

Welcome Kit Ideas

International visitors may arrive late at night when offices and businesses are closed. Even if they arrive during the day, their access to transportation might be limited. They may also arrive with very little US currency. Think about immediate needs when planning for arrivals.

Possible Immediate Needs

- ☐ **Calling or Emailing Home**
- ☐ **Money** – Do they have sufficient US currency until they can get to a bank?
- ☐ **Eating/Drinking** - International visitors may have altered eating/hunger schedules. They can also be hesitant to venture out on their own the first evening/day of arrival. Can they get to a restaurant or shop? Or, should fruit or other simple items be provided in their rooms/homes for the first evening or breakfast?
- ☐ **Medical or Health Related Needs** - After a long journey – consider the well-being of the visitor. Do they need anything from a pharmacy or drugstore?
- ☐ **Knowing Who to Contact** – Do they know how to contact someone once dropped off at their temporary or permanent housing?
- ☐ **A Need to Feel Safe and Secure** – The first hours in a new and strange place can be frightening. Offer information that alleviates some of this anxiety. This may be as simple as assuring them the tap water is okay to drink or driving them around the neighborhood to show the proximity of services.

Information Needs

- ☐ Community Resource Information Sheet
- ☐ Phonebook, Phone Lists & Email Lists (Office & Home)
- ☐ Instructions on using phones, phone cards
- ☐ Emergency Instructions – health services, emergency services
- ☐ Instructions on options for computer access before official access is issued
- ☐ Restaurants and Dining Options
- ☐ Shopping
- ☐ Transportation

- ☐ Banking Info – ATMs, Currency Exchange Options
- ☐ Local Map
- ☐ Worksite/Office Locator Map, Org. Charts
- ☐ Bus Map
- ☐ Schedules – Orientation/Meeting Schedules

Personal Needs

- ☐ **Food/Bottled Water** –some fruit or other simple items, a trip to the store or a restaurant
- ☐ **Over the counter medicines/hygiene products/toiletries** – a trip to the drugstore
- ☐ **Currency** – a trip to the ATM or bank

Household Needs

If the visitor is moving into an apartment, consider the items s/he will need before a shopping trip can be made. Give instructions on using utilities or appliances and clarify smoking policies. Also consider providing or loaning a few of these items for a short period until the visitor is able to purchase his/her own items. Be clear about what items are to be returned and when.

- ☐ Tissue
- ☐ Toilet Tissue
- ☐ Paper Towels
- ☐ Sheets
- ☐ Pillows
- ☐ Towels
- ☐ Dishes (Glasses, plates, bowls, flatware, coffee mug)
- ☐ Pot & frying pan
- ☐ Spatula, large spoons
- ☐ Plastic storage containers
- ☐ Matches (if a gas stove requires them)
- ☐ Salt, pepper, sugar
- ☐ Telephone
- ☐ Confirm Gas/Electricity/Water are in working order

This list is intended to assist in planning. It is not intended to be a list of mandatory items that a department must provide to an international visitor. It is only intended as an idea list which will help hosting units and international visitors communicate and ease transition.