

## GUEST STUDENT CHECK-IN CHECKLIST

**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 appear in the system. You'll need to bring a driver's license or other photo identification with you, along with [this form](#).

**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.

**INFORMATION SERVICES (IS):** The Information Services (IS) Helpdesk is located in Clark 146A, (ext. 2439). They will provide you with wireless network access for Arctic and EduRoam, as well as a WHOI email account for use during your Guest Student appointment. Once you receive your log in information you may sign up for our Campus-Wide Emergency Notification Service: <https://who-it.who.edu/campus-wide-emergency-notification-service/>

**REQUIRED TRAININGS:** At a minimum, all new arrivals at the Institution must take the following mandatory trainings (your department/lab may require additional trainings). You will receive an email from the Environmental Health & Safety office (EH&S) with instructions.

1. *General Safety Awareness Online Training* <http://ehs.who.edu/ehs/private/GSAOnlineQuizCM.pdf>. Please read through the training presentation and be sure to complete the quiz at the end.
2. *KnowBe4 - Social Engineering Red Flags 2019*
3. *KnowBe4 - Spot the Bad Attachment*
4. *KnowBe4 - Your Role—Internet Security and You*
5. *Respectful Workplace and Anti-Harassment Training*

**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.

**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/>.

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

**FOREIGN NATIONALS:** If you are not a US 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 US Social Security number and open a US 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.

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The following information is for Guest Students who are receiving compensation from WHOI in the form of stipend, housing, and/or travel allowance:

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 US Social Security number (SSN) <https://www.ssa.gov/ssnumber/> and open a US bank account. Map and directions to the Social Security Office in East Falmouth can be found here: <http://www.ssoffice.com/east-falmouth-social-security-office-so635>. While there, you will receive a receipt that shows you have applied for a card (you will not receive your actual Social Security Card via US mail for up to two weeks). To ensure that you receive your card, be sure to use your lab or Sponsor's WHOI mailing address when applying (see example below):

*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 US bank account. The Bank of America (Village Green - Main Street, Falmouth) is a good place to open a Checking account (Barbara Wiggins, [barbara.wiggins@bankofamerica.com](mailto:barbara.wiggins@bankofamerica.com), Tel: 508.495.9400 is a contact listed to assist WHOI Guest Students). They do not require a SSN but want to know you have applied for one. Funds are not required to open an account because you will be setting up direct deposit of your pay. International students are required to meet with one of our Foreign National Advisors (FNA) 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 FNA:

- 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 (AP) prior to receiving any payment from WHOI:

**ELECTRIC FUNDS TRANSFER FORM (EFT):** 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 to attach a voided blank check.

**PAYROLL OFFICE MEMO:** Please print and sign two copies of [this memo](#). Retain one copy for your files, and submit the other copy (with the EFT) to your AP.

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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:**

Driving directions to campus: <https://www.whoi.edu/who-we-are/visit-whoi/directions/>

WHOI shuttle schedule: <https://www.whoi.edu/facilities/page.do?pid=26455>

Links to [Local Transportation](#)

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

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

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

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>

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

WHOI [2019 Payday & Holiday Calendar](#)

WHOI [Fitness Trail](#)

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