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

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