Post-Arrival Checklist for Scholars

Lodging Move-In
Prior to arriving to campus, you or your department host should have arranged a date/time for you to move into your new place of residence. Your host department should assist you in getting you to your place of residence.

Meet with Host Department
Your department host contact should have arranged a brief department orientation and campus tour for you. If you have not pre-arranged a meeting time/date/location with your department and you need to contact your department, a campus phonebook/directory can be found at http://www3.uwplatt.edu/phonebook.

Campus Tour
Your host department should have arranged a campus tour for you. A campus map is available at http://www.uwplatt.edu/contact/campus_map.html.

Get ID card/Pioneer Passport (Pioneer Passport Office, MPSC)
Go to the Pioneer Passport Office (upper level of the Markee Pioneer Student Center [MPSC] across from the Pioneer Perk coffee shop) to get your Pioneer Passport (UW-Platteville ID card). You will use this card to purchase food on campus, check out library books, etc. You will need this card before you can get your uwplatt.edu email and password.
Contact: Jeanne Pint, pint@uwplatt.edu, 608-342-1449.

Get uwplatt.edu email/password (Information Technology Services (ITS) Help Desk)
The ITS Help Desk is located on the first floor of the Karmann Library. You must present your Pioneer Passport (UW-Platteville ID) at the Help Desk to obtain your username and password.
Contact: ITS Help Desk, helpdesk@uwplatt.edu, 608-342-1400.

Print out your I-94 record
- Go to https://i94.cbp.dhs.gov/I94. Bookmark this website for future reference.
- Fill in the fields using information from your passport and DS-2019.
- You will need to print out a copy of your I-94 and bring it to the International Student and Scholar Service (ISSS) office after you enter the U.S. from overseas. After you have printed out a copy for yourself, either drop off a copy of your I-94 printout to the ISSS office (Royce 111B) or scan and email the printout to isss@uwplatt.edu.
- If you have any problems accessing your electronic I-94, please email isss@uwplatt.edu as soon as possible.
**Document Check & Welcome Folder** (Royce Hall 111B)

Bring your immigration documents: I-20/DS-2019, passport, I-94 print-out, visa to the International Student and Scholar Services (ISSS) Office so that the ISSS Advisor can make copies for your file and register you in SEVIS.

- Pick up your welcome folder including a campus map and a map of Platteville.
- Provide ISSS Advisor with your cell phone number and address.
- Set up a time to meet with the ISSS Advisor later in the week to go over immigration regulations, health insurance, banking, and other instructions.

**Contact:** ISSS Office, iss@uwplatt.edu, 608-342-1852, Royce Hall 111B

**Meals**

You can use cash or credit card to pay for meals at the dining halls on campus (Pioneer Crossing in the Markee Pioneer Student Center or in Bridgeway Commons) or at the campus coffee shops (Pioneer Perk in the Markee Pioneer Student Center or Hickory and Main in Ullsvik Hall).

**Opening a Bank Account**

A handout about opening a bank account in Platteville is available in at the ISSS Office in Royce Hall or online at [http://www3.uwplatt.edu/isss/bankingpaying-bills](http://www3.uwplatt.edu/isss/bankingpaying-bills).

**Immigration Regulations, Health Insurance, PASS, Banking, and Miscellaneous**

Meet with the ISSS Office in Royce Hall to discuss the following:

- Immigration Regulations
- Health Insurance
- Opening a Bank Account
- ISSS website

**Health Insurance**

J-1 Professors are required to purchase the university-sponsored health insurance from Rust Associates unless they have received permission from the ISSS office at least one month prior to their arrival in the U.S. to purchase an alternative plan.

- If you are a scholar who is enrolled in the Rust Associates health insurance plan, you will be given an invoice from the ISSS office which you will need to take the Cashier’s Office in Brigham Hall (2nd floor) to pay for your health insurance.
- If you are a scholar who is NOT enrolled in the Rust Associates plan, you need to submit proof of payment for your alternative health insurance plan to ISSS within 5 days of arriving at UW-Platteville.

**Need a Computer or Laptop?**

If you do not have a laptop and would like to borrow one for up to 72 hours, you can check out laptops from the ITS Help Desk in the Karmann Library. Call 608-342-1400 or email helpdesk@uwplatt.edu for details. There are also many computer labs on campus, including the Bear’s Den in the MPSC and in Karrmann Library.
How Do You Use PASS, Zimb (uwplatt.edu email), and Desire to Learn (D2L)?

Zimbra tutorials - http://www.uwplatt.edu/zimlet/help/
PASS tutorials - http://www3.uwplatt.edu/its/pass
D2L tutorials – http://www3.uwplatt.edu/desire2learn

Platteville Taxi Contact Information

- **Shared Ride Taxi** (608-348-6767)
  Monday-Saturday 6 a.m.-8 p.m.
  Sunday 7 a.m.-1 p.m.
  Closed on holidays.
- **Platteville Cab Service** (608-348-5678)

Cost of a taxi ride within Platteville is usually $2-$3.

**Platteville Shuttle Service – “Pioneer Transit”**

UW-Platteville has initiated a city-campus shuttle service to provide students and staff transportation to locations around the campus and in the community. The shuttle is free to students with a valid student ID. For maps of the shuttle routes and schedules, please visit http://www3.uwplatt.edu/transportation/pioneer-transit-campus-shuttle.

**Laundry & Passport Funds**

If you are a scholar who is living on campus, you will need to have your Pioneer Passport coded so that you have access to a residence hall which offers laundry facilities. **You can add money to your Passport Funds online** at http://www.uwplatt.edu/go/passport. Passport Funds can be used to do laundry in all residence halls except for Rountree Commons. Passport funds can also be used in dining facilities on campus and the university bookstore. You can also put money on your account in person in the Pioneer Passport Office (second floor of the Markee). Students can view laundry machine activity via: www.uwplatt.edu/go/laundry.

**Have other questions?**

Check out our International Student Handbook at http://www3.uwplatt.edu/isss/international-student-handbook or contact the ISSS Office, Royce Hall 111B, isss@uwplatt.edu, 608-342-1852.