Madison IRS field office, or make an appointment with an Acceptance Agent authorized by the IRS to process your request.

#### Madison Acceptance Agent:
Jose Carus  
312 Peterson Office Building  
750 University Ave  
Madison, WI 53706  
(608) 262-0582  
jcarus@bussvc.wisc.edu

#### Madison IRS Field Office:
545 Zor Shrine Pl.  
Madison, WI 53719  
(608) 829-5827
### Child Care

Please contact the Office of Child Care and Family Resources web page (http://occfr.wisc.edu/) for a list of campus resources for childcare.

### Madison Public Schools

Your child is eligible to enroll in Madison public schools. Children in the Madison school system start in kindergarten at age 5. They must be 5 years old on or before September 1 of the year they start school. To enroll your child, you must bring the child’s immunization records, progress reports or transcripts, and birth records (usually noted in one of the parent’s passports). The Madison Metropolitan School District website can give you more information about enrollment and other education information: [http://www.madison.k12.wi.us/](http://www.madison.k12.wi.us/)

### Safety & Crime Prevention

For information and tips on how to stay safe while living in Madison and walking around campus, visit the website for the campus police. [www.uwpd.wisc.edu/](http://www.uwpd.wisc.edu/). Some basic steps you can take to protect yourself include:

**At Home:**
1. Make sure you install a smoke detector in your apartment and know a quick escape route in case of a fire.
2. Be sure to close and lock all doors and windows when gone and while sleeping at night.
3. Space heaters are very popular in the cold Wisconsin winters. Keep them away from flammables, especially paper and fabric like curtains and blankets.

**The Car:**
1. Keep all doors and windows locked when you leave your car to prevent theft.
2. Do NOT leave animals or children unattended in your car for any amount of time. It is dangerous and against the law.

**On Campus:**
1. Stay aware of your surroundings and stay in well-lit public areas.
2. If you feel threatened, quickly go to a populated area like an open business and call the police.
3. There are over sixty emergency telephones located throughout campus. All emergency phones (with the exception of emergency phones located inside campus buildings and elevators) have a blue light above them. All emergency phones are labeled "Emergency."
4. “Safe Ride/Walk Program”: The UW-Madison, in coordination with transportation and police authorities offer free nighttime bus, taxi, and individual escort service to campus and intermediate destinations. These are offered 7 days a week throughout the school year. For more information: (608) 262-5010; or [http://www.safeu.wisc.edu/protect/personal.html](http://www.safeu.wisc.edu/protect/personal.html)

### UW Photo ID Card

You can obtain a UW photo ID card at Union South, 427 North Randall Ave. The Photo ID office is on the lower level, room B109, of Union South. The Photo ID office is open Monday – Friday from 8 am to 4:15 pm.

A UW photo ID card is used to check-out library books, use recreational facilities and computer labs, and obtain a free Madison Metro bus pass. For more information on a UW photo ID visit [http://www.union.wisc.edu/photoid](http://www.union.wisc.edu/photoid)
**Traveling in Madison**

Getting Around Madison:

UW Transportation Services offers free bus passes to all UW employees. These passes allow employees to ride for free on all Madison Metro routes. You can pick up a bus pass at any Transportation Services Office (http://www2.fpm.wisc.edu/trans/NavigationBar/Directory/Index.htm).

To pick up your bus pass, you will need to have a valid UW ID Card. The process for obtaining this card is described on the previous page.

Many people drive to campus but parking can be difficult. In many parts of the city you cannot park a car on the street; you must pay to park in a lot or at a meter. There is a citywide network of bikeways on and beside existing roads. Bike route maps can be obtained from the police department or the city Transportation Department. All bikes on campus must be registered with the city of Madison.

Transportation outside of Madison:

**Train Travel** - Amtrak offers round-trip tickets as well as rail passes that allow numerous stops in addition to your final destination. The National Amtrak Office can be reached at 1-800-872-7245, http://www.amtrak.com/. Amtrak does not run through Madison. To find the closest Amtrak stations to Madison visit the Amtrak website.


*Van Galder Bus* provides service to downtown Chicago (including the Amtrak station) and the O’Hare airport. Tickets are available at the bus and at the Travel Center in the Memorial Union. For more information call, 1-800-747-0994, http://www.vangalderbus.com/first.html.

*Badger Coaches, Inc.* provides service to Milwaukee. They are located at 2 S. Bedford Road, (608) 255-6771, http://www.badgerbus.com/.

**Air travel** - The Dane County Regional Airport is accessible by taxi, limo, or Madison Metro buses. Call specific airlines or a travel agent for schedules or rates: http://www.co.dane.wi.us/airport/

**Campus Resources**

**Visitor and Information Programs (VIP)**
The VIP, located at Union South, Suite 329, 1308 W. Dayton St. is the information center of the campus. There you will find campus maps, timetables, the off-campus housing reference service, and many of the most important University publications. Call (608) 263-2400 or E-mail askbucky@redgym.wisc.edu for questions. Or, visit their web page at http://vip.wisc.edu/

**UW Police**
UW Madison Security Personnel provide a wide array of services to the university community. For more detailed information about services provided by the University of Wisconsin-Madison Security Office, you can visit their website: http://www.uwpd.wisc.edu/
**Departure Checklist**

- Contact IFSS and notify them of your departure date. This can be done by filling out the “Scholar Notice of Departure” form on the IFSS website.
- Contact your department, notifying them of your departure date, as well as leaving them your permanent home address and others who might wish to contact with you.
- Call to have your phone & long distance service, utilities and cable services terminated by your moving date. You’ll need to return your phone if you leased it.
- Clear all of your accounts -- pay the balance on all outstanding bills. You may need to call to ensure that your account has been cleared.
- Notify your landlord of your moving date and be sure to discuss the procedure for checking out at the end of your lease. This is especially important if you will be moving before the end of the contract date.
- Sell your automobile if you have one. Be sure to have the title transferred before you leave. If that is not possible, sign a ‘power of attorney’ form and leave it with the person selling the automobile.
- File any medical insurance claims if they are still outstanding, and pay the balance.
- Cancel any magazine or newspaper subscriptions.
- Clear any accounts with the university. If receiving a UW-salary, leave your home address with your department so that your final paycheck can be mailed to you.
- Determine shipping regulations to your home country by asking the Post Office and/or shipping companies. Ask about special rates for mailing books.
- Check with the airline that you will be using to fly home and ask about specific regulations on the weight and size of suitcases, excess baggage, and airfreight costs. The regulations can vary by country and carrier.
- Consult your embassy or consulate to determine what customs regulations you will need to consider when taking your belongings home.
- Make arrangements for transportation to the airport. Be sure to arrive early especially if you have a lot of baggage. Plan to arrive at the airport at least four hours early for international flights.
- Fill out forwarding address forms at the Post Office.
- Sell or give away any furniture, clothing, or household items that you do not want to take home with you. If the items are still in good condition, please do not throw them away. Many places, like Goodwill, St. Vincent de Paul or Salvation Army, will take donations and/or pick-up at your home.
- Notify friends of your new address.
- Check out of your apartment leaving a forwarding address with the landlord so that s/he can return what is left of the security deposit.