

## Human Resources: Contact Information & Additional Resources

### WHOI Contact Information

Ann K. Sweck  
Responsible Officer  
Telephone: (508) 289-2704  
Email: [fna@whoi.edu](mailto:fna@whoi.edu)

Ann is responsible for overseeing WHOI's Exchange Visitor Program and ensuring WHOI's compliance with the regulations set forth by the U.S. Citizenship and Immigration Services (USCIS, formerly known as BCIS and INS) and the U.S. Department of State (DOS).

Ann serves as advisor to foreign nationals and WHOI departments on matters pertaining to maintaining legal status at WHOI. Ann handles all day-to-day foreign national issues.

Tina Betti  
Director of Human Resources/EEO Officer  
Telephone: (508) 289-2705  
Email: [tbetti@whoi.edu](mailto:tbetti@whoi.edu)

Tina is responsible for managing the Institution's recruitment and employment programs and activities. It is her responsibility to ensure consistent application of EEO policies, programs, employee diversity, and training. Tina provides back-up services in the absence of the Responsible Officer.

### Additional Resources

[Massachusetts Registry of Motor Vehicles](#)

[Internal Revenue Service](#)

[Social Security Administration](#)

[U.S. Citizenship and Immigration Services](#)

[Department of State, Bureau of Consular Affairs: Websites to U.S. Embassies/Consulates & Diplomatic Missions](#)

[Department of State, Bureau of Consular Affairs](#)

[Department of State, Bureau of Consular Affairs: Visa Processing](#)

[Department of State, Bureau of Consular Affairs: Visa Application Forms](#)

[U.S. Citizenship and Immigration Services: Change of Address](#)

[American Civil Liberties Union: "Know Your Rights" Pamphlet](#)

[U.S. Immigration and Customs Enforcement: Special Registration](#)

[U.S. Immigration and Customs Enforcement : Student and Exchange Visitor Information System \(SEVIS\)](#)

[U.S. Department of State: Exchange Visitor Programs](#)

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Problems or questions about the site, please contact [webdev@whoi.edu](mailto:webdev@whoi.edu)