

## International House Scholars Services

Checklist for New Scholars: The purpose of this checklist is to give newly arrived International Scholar helpful, step-by-step information about settling in Durham. Not everyone is going to need everything on this list. Approximate costs for different services associated with different needs and service are represented in bold parenthesis.

### Preparations before leaving your home country

- [ ] **Reserve air tickets to Raleigh/Durham International Airport**  
The airport code is **RDU**. Visit <http://www.rdu.com/> for more information such as flight schedules, maps & directions, and ground transportation.
- [ ] **Transportation from the airport (RDU)**  
Arrange for someone from your department to pick you up at the airport. If this is not possible, you will have to take a taxi. Taxis are located directly outside both terminals at Raleigh Durham Airport. The cost to Durham will be between \$25 and \$35. A 10% tip is expected.
- [ ] **Arrange Temporary and Short-term Housing (\$70 - \$100 per night)**  
We suggest you temporarily stay in a hotel for three to seven days until you find a place to live for security and convenience reasons. Three hotels that are within walking distance are listed below:
- [ ] **Short-term housing (\$437.50 per month for one room in a 2-bedroom apt.)**  
If you are visiting at Duke **less than 6 months**, inquire with International House about furnished, short-term apartments or other housing ideas.
- [ ] **Purchase travel insurance for the first month of your stay in the US.**  
Especially important for those who will be on Duke's payroll or purchasing insurance in the United States. Before purchasing travel insurance make sure that it will cover **medical expenses** for your first month in the US.
- [ ] **Prepare initial expenses**
- [ ] Cash
- [ ] Travelers' Checks (We recommend American Express)
- [ ] International Credit Card
- [ ] **Get connected prior to arrival**  
Join [intlhouse@duke.edu](mailto:intlhouse@duke.edu) for...

- Searching for an apartment and/or roommate
- Selling and purchasing furniture, cars, etc.
- Looking for and/or sharing a ride
- And much more!

### **Visit our website to subscribe:**

<http://ihouse.studentaffairs.duke.edu/forms/lists/intlhouse/>

- [ ] **Obtain Official documentation to drive a car in the US**
- [ ] Home country license
- [ ] International license
- [ ] Certificate of your driving history (translated into English)
- [ ] Proof of your car insurance in your home country  
(translated into English)  
(These last two items will help to lower auto insurance rates)

### First Steps after you arrive at Duke & Durham, NC

- [ ] **Register with International Office**
- [ ] **Visa Registration**

**8:30 am – 4:00 pm Monday - Friday**

International Office

300 Alexander Ave. Box 3882, Durham, NC 27710

Website: [www.internationaloffice.duke.edu](http://www.internationaloffice.duke.edu)

E-mail: [visahelp@mc.duke.edu](mailto:visahelp@mc.duke.edu)

Tel: 919.681.8472 Fax: 919.681.8492.

[ ] **Check in with your department**

[ ] Set up your Duke e-mail account

[ ] Ask for your Duke Unique ID

[ ] Obtain your Duke ID card

**For Duke paid employees (See your department for more information)**

[ ] Benefits Orientation

[ ] Direct Deposit of your paycheck to your bank account

[ ] Visit **International House** to sign up for medical evacuation & repatriation insurance

**For unpaid scholars at Duke or funding from another source**

[ ] Enroll in J-1 approved medical insurance if you did not purchase medical insurance in your home country. This can be done at the International House during Scholar Orientation.

[ ] **Make an appointment with Ms. Debbie Endsley**

Note for those on Duke Payroll: Any questions in reference to your individual tax liability should be directed to Debbie Endsley in Corporate Payroll Services. Many countries have income tax treaties with the United States. Ms. Endsley would be available to assist you with all questions in this area. She may be reached at 919-684-2642 or email:

[debbie.endsley@duke.edu](mailto:debbie.endsley@duke.edu)

[ ] **Attend International House Scholar Orientation**

I-House (2022 Campus Drive) offers daily scholar orientations. Please come to our office for personalized assistance during the following times:

Mondays at 10:00am or 1:30pm; Tuesdays - Fridays at 1:30pm

[ ] **Double check your medical insurance**

**Health Insurance Costs for an Individual (Health insurance costs for family members is much higher):**

- **Scholar receiving a Duke Salary (\$21 to \$52/ month)**
- **Scholar not receiving a Duke Salary (\$70 to \$170) (We encourage all scholars not receiving a Duke Salary to sign up for health insurance at the International House immediately after their arrival.)**

**During your first week at Duke**

[ ] **Find housing**

(1 bedroom -- \$500 to \$900/ month; 2 bedroom -- \$650 to 1200/ month)

(Additional Housing Costs:

- **Application Fee: \$35**
- **Initial Deposit: One Month's Rent**
- **Electricity: \$40 to \$60/ month plus a refundable \$200 deposit**
- **Home phone: \$25/ month for local service.**
- **Household supplies: \$200**
- **Furniture: \$400 - \$1000**

Try to be flexible and not to expect to find the “perfect” place. Keep in mind that almost all apartments and houses are NOT furnished.

**Ways to find housing**

- [ ] Ask your department for recommendations
- [ ] Duke Community Housing: <http://communityhousing.duke.edu>
- [ ] Duke Dialogue Trading Post: <http://www.dukenews.duke.edu/trading.htm>
- [ ] IntlHouse Listserv (see above to subscribe)
- [ ] Consult with International House Staff
- [ ] International House's housing handouts
- [ ] [www.raleigh.craigslist.org](http://www.raleigh.craigslist.org)

**[ ] Take a tour of Duke campus**

To find out the tour schedule, visit: <http://www.duke.edu/web/ug-admissions/visit/tours.htm>

**Within ten – fourteen days after your arrival****[ ] Apply for a social security number at least 10 days after your arrival**

Please come to I-House on Wednesdays at 9:45 am. In order to obtain a Social Security card, you will need to bring

1. Your passport
2. Your I-20 or DS-2019
3. Your I-94 card (inside passport)
4. Your letter from the I-Office (provided for you upon registration at Duke).
5. Application form (provided at I-House)

**[ ] Enroll children in school**

- [ ] Durham Public schools
- [ ] Chapel Hill Public schools
- [ ] Day care
- [ ] Private Schools (Handout available at International House)

**[ ] Buy a car (optional) (\$1500 to ?)**

Although we provide useful handouts that provide general information on car dealership, mechanics, auto insurances, car registration procedure, driving lessons, etc, our office does not personally help you find a car.

- [ ] Obtain I-House's "Buying a used car" handouts
- [ ] Purchase a Parking Permit (**\$99 to \$210**)
- [ ] Purchase Auto Insurance

Visit Parking & Transportation Services: <http://aux03.auxserv.duke.edu/parking/>

**[ ] Get around Durham** (Guides and Schedules available at International House)

- [ ] DATA: <http://www.ci.durham.nc.us/departments/works/data.cfm>
- [ ] TTA: <http://ridetta.org/Home/index.html>
- [ ] Greyhound: <http://www.greyhound.com/home.asp>
- [ ] Renting a car
- [ ] Taxis
- [ ] Trains:  
<http://www.amtrak.com/servlet/ContentServer?pagename=Amtrak/HomePage>