



## **MTSU Visiting Scholar Check-In List**

### **1. Check in with ISSS**

- No appointment is needed. Bring the following documents to Peck Hall 208, 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/>)

### **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 the Student Services Building (SSAC), Room 112, 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