

# NATIONAL DEFENSE UNIVERSITY

## International Fellows Class of 2020

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### Post-Arrival Tasks

When you first arrive in the United States, there are many tasks you will need to accomplish outside of the ISMO in-processing schedule. Please plan ahead based on the tasks listed below and the personal transition days allocated as part of the ISMO Summer Schedule. We've allocated multiple days for you to achieve these tasks, listed below. If you have any questions, contact **Andrew McMillan** ([andrew.mcmillan.civ@ndu.edu](mailto:andrew.mcmillan.civ@ndu.edu)) or **Madeline DuBois** ([m.a.dubois.civ@ndu.edu](mailto:m.a.dubois.civ@ndu.edu)).

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#### **Email ISMO your I-94 Form for you and your dependents**

Task: Download your I-94 from the U.S. Customs and Border Protection website [here](#), and send to ISMO immediately after your arrival in the U.S.

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#### **Pick up dependents at airport (if applicable)**

Task: If your dependents did not arrive in the US on the same flight as you, arrange their arrival for a weekend, evening, or one of your personal transition days, if you plan on going to the airport to pick them up.

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#### **Secure dependent Military IDs for all authorized dependents**

Task: Make an appointment during one of your personal transition days, for all eligible dependents, at Fort Myer, by contacting [Andrew Middleton](#).

Task: Take your family to Fort Myer. You must take a DD-1172 form for each dependent (provided by ISMO). Ensure you have signed the form prior to your arrival at the CAC office. Each dependent must provide TWO forms of identification. A list of acceptable forms of identification is available [here](#).

Task: Bring the completed DD-1172s back to ISMO for documentation of dependent FINs.

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#### **Register your dependents for public school (any additional vaccines/physicals, if applicable)**

Task: Make an appointment with the Language Services Registration Center on one of your personal transition days by emailing [Juana Luna](#) or calling +1 (703) 228-7663.

Task: On the day of your appointment, ensure that you bring all required registration materials as detailed in the "NDU Task Email - School Registration."

Task: If there were vaccines/physical exams required for registration that you were not able to achieve in your country, schedule your intake center on a day that the Immunization Clinic is open (see school email for details).

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#### **Finalize housing logistics– Furniture delivery, utilities set-up, cable/internet set-up**

Task (for non-US government funded students only): As needed, use your personal transition days to have furniture delivered, get your cable or internet set up, or get any utilities (water, electric, trash removal, etc.) set up.

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#### **Purchase a Car (if applicable)**

Task: Purchase car insurance for your car, either online or in-person. Ask about possible military discounts. NOTE: Virginia law requires the following minimum insurance coverage for all registered vehicles: \$25,000 for bodily injury or death of one person; \$50,000 for bodily injury or death of two or more people; and \$20,000 for property damage.

Task: Get a safety and emissions inspection completed for the vehicle. Both services are available at most gas stations in Virginia. Or, receive proof of safety and emissions inspection documentation from seller.

Task: Go to the DMV to get the car titled in your name. You will need to take your signed lease with you as "proof of address." For more information, visit the [DMV website](#).

Task: Go to the DMV to get the car registration in your name. NOTE: YOU CANNOT REGISTER YOUR VEHICLE IN VIRGINIA WITHOUT FIRST COMPLETEING THE 3 TASKS LISTED ABOVE. For more information, visit the [DMV website](#).

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#### **Acquire a State Driver's License (if desired/applicable)**

Task: If you have an A-2 visa, ISMO will ask you as part of your homeroom if you and/or your dependents intend to obtain a State Driver's License. ISMO will submit a memo to the State Department, who will issue a letter that is valid for 90 days and that you must take with you to the DMV. NOTE: You will receive the letter via email approximately 3 weeks after ISMO submits the request.

Task: Apply for a driver's license on one of your personal transition days at the Virginia DMV. At your appointment, bring the Department of State Letter and all additional documentation, listed [here](#).

IF YOU HAVE AN A-2 VISA, YOU CANNOT OBTAIN A DRIVER'S LICENSE WITHOUT THE DOS LETTER.

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#### **Purchase Renter's Insurance**

Task: Purchase Renter's Insurance for your apartment/home. Most car insurance companies also offer renter's insurance, and will give you a discount for combining auto and renter's insurance.

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#### **Purchase a Cell Phone**

Task: Purchase a cell phone for you and your spouse and provide ISMO with your cell phone numbers.