

International Trainee Orientation + Guide

Equity, Diversity, and Inclusion Committee



[LEAVING THE U.S. DURING A HOLIDAY OR VACATION BREAK?](#)[Q&A FOR INTERNATIONAL STUDENTS FOR FALL 2021](#)[KEEP LEARNING FAQ](#)[ADDRESS UPDATE](#)[STUDENT E-REGISTRATION INSTRUCTIONS POWERPOINT !\[\]\(f1c5da15572e3e09d343161be98f508d_img.jpg\)](#)[COMMON SCAMS !\[\]\(235bfe13ebf007ce2eea9e689707fac7_img.jpg\)](#)

Social Security

What is social security?

- Provides economic security to retirees, disabled persons, and families of retired, disabled or deceased workers

How to obtain:

- Pre-register at www.ssa.gov/ssnumber
- Your first, middle, and last names must be spelled exactly as they are on your passport. Ensure these match your passport when you receive your card

Need an ITIN number to apply for this:

- Need to apply for this
- **Jackie Pollmiller** with the Corporate Tax office can assist with setting this up for incoming international trainees
 - Duke University Foreign National Tax Specialist
 - Via phone at 919-668-5225
- **Duke Corporate Tax Office:**
 - (919) 684-0756
 - CorporateTax@duke.edu



Social Security

Eligibility

- Be in the US for at least 3 business days (Monday-Friday, not including federal holidays such as 4th of July)
- If you are a F-1 or J-1 student you **must have** an on-campus job
 - If you are hired as a Research Assistant or Teaching Assistant, you will need a **separate** letter from the department hiring you
 - If you have CPT or OPT employment, you can apply for a number **no more than 30 days prior** to your start date
- F-2 visas are **not** eligible to apply
- J-2 visas may apply **after** receiving your Employment Authorization card

Items to Bring with you

- Everyone:
 - Your passport
 - Your I-94 card
 - <https://i94.cbp.dhs.gov/i94/-/home> to print off your electronic arrival/departure card
- F-1 Visa with on-campus employment:
 - I-20, Employment letter, and completed Memorandum issued by Duke Visa Services
- F-1 Visa with Research or Teaching Assistantship:
 - I-20, completed Memorandum issued by Duke Visa Services and completed Memorandum issued by your Department
- F-1 Visa with CPT:
 - I-20 with employment information (second page) filled out by Duke Visa Services
- F-1 Visa with OPT:
 - EAD cards can also apply for SSN at the same time by indicating on form I-765
- J-1 Visa:
 - DS-2019 and Memorandum issued by Duke Visa Services
- J-2 Visa:
 - Employment Authorization Card and DS-2019
- H-1B Visa:
 - I-797



Bank Accounts

To open an account

- Passport, visa document (I-20 or DS-2019), and at least \$25 (check with the bank on this amount).
- Social security number will be asked for, but not required. However if you have one, make sure to provide.
 - If you do not have an SSN, you will be asked to fill out a W-8 BEN. This form states you are receiving non-service income and wish to claim exemption from taxes (this is for interest earned on the account).



Bank Accounts

General notes:

- Banks are not open on Sundays or public holidays
- Wiring money from home will require
 - Extra fee (almost always)
 - Names of both banks, bank addresses, and telephone numbers
 - Your account numbers at both banks
 - Receiving bank's routing number and SWIFT code



For more banking information

students.duke.edu/belonging/icr/disc/living-essentials

You will find it almost essential to have a bank account in the USA, unless you are here for a short period of time. We (USA Americans) use debit cards for almost all our purchases these days. We usually carry very little cash on us.

Opening an account

All you need to open a bank account is your passport, a U.S. address and some money to deposit. The bank will ask for your social security number (SSN) but you DO NOT NEED this number to open a bank account. If you are eligible for an SSN, just tell the bank you will give the number to them after you receive it. If you are not eligible for an SSN, that is fine. If you open up an interest-bearing savings account, you are eligible to apply for an [Individual Tax Payer Identification Number \(ITIN\)](#)

Wiring Money

If you want funds transferred electronically from your home to your bank here in the United States, you will need (1) the name of your bank, (2) your bank account number, and (3) your bank's routing number. Each bank charges for wiring funds in and out of the country. Contact the individual banks for fees.
Fact Sheets

[General Banking Handout](#)



Driver's License or official State ID card

The DMV is open for walk-ins and appointments. We highly recommend scheduling an appointment online.

The International Student Center will provide **drop off only** transportation to DMV the second Tuesday of every month, leaving from Smith Warehouse.

For Driver's license: first-time Drivers license will require a road test. NC requires you to have driver's insurance before issuing a license, even if you do not own a car yet.

