

IMPORTANT ARRIVAL INFORMATION

- ❑ It is required that all Foreign Nationals visit International Faculty and Scholar Services (IFSS) in Room 354 Bizzell Hall West on their first day of employment. Call 862-1719 to set up an appointment.
- ❑ All individuals paid by Departmental Accounts, Texas A & M Research Foundation or Welch are considered University Employees.
- ❑ Everyone must see Judy Ludwig in Rm. 123 to be processed (See attached Chemistry Bldg. Map). Bring your passport, I-94, I-20 (for students), DS-2019 (for employees) any other visa paperwork. She will help you with the following:
 - ID Card
 - University Identification Number (UIN)
 - Do New Employee Orientation Online
 - Necessary Paperwork including income tax withholding, group insurance, payroll, etc. (If insurance eligible, paperwork must be complete on or before the first day of employment)
- ❑ All personnel not having a social security number (SSN) **must** go to the Social Security Office as quickly as possible to obtain one. Upon receipt of SSN, please give Mayela (Rm. 2311) and Judy Ludwig (Rm. 123), Chemistry Building, a photocopy of the card. Paycheck will be released until a SSN or ID Number is given to Judy Ludwig.
- ❑ Everyone must get a Key Form, Stockroom Form and Security Access Form from Mayela and take to Carmen Rosas (Rm. 122) for processing.
- ❑ Monthly payroll personnel should pick up their check or check stub in Mary Morgan's office (Rm. 121) on the 1st working day of every month or you can choose to receive your stub online.
- ❑ Housing/Personal Information is attached to help with making the necessary housing arrangements (i.e. apartments, utilities, cable TV).

Social Security Office 2120 W. Briargate Dr. Bryan, TX 77802 Open M-F 9:00 a.m. - 4:00 p.m

HOUSING/PERSONAL INFORMATION

FOR ALL LOCATIONS, SEE ATTACHED CITY MAP

- ❑ **Apartment or Duplex:** 1 or 2 Bedrooms, Approximately \$350-\$600. Deposit Required. Apartment Locator Services are available. You can also check the Phone Book Yellow Pages Under Apartment Locator or look online.
- ❑ **Utilities (Electricity, Gas, Phone):** Deposit Required.
 - College Station (Electricity): 1101 S. Texas Ave.
764-3535
 - Bryan (Electricity): 205 E. 28th Street
821-5700
 - Atmos Energy (Gas) 4200 Hwy. 6 South, Bryan
800-460-3030
 - Verizon Phone Service: 700 University Dr., College Station
800-483-1000
- ❑ **Furniture:** Furniture may be purchased or rented (See Phone Book Yellow Pages Under Furniture).
- ❑ **Suddenlink Cable TV:** In Bryan/College Station, television channels are very limited without Cable TV. Cable TV may be provided by your apartment complex. If not, contact the following: TCA Cable TV.
4114 East 29th St.
Bryan
846-2229.
- ❑ **Banks:** Your Choice - Check Phone Book Yellow Pages Under Banks. Checking and/or Savings Accounts are available.
- ❑ **Texas Driver's License:**
 - Must take written exam & driving test.
 - Necessary to get mandatory insurance for car (NOTE: International will not work).
 - Necessary to cash checks (In Bryan/College Station and Out of Town).
- ❑ **Household Items:** Items are usually cheaper at Wal-Mart. Wal-Mart Locations:
College Station: 1815 Brothers
Bryan Supercenter: Briarcrest Dr.
- ❑ **Grocery Stores:** Various Store Locations. Some open 24 hrs a day, 7 days a wk.