



AY22 NDU Transition Checklist

Over the next few months, you will receive a series of emails from ISMO with information to help with your transition to the U.S. See below for your 1) [pre-arrival tasks](#), 2) [required packing list](#), and 3) [post-arrival tasks](#).

Please refer to this checklist regularly to ensure you are prepared for your year at NDU.

More specific instructions for most of these tasks will be included in the email series from ISMO. Please also refer to the IF Handbook on our website. If you have any questions, please contact your POC.

1. Before you arrive

- Survey Completion:** Complete the survey sent in the Welcome Email
- Lodging:**
 - For non-US government funded students only: Arrange for adequate housing and inform ISMO of the address
 - For US government funded students only: Reply to the Housing Program Email with your decision to "opt-in" or "opt-out"
 - If "opt-in": send your information to Suite Solutions (sharon@mysuitesolutions.com) and CC ISMO
 - If "opt-out": arrange for adequate housing; send ISMO a copy of lease and property manager agreement
- Dependents (if applicable):**
 - Purchase traveler's insurance according to DSCA guidelines (see ISMO's memo)
 - Schedule school placement meeting(s)
 - Register young children for daycare, if needed
 - *For students coming with children but WITHOUT a spouse: Complete Dependent Care Plan (please contact ISMO for assistance with this)
- Academic Records:** Collect your records (including all transcripts) as defined in the Academic email
- Information Technology:**
 - Complete Cyber Awareness Training and submit signed certificate of completion to ISMO and NDU Registrar
 - Complete NDU System Authorization Access Request (SAAR) form and submit to ISMO and NDU Registrar
 - Review memo and ensure current IT hardware and software meet NDU standards
 - Purchase USB CAC Smart Card Reader
- Invitational Travel Order (ITO):**
 - Ensure the Security Cooperation Officer (SCO) in your country's US embassy issues you an ITO
 - For US government funded students only: Ensure the SCO provides you with a cash advance for travel and living allowance
- Driver's license:** *Ensure that you have an international driver's license before you depart*
- Arrival:**
 - For non-US government funded students only:
 - Arrange transport from the airport
 - Arrange transport from your housing to NDU on Monday, 21-June
 - For US government funded students only:
 - Send ISMO and Suite Solutions your arrival date, time, flight number, and # of dependents traveling with you
 - Ensure you understand when you will be picked up from your housing to NDU on Monday, 21-June

2. What to pack

➤ Medical

- Immunization records
- Medical records
- 6 weeks' worth of any prescription medication(s)

➤ Academic

- CV/Resume
- Official transcript(s)
- Diploma(s)

➤ Technology

- Laptop
- Outlet adapter

➤ Clothing

- Class A uniform
 - Examples here: <https://ismo.ndu.edu/Incoming-Students/Incoming-Student-Info/Uniform-Dress-at-NDU/>
- Class B uniform
- Civilian business wear - **pack this in carry-on luggage!*
- Swimsuit and athletic clothing
- Clothing for all weather - *DC summers are hot as 110°F (43°C) and winters as cold as 0°F (-18°C)*

➤ Identification

- National ID (such as military or driver's license)
- International driver's license
- Birth certificate
- Passport and visa
- Previous FIN# (if applicable)
- Social Security Card (if applicable)
- Photocopies of everything
- \$200 USD cash

➤ Dependents

- All immunization and medical records
- Physical exam form(s)
- Marriage certificate for spouse
- Birth certificate(s)
- Passport(s)/visa(s)
- Possible other unexpired forms of official ID (such as a driver's license or military card)
- All transcript(s) and diploma(s)
- Proof of school enrollment (if available)
- Photocopies of passports, visas, and birth certificates
- Clothing for all weather

3. After you arrive

When you first arrive in the United States, there are many tasks you will need to accomplish outside of the scheduled ISMO in-processing days. Please plan to complete the tasks below during the multiple personal transition days allocated in the ISMO Summer Schedule.

- I-94:** Download your I-94 at <https://i94.cbp.dhs.gov> and send to ISMO
- Housing**
 - As needed, have furniture delivered and set up utilities (cable/internet, trash, water, electric, etc.)
 - For US government funded students who chose “opt-OUT” only: Send copies of your lease and property management agreement to ISMO
- Insurance:** Purchase renter’s insurance for your apartment/home – most car insurance companies also offer this and will give you a discount for combining
- State Driver’s License**
 - If you have an A-2 visa, you MUST bring a non-eligibility letter with you to the DMV
 - ISMO will issue this for you and/or your dependents of driving age through the State Department. It is valid for 90 days. You will receive the letter via email approximately 3 weeks after ISMO submits the request. ISMO will not re-process expired letters, and A-2 visa holders can’t obtain a driver’s license without one.
 - Apply for a driver’s license at the DMV in your state of residence. At your appointment, bring the driving letter and all additional documentation listed here:
 - Virginia: <https://www.dmv.virginia.gov/webdoc/pdf/dmv141.pdf>
 - DC: <https://dmv.dc.gov/service/obtain-a-real-id-driver-license>
 - Maryland: <http://license.mva.maryland.gov/CheckList/default.aspx>
- Car (if desired/applicable)**
 - Purchase car insurance for your car - ***check the IF Manual for the required coverage for your state of residence!**
 - Get a safety and emissions inspection test from the seller; the test is also available at most gas stations in Virginia
 - Go to the DMV to get the car titled in your name – you will need to take your signed housing lease with you
 - Go to the DMV to get the car registered in your name – you can NOT do this without first doing the 3 tasks above
- Cell Phone:** Purchase a cell phone for you and your spouse and provide ISMO with your numbers.
- Bank Account:**
 - Obtain a US bank account; provide ISMO with account details for field study travel reimbursement
 - For US government funded students only: activate your MetaBank card upon receipt from ISMO. Ensure you save all account information for your records
- Dependents:**
 - **Military IDs:**
 - Make an appointment during one of your personal transition days for all eligible dependents at Ft. Myer
 - Take your family to Ft. Myer with an 1172 form for each dependent (provided by ISMO).
 - Ensure you have signed the forms prior to your arrival.
 - Each dependent must provide birth certificate and TWO other forms of unexpired identification.
 - Ensure the processing officer writes down the FIN # on the 1172s and gives them back to you.
 - Bring the completed 1172 forms and IDs to ISMO for documentation of dependent FINs
 - **Schools:**
 - Follow enrollment processes according to the requirements of your residential school district
 - Bring all required registration materials to your appointment as detailed on the ISMO website at: <https://ismo.ndu.edu/Incoming-Students/Incoming-Student-Info/Dependent-Information/School-Requirements/>
 - Schedule any unfulfilled vaccines/physical exams required for registration; more details can be found on the ISMO website