

GUEST STUDENT CHECK-IN CHECK LIST

*Welcome to the Woods Hole Oceanographic Institution!
We hope these materials will be helpful as you orient yourself to life at WHOI.*

WHOI IDENTIFICATION CARD/LIBRARY CARD

To obtain a library card for the MBL/WHOI library (which is also your WHOI ID card), call MBL Swope Center at 508/289-7247 to arrange a time to have the card issued. You'll need to bring a driver's license or other photo identification with you. The WHOI ID/library card bears a magnetic strip to allow you to check materials out and to access the building.

HOUSING

If you are assigned to WHOI Housing, please check in with Valerie Caron, our Housing Coordinator, in the Academic Programs Office (ext. 2389). If you are not assigned to WHOI housing but need local accommodations, Valerie may also be able to assist. The housing website, <http://www.whoi.edu/housing/>, has some local listings.

PARKING/OFFICE KEYS

If you plan to have a car at WHOI, you'll need to obtain a temporary parking pass, which are written on a month to month basis. If your stay will extend to six months and beyond, you should apply for a temporary parking sticker. Your sponsor or department administrative professional can assist you with obtaining either pass and will most likely issue your lab keys.

EMAIL ACCOUNT

Short-term visitors should use their own email accounts such as one that you have at your home school or institution. If for some reason you are unable to continue to use your own account, we suggest you get a free email account through gmail, yahoo, or hotmail for the time you will be a student at WHOI. If you need assistance or if there are special circumstances, contact the Computer and Information Services Help Desk at ext. 2439.

FOREIGN NATIONALS

*If you are **not** a U.S. Citizen or permanent resident and you **are** receiving any type of compensation (stipend, travel reimbursements, etc.), please:*

1. make an appointment to show all visa documents to the Foreign National Advisor, (fna@whoi.edu) in Nobska House.
2. make an appointment to see Dena Richard (ext. 2377) in the Payroll Office, Challenger House, to show all visa documents, complete the Foreign National Information Form, and sign tax documents, if required.

ENVIRONMENTAL HEALTH & SAFETY

All new arrivals at the Institution are required to take a short General Safety Awareness Training course, which you can complete online. Here is the link to the online General Safety Awareness Training that you are required to complete as soon as possible if you have not already done so:

<http://ehs.whoi.edu/ehs/private/GSAOnlineQuizCM.pdf>

Please read through the training presentation and be sure to complete the quiz at the end by clicking on the link on page 72.

CONFLICT OF INTEREST FORM

It is required that you go to the following site and complete the conflict of interest form:
<https://www.whoi.edu/HR/apps/coiDisclosure/nonEmployee>