

## GUEST STUDENT CHECKLIST

☐ **CHECK-IN SHEET:** Please complete and submit the Check-In Sheet to the Guest Student Coordinator on or 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 (leave a voicemail).

☐ **COVID-19 VACCINATION STATUS:** WHOI has a mandatory COVID-19 vaccination policy in effect, where you must register your full vaccination status [vaccination plus booster] to access the campus. The registration process is confidential and entails submitting your official vaccination records or requesting to engage in the interactive exemption process for either a medical or religious reason. Evidence of full vaccination or request for an exemption process can be sent to our confidential email: [coronavirusqa@whoi.edu](mailto:coronavirusqa@whoi.edu). All questions regarding the COVID-19 vaccination mandate must be emailed to: [coronavirusqa@whoi.edu](mailto:coronavirusqa@whoi.edu).

☐ **WHOI IDENTIFICATION CARD (ID)/LIBRARY CARD:** To obtain a library card for the MBL-WHOI Library (which is also your WHOI ID card), contact the MBL Swope Center for an appointment: 508-289-7668. Please wait 24 hours after your start date before requesting an ID, so that you appear in the system. Click [here](#) for a map and quick start guide.

☐ **INTELLECTUAL PROPERTY (IP) AGREEMENT:** The Institution requires that you agree to and sign the IP agreement which 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.

☐ **INFORMATION SERVICES (IS):** The Information Services (IS) Helpdesk will provide you with wireless network access for Arctic and/or EduRoam. Please contact the IS Helpdesk to obtain your WHOI login and password information: [helpdesk@whoi.edu](mailto:helpdesk@whoi.edu). You may also call them at: 508-289-2439. You are encouraged to sign up for our [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 can complete this requirement [online](#) (please contact the [Information Services \(IS\) Helpdesk](#) to obtain your WHOI login and password).

1. *General Safety Awareness Online Training*
2. *KnowBe4 - Security Awareness Training*
3. *Respectful Workplace and Anti-Harassment Training*

Questions regarding training may be addressed to Georgi Crowley in the Environmental Health & Safety office (EH&S): 508 289-3347 [gcrowley@whoi.edu](mailto:gcrowley@whoi.edu)

☐ **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 the Housing Coordinator [housing@whoi.edu](mailto:housing@whoi.edu), located in the Academic Programs Office, Clark 223.

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- 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 (FNA) 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. Please be advised that all foreign national students must apply for a US Social Security number and open a US bank account if you are to receive any funds (housing, stipend etc.) from WHOI (see below for details).
  4. Finally, we welcome you! Please contact any member of our [International Committee](#) should you need guidance.

### 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.

**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.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. 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

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- 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.
- 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 and the surrounding Woods Hole/Falmouth area:**

Driving [directions to campus](#)

WHOI [shuttle schedule](#)

Links to [Local Transportation](#)

WHOI [Bike Loaner program](#)

Shining Sea [Bike Path](#)

MBL/WHOI [Library](#)

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

WHOI [seminars and events](#) calendar

Breakfast and lunch options on campus: [The Buttery](#)

WHOI 2022 [Payroll & Holiday Calendar](#)

WHOI [Fitness Trail](#)

Learn about [tick-borne diseases and prevention](#)