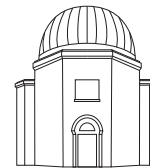




# What To Do Next

University of Arizona - Steward Observatory  
As recommended by graduate students and postdocs



This is a checklist for your first steps in Tucson and the US. The list is not comprehensive and some items may not apply to you. Please consult the Steward graduate student survival guide for additional information.

Last updated: September 2020

## Before Arriving in Tucson

- Remember to bring all your paperwork  
Passport, visa, I20 or DS2019, offer letter mailed by the department, diploma, home-country driving license (if you have one). If you are a grad **student**, you may want to have your transcripts. If you are a **postdoc** (J1 visa), you need a proof of health and repatriation insurance (travel assistance insurance generally works but you may want to ask UA Global for confirmation)
- Find where to stay the first few days upon arrival
- Exchange contact information and flight details with your host/mentor
- (**students**) Submit vaccination list to UAHealth

## Legal and Financial

- Obtain a Social Security Number (SSN) at the Social Security Administration office
- Complete hiring paperwork (sign contract)
- Set up direct deposit for your paychecks
- Obtain Glacier account
- Fill out Glacier forms for Tax Compliance
- Get Arizona Real ID or Driver's License
- Double-check the correctness of your I94 ([i94.cbp.dhs.gov](http://i94.cbp.dhs.gov))
- Scan or photograph all your important documents
- Check that your salary is what you are expecting
- Apply for a credit card

## Housing and Living

- Get a cellphone or new SIM card
- Open a bank account with checking account and debit card  
(You need the i20, you don't need a SSN)
- Research housing and go apartment hunting  
(Some places to look include: Zillow, Craigslist, Padmapper, Apartments.com, ForRent.com)
- Make sure to understand: housing application fees, initial/security deposits, and other possible fees.
- Fill out address information on UAccess and UAGlobal

- Purchase furniture  
(Some places to look include: Amazon, Craigslist, Goodwill, Habistore, Target, Walmart, Wayfair)
- Set up utilities if needed (electricity, gas, water)
- Set up internet if needed (providers include: Cox, Xfinity, CenturyLink)
- Get renters insurance (your rental company may offer this)
- If you will commute by bike:
  - Buy a bike, u-lock, helmet, bike lights
  - Get code for Steward bike enclosure from the Director's office
- If you will commute by car:
  - See Steward Survival Guide for information about on campus parking
- If you will commute by bus:
  - Obtain a SunLink card

### University

- See Michelle Cournoyer in office N204 for office keys
- Offices are first come, first serve - you should receive an email from Michelle for this
- See someone in business office to learn about payroll
- Obtain CatCard on campus and set up PIN code to access the Steward building
- Orientation:
  - Attend incoming scholar orientation
  - (**postdocs**) Attend benefits orientation organized by IFS
  - (**postdocs**) Attend postdoctoral orientation organized by Postdoctoral Affairs (you will receive an email about this)
- Mandatory orientation and training:
  - Preventing Discrimination and Harassment Training
  - Security Awareness Training
  - Whistleblower Awareness Training
  - Conflict of Interest Required Disclosure Training
  - Arizona Public Service Orientation
- (**students**) Pay student fees through UAccess Student Center
- (**students**) Enroll in classes/independent study
- (**students**) Check that tuition is paid for
- Sign up to Steward Slack space and various channels you may be interested in
- (**postdocs**) Enroll for benefits on time and get repatriation insurance

Please let us know if you have anything you'd like to add  
to the checklist in the future!