



MTSU Visiting Scholar Check-In List

1. Check in with ISSS

- No appointment is needed. Bring the following documents to Jones Hall 111, Monday through Friday, between 8:00 am and 4:30 pm (except during campus holidays). If you have any dependents with you, we will need their documents, as well.
 - DS-2019
 - Passport
 - Health Insurance Certification Form
 - Proof of Health Insurance
 - Copy of I-94 (<https://i94.cbp.dhs.gov/>)
 - Receipt of payment of International Scholar Sponsor Fee

2. Check in with your department

- They will let you know your MTSU M-Number, usually 24-48 hours after you check in with ISSS.

3. Provide your local address to ISSS

4. BlueID

- Once you have your MTSU M-Number, you can go to James Union Building 306 to get your MTSU BlueID
- This ID will be used to provide access to various resources around campus, including the Library and Recreation Center.

5. Social Security Card

- Only if you are being paid by MTSU, you will need to apply for a Social Security Card. Please wait two weeks after checking in with ISSS before applying at the Social Security Office.
- Someone from your department should assist you in getting to the Social Security Office. You will need your passport, visa, DS-2019, I-94, and MTSU BlueID.
- Your department should also provide a hiring letting, on department letterhead, which would need to accompany you, as well.

6. Stay in contact with ISSS for events and activities while you are here at MTSU

- Make sure we have your email address so we can notify you when we have events planned for you and your dependents.
- Contact us if you have any questions regarding MTSU and Middle Tennessee