Bring the following items for either Driver's license or State ID card

- Passport
- Visa document (I-20 or DS-2019)
- I-94 card
- Social Security card (if you have one)
- \$5-14 cash, check, or credit/debit→ for Driver's license it is ~\$5.50/year, normally issued for 8 year periods. State ID currently is \$14.
- Proof of Residence-- Bring two (2) items showing you live in NC. This can be a letter from your bank, bill from utility company, copy of lease, etc.



Automobiles

students.duke.edu/belonging/icr/disc/living-essentials

- [Transportation Flowchart](#): Use this flowchart to help you better understand and navigate automobiles and transportation decisions at Duke!
- [Parking At Duke](#)
- [Speeding Tickets](#)
- [Driving Lessons](#)
- [NC State ID, Learner's License & Driving License Info](#)
- [Purchasing a Pre-Owned Car](#)
- [Registering Your Car & Auto Tags](#)
- [Car Rentals](#)
- [Automobile Mechanics](#)
- [Automobile Insurance](#)

Note: If you are Canadian, then the process for getting insured and legal to start driving is outlined [here](#).



Housing

Common Apartments within Walking/Biking Distance to Campus:

- [Belmont](#)
- [Campus Walk Apts.](#)
- [Trinity Commons](#)
- [Chapel Tower](#)
- [Holly Hills](#)
- [Poplar Manor](#)
- [Lofts at Lakeview](#)
- [Heights at LaSalle](#)

Common Neighborhoods (for Homes) and Apartments Requiring Motor Transportation:

- **Neighborhoods:** Trinity Park (near Duke East Campus), Trinity Heights, West Hills
 - Duke shuttle to East Campus can assist with transportation



Utilities and Groceries

Utilities

- **Wifi and cable:** Spectrum, AT&T, Frontier
- **Electricity:** Duke Energy (unrelated to the school)
- **Water and Gas:** Depends on housing situation
 - ie. Campus Walk Apts. → National Exemption Service

Traditional Grocery stores (nearby)

- **Harris Teeter** → Two locations on Hillsborough Rd.
- **Whole Foods** → Broad St.
- **Food Lion** → Rebecca Dr.

If mobile transportation is unavailable, grocery chains have direct delivery services available too

Whole Sale/ Bulk Stores

- **Costco** → N Pointe Dr (10 min away)
- **Sam's Club** → Durham-Chapel Hill Blvd. (10 min away)

These require memberships to shop there (monthly or annual payments) but you can be a guest if someone else has a membership

Specialty Grocery stores

- **LiMing's** → 10 minute drive from campus
- **H Mart** → ~ 30 minute drive from campus
- **Spice Bazaar** → 10 minute drive from campus (close to LiMing's) (*Halal*)
- **Al-Taiba Halal Market** → 6 minute drive from campus. (*Halal*)



Cell Phone Providers

Common Providers

Verizon, AT&T, T-Mobile, Spectrum

Plans available

Family, autopay (save more!), or prepaid

AT&T (GSM), Verizon (CDMA), T-Mobile (GSM)

GSM phone → can be unlocked to switch between carriers easily

CDMA phone → locked to a carrier and won't use a SIM card



Security Deposits

- Security Deposits are extremely common for housing, utilities, and cell phones. These fees are sometimes refundable, and sometimes not. These fees tend to be steeper for international students who have no US credit history
- Housing: Specifically for housing it is **very** common for apartments to require a security deposit equal to one month's rent, in addition to pre-paying both the first and last month's rent upfront before moving in. This can add up quickly!!
- Utilities: can request security deposits of ~\$100 or more per utility



Taxes Duke Financial Services Corporate Payroll Services

Non-Compensation/ Scholarship Status:

US Citizens, permanent residents and residents:

- Select to submit IRS form W-4 and NC Department of Revenue form NC-4
- Will receive IRS form 1099

Foreign Nationals:

- Depends on the circumstances of the individual trainee:
 - Newly arrived
 - Likely will receive a 1042S form
 - Has been back and forth to the USA previously
 - May be eligible for 1099 or “courtesy letter” tax forms
- Contact **Debbie Endsley** for more information:
 - International Tax Payroll Coordinator with Corporate Payroll Services
 - debbie.endsley@duke.edu or 919-668-5811

Compensatory Status:

- Occurs after candidacy or following grant/scholarship termination

For More Information:

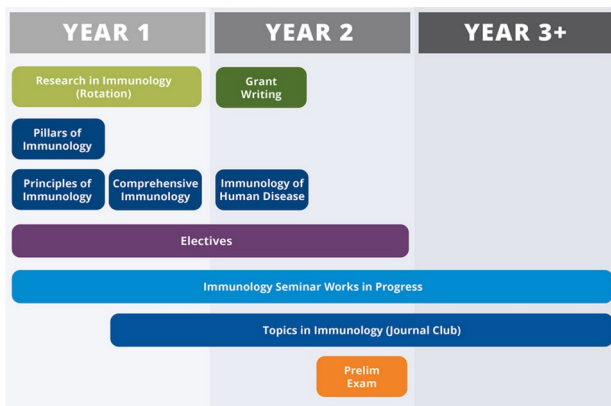
- <https://finance.duke.edu/payroll/tax/student>



Course Requirements (Graduate Students Only)

immunobiology.duke.edu/training-programs/graduate-education/curriculum

The diagram below shows how the required courses are spread out over time.



