

GUEST STUDENT CHECK-IN CHECKLIST

Welcome to the Woods Hole Oceanographic Institution!

WHOI IDENTIFICATION CARD/LIBRARY CARD

To obtain a library card for the MBL-WHOI Library (which is also your WHOI ID card), visit the MBL Swope Center M-F between 10am and 2pm. *Please wait 24 hours after you have submitted your Check-In Sheet to the Academic Programs Office before requesting an ID so that you will appear in the system.* You'll need to bring a driver's license or other photo identification with you, along with [this form](#).

HOUSING

If you are assigned to WHOI Housing, please check in with our Housing Coordinator, located in the Academic Programs Office, Clark 223. The housing website also lists local accommodations: <http://www.who.edu/housing/>.

PARKING/OFFICE KEYS

WHOI parking passes are issued on a month-to-month basis. If your stay will extend to six months or beyond, you may 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 institution. The Information Services (IS) Helpdesk, which is located in Clark 146a, (ext. 2439) will provide you with wireless network access (password for the duration of your stay) for Arctic and EduRoam.

WHOI POLICIES

Please review the following WHOI [Policies](#).

FOREIGN NATIONALS

If you are not a U.S. Citizen or permanent resident, please be sure to do the following:

1. Make an appointment, within three days of your WHOI arrival, to show all visa documents to a Foreign National Advisor in Nobska House (ext. 2253).
2. If you are receiving *any* type of compensation from WHOI (e.g., stipend, housing, travel allowance, etc.), please make sure you have completed a [Foreign National Information Form](#) to present to the Foreign National Advisor when you meet with them. Questions regarding the form can be directed to Dena Richard in the Payroll Office, (ext. 2377).
3. Additionally, please be advised that all foreign national students must apply for a U.S. Social Security number and open a U.S. bank account if they are to receive any funding (housing, stipend etc.) from WHOI (see pg. 2 for details).
4. Finally, we welcome you! Please contact any member of our [International Committee](#) should you need guidance.

ENVIRONMENTAL HEALTH & SAFETY (EH&S)

All new arrivals at the Institution are required to take a short [General Safety Awareness Training](#) course which you can complete online: <http://ehs.who.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. In addition, all students/employees/affiliates must complete the mandatory [Respectful Workplace & Anti-Harassment Training](#). The EH&S office will email you with instructions.

CONFLICT OF INTEREST FORM

It is required that you go to the following site and complete the conflict of interest form:

<https://www.who.edu/HR/apps/coiDisclosure/nonEmployee>. *Please wait 24 hours after you have submitted your Check-In Sheet to the Academic Programs Office before completing this form.*

PATENT AGREEMENT

The Institution also requires that you agree to and sign a patent agreement that assigns rights in intellectual property to the Institution in accordance with Federal law. It is the policy of the Institution that any revenue generated by inventions is shared with the inventor. For Guest Appointments, you will either be required to sign the WHOI patent agreement, or to certify that you already have a patent agreement in place at your home institution. Please review and sign [the Patent Agreement](#) and submit to your appropriate department administrative professional upon arrival.

GUEST STUDENT CHECK-IN CHECKLIST

The following information is for Guest Students who are receiving compensation (e.g., stipend, housing, travel allowance) from WHOI.

Guest Students receiving compensation from WHOI for travel expenses, stipend, and/or housing **must** complete the following forms and return them to their appropriate department administrative professional upon arrival:

US CITIZENS:

ELECTRIC FUNDS TRANSFER FORM: The Institution requires direct deposit for bi-weekly stipend or living subsidy payments. You must complete and return the [direct deposit form](#) with the necessary routing information *prior* to receiving any payment from WHOI. Please be sure and attach a voided blank check.

PAYROLL OFFICE MEMO: Please print and sign two copies of [this memo](#). Retain one copy for your files, submit the other copy with the form listed above to your department administrative professional.

FOREIGN NATIONALS:

If you are to receive a stipend and/or funds towards housing and/or travel, you must apply for a U.S. Social Security number <https://www.ssa.gov/ssnumber/> and open a U.S. bank account. Map and directions to the Social Security Office in East Falmouth: <http://www.ssoffice.com/east-falmouth-social-security-office-so635>. When there, *you will receive a receipt* that shows you have applied for a card as you will not receive your actual Social Security Card via US mail for up to two weeks. To ensure that you receive your card, it is best to use your lab or Sponsor's WHOI mailing address when applying, rather than your lodging residence. When applying, please use: Your name: c/o Your Sponsor's Name, WHOI, Your Sponsor's Mail Stop #, 266 Woods Hole Rd., Woods Hole, MA 02543.

WHOI has direct deposit only, so you will also have to open a bank account. The Bank of America (Village Green - Main Street, Falmouth) is a good place to open a Checking account. They do not require a Social Security number but want to know you have applied. No money is required to open an account because you will be setting up direct deposit of your pay. Barbara Wiggins, barbara.wiggins@bankofamerica.com, Tel: 508.495.9400 is a contact listed to assist WHOI Guest Students.

International students are required to meet with one of our Foreign National Advisors *within three days of arrival*. If you will be receiving compensation from WHOI for travel related expenses and/or stipend and/or housing, you must present the following documents to the Foreign National Advisor:

- COMPLETED FOREIGN NATIONAL INFORMATION FORM (FNIF) - Both sides**
- PASSPORT**
- VISA**
- DS-2019 or I-20 FORM**
- I-94 FORM**
- RECEIPT FROM SOCIAL SECURITY OFFICE SHOWING YOU HAVE APPLIED FOR YOUR CARD**

In addition, you must complete the following forms and submit them to your appropriate department administrative professional prior to receiving any payment from WHOI:

ELECTRIC FUNDS TRANSFER FORM: The Institution requires direct deposit for bi-weekly stipend or living subsidy payments. You must complete and return the [direct deposit form](#) with the necessary routing information prior to receiving any payment from WHOI. Please be sure and attach a voided blank check.

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Below are some links to websites that might help you get acquainted with WHOI and the surrounding Woods Hole/Falmouth area:

An online hub for sharing non-scientific, everyday life information that is useful to both new employees and current employees: <http://wiki.whoi.edu/>

WHOI's seminars and events calendar: <http://www.whoi.edu/main/events-happenings>

MBL/WHOI Library: <http://www.mblwhoilibrary.org/>

Breakfast and lunch options on campus: <http://www.whoi.edu/page.do?pid=9055>

WHOI [2019 Payday & Holiday Calendar](#)

Shining Sea Bike Path: <http://www.falmouthmass.us/documentcenter/view/1544>

WHOI Bike Loaner program: <http://www.whoi.edu/website/sustainability/whoi-bike-loaner-program>

WHOI [Fitness Trail](#)

Lyme Disease Information: <http://www.mass.gov/eohhs/docs/dph/cdc/factsheets/j-l/lyme.pdf>

Links to [Local Transportation](#)