

AT PROCESS

- 1) Get ALL holds removed from your MyBYUH Account
- 2) Obtain a written job offer (meet with Career Services for assistance with this). Take your written job offer to your department Chair or Dean. Have them sign their name on the job offer IF they approve the job you've been offered.
- 3) Go to the Student Medical Benefit Office (Aloha Center). Meet with Beth Martin and she will assist you in obtaining the proper insurance. She also needs to sign the job offer which signifies you have the proper insurance per BYUH Policy.
- 4) Bring job offer with required signatures to the ISS office and set an appointment to visit with Pat Macy.

Go to ISS and meet with Uncle Pat.

Bring these documents:

- Job Offer
- Passport
- Visa
- DS2019

After Pat Macy reviews your packet, you will be issued a DS2019 showing your approved dates.

YOUR OBLIGATION DURING YOUR ACADEMIC TRAINING

NOTE: FAILURE TO FOLLOW THE ITEMS BELOW WILL RESULT IN TERMINATION OF YOUR ACADEMIC TRAINING WITHOUT NOTICE

INSURANCE: Must be maintained for the duration of your Academic Training **NO EXCEPTIONS. Failure to maintain Insurance is grounds for TERMINATION**

ADDRESS: Always inform ISS of ANY address changes Send an e-mail with any changes and also inform ISS every 6 months of your status/plans

TRAVEL during AT: As with any travel, make sure your Passport is current (within 6 months). You must have a current Visa and DS2019 to enter the USA. The DS2019 **MUST** be signed and authorized for travel. Again if your Visa is expired or will be expiring while you are out of the United States, you need to renew your Visa in order for you to re-enter the U.S.

Any questions or worries... always email Uncle Pat at macy71@byuh.edu or call 808-675-3558.