Class	Type	Graded Credit #	IMM PhD	MSTP
IMM544	Principles	3	Yes	No
IMM701D	Pillars	1	Yes	Yes
IMM731S/732S	WIP/Seminar	4	Yes	Yes
IMM791A/791B	Rotation	4	Yes	No
IMM800	Comprehensive	3	Yes	Yes
IMM601	Human Disease	1	Yes	Yes
IMM735/736	Dept JC	0	Yes	Yes
Electives		8	Yes	No
IMM544-TA		0	Yes	No
TOTAL GRADED CREDITS MINIMUM REQUIREMENT	WITH ELECTIVES		24	9

Other requirements

- BIOTRAIN 720 (grant writing)
- RCR credits
 - [See Graduate School Guides here, as updates are outside of dept control](#)
- One semester of TA-ing
 - Normally TA Principles of Immunology as a cohort fall of 2nd year
 - Additional TA-ing can be done for stipend supplement

Additional academic writing courses required by Duke can be taken by international students into their third year. All other classes are expected to be completed by end of second year.



Discussing Travel & Visa Plans

Length of Appointment	Time Off
Full year (12 months, August–July)	12 days
Fall semester (September–December)	4 days
Spring semester (January–May)	5 days
Summer (June–August)	3 days

<https://gradschool.duke.edu/policies-forms/duke-graduate-school-student-time-policy/>

The official graduate school policy **strongly encourages faculty to be flexible** during special circumstances (which would include VISA applications)

If students are still having issues with faculty being inflexible, the graduate school policy outlines a hierarchy of faculty members who can help address concerns.

1. First, you should contact our DGS (Mari Shinohara, <mari.shinohara@duke.edu>)
2. If this does not resolve the issue, then contact the chair (Raphael Valdivia, <raphael.valdivia@duke.edu>)
3. Then, Beth Sullivan (<beth.sullivan@duke.edu>)
4. And if the issue is still not resolved, contact the graduate school senior associate dean for academic affairs.



Useful Websites for Duke Students

- [Duke email](#): Most critical information is conveyed through email
- [DukeHub](#): Class enrollment, financials, health insurance enrollment. Twice a year DukeHub also will require verification of basic info to release a block on registration, takes about 5 minutes or less
- [Sakai/Canvas](#): Manage course info and homework
- [Duke list](#): Duke students/faculty can post information about housing, items for sale, etc
- [Duke T3](#): Keep track of academic records→ Used to record rotations, prelim, committee meetings, and defense
- [Duke OIT](#): Download free software and help with connection problems
- [IHouse](#): Provide international student support and visa service
 - Great list of “how to” resources
- [DukeBox](#): A cloud-storage based system, akin to Dropbox. Resources are sometimes shared via DukeBox.



US Holidays

Federal holidays: banks, government agencies, and several other institutions may be closed

New Year's Eve and Day	First and last days of the year are federal holidays.
Martin Luther King Jr	Federal holiday celebrating the birthday of Martin Luther King Jr , a civil rights activist who fought for racial equality in the 1960s and was assassinated. Observed on the 3rd Monday of January.
Memorial Day	Day of remembrance for honoring US military who died in service. Federal holiday that is observed on the last Monday in May.
Juneteenth	Recently declared a federal holiday, Juneteenth is celebrated on June 19th, the anniversary of when enslaved people in Texas were finally told they were freed, two and a half years after the Emancipation Proclamation of 1863 declared all enslaved people in the rebellious Confederate States free.
July 4th	Anniversary of the Declaration of Independence, when the US declared itself free of Britain. Also called "Independence Day", it is a federal holiday.
Labor Day	Federal holiday that honors the US labor movement and the works and contributions of laborers to the development of the US. Celebrated the first Monday in September.
Veteran's Day	Federal holiday honoring all who have served in the US military. Observed on November 11th each year. Duke does not have this as a holiday.
Thanksgiving	Observed the fourth Thursday in November, Thanksgiving is meant to be a day of thanks and observance. However it is also considered a National Day of Mourning for many Native Americans in remembrance of the genocide of Native Americans by colonists. The day after Thanksgiving is also considered a federal holiday and is called Black Friday-- this is associated with massive sales and the official beginning of the Christmas season.
Christmas	Christmas Eve (December 24th) and Christmas (December 25th) are both federal holidays. It is quite standard for people to take off the entire week between Christmas and New Year's.

