

**SYRACUSE UNIVERSITY
TA ORIENTATION PROGRAM**

ITA Checklist

BEFORE arriving in Syracuse:

- Review August 2009 TA Orientation Program packet**
- Forms to be Completed – Due by JULY 31, 2009**
 - ___ Pre-Registration [**Form R**]
 - ___ Temporary Housing Request (if needed) [**Form H**]
 - ___ English Language Proficiency Form [**Form E**]
- Gather Identification/Records**
 - ___ SU ID Number
 - ___ Driver's license
 - ___ Social Security Card (if you currently have a card)
 - ___ Passport
 - ___ Immigration Records
 - ___ Medical Records
 - Health Form
 - Meningitis Legislation Requirement Form
 - Immunization record
 - TB Test and Chest X-ray
(must be completed in Canada or United States)
 - I-20 (F-1 student) or DS-2019 (J-1 Exchange Visitor)
- Prepare 5 minute presentation for Microteaching Session**
- Arrange for local academic year housing**

AFTER arriving at Syracuse University:

- Check in at SCIS (with proper identification documents) by August 12, 2009**
- Check in with your department**
- Residence Hall Check-in:** Watson Hall (if needed)
- SCIS Orientation Session:** Thursday, August 13, 9:00 - 11:00 a.m. 107 Hall of Languages
- Check in for TAOP:** Thursday, August 13, 11:30 a.m. - 12:15 p.m. 500 Hall of Languages
- Review the tentative program schedule and other packet information**