



Woods Hole Oceanographic Institution Human Resources Office

CHECK-IN SHEET

Legal Name	Preferred Name
Social Security # - -	WHOI I.D. #
WHOI Position Title	Date of Birth (mm/dd/yyyy)
Are you a citizen of the United States? ☐ YES ☐ NO	Today's Date (mm/dd/yyyy)
What type of VISA do you hold? (i.e.: J-1; F-1, etc.)	Start Date (mm/dd/yyyy)

WHOI Address:

Department:	Lab-Bldg./Room/Mail Stop:
Telephone Ext.:	Supervisor/Host:

Local Address:

Address:	Telephone:
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Legal Address: (If Different from Local)

Address:	Telephone:
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Personal Email Address (Required for Payroll)

Email:

May we publish address & telephone number in WHOI Directory? ☐ YES ☐ NO
Have you ever had a previous affiliation with WHOI? ☐ YES ☐ NO

In Case of Emergency, Notify:

Name:	Relationship:
Address:	Telephone:

Human Resources

Processed by: _____ Date _____