

GUEST STUDENT CHECKLIST (Remote Appointment)

- CHECK-IN SHEET:** Please complete and submit the Check-In sheet to the Guest Student Coordinator prior to your start date (this was emailed to you). Either send it as a password-protected PDF, or leave your sensitive information blank and phone in your DOB & SSN: 508-289-2207.
- CONFLICT OF INTEREST (COI) FORM:** It is required that you to go to the following site and complete the conflict of interest form: <https://www.who.edu/HR/apps/coiDisclosure/requestCode> Please wait 24 hours after you have submitted your Check-In Sheet to the Academic Programs Office before completing this form.
- INTELLECTUAL PROPERTY AGREEMENT:** The Institution also requires that you agree to and sign the IP 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. Please review and sign [the Intellectual Property Agreement](#) and submit to your appropriate department administrative professional upon arrival.
- 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*
- 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:

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 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.ssofficelocation.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. 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.

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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.

Below are some links to websites that might help you get acquainted with WHOI:

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

An online hub for sharing non-scientific, everyday life information: <http://wiki.who.edu/>

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

WHOI 2021 [Payroll & Holiday Calendar](#)