

Hello,

On behalf the Princeton Institute for International and Regional Studies (PIIRS), welcome to Princeton!

You should receive shortly, if you haven't already, your appointment package from the Dean of the Faculty and your Princeton user ID (NetID). At the beginning of your official appointment, you will receive your "New Hire Welcome Packet" issued by the Office of Human Resources.

Please find additional information below, which may be helpful to you as you settle in and throughout your time at Princeton. However, please feel free to contact me with any questions you might have.

Sincerely,

Kimberly Bitterman
Program Associate
Princeton Institute for International & Regional Studies
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Princeton University
Princeton, NJ 08544
Tel: 609.258.7799/ Fax:
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PLEASE TAKE NOTE: The University strongly recommends that students, faculty, staff, and researchers stay up-to-date with COVID-19 vaccination and boosters. COVID-19 vaccines continue to be effective at reducing the risk of severe disease. However, the University is no longer requiring the primary vaccine series (one dose of a single dose vaccine or two of a two-dose vaccine) for the University community. The COVID-19 Vaccine Policy first endorsed on June 2, 2021, is no longer in effect.

If you have symptoms consistent with COVID-19 (runny nose, cough, fever, body aches, etc.), you should test for COVID-19. If you test positive, the NJ Department of Health still requires people to self-isolate for at least 5 days, staying out of work, classes, activities, events, etc. in accordance with CDC guidelines.

After 5 days, if your symptoms have improved and you have been fever-free for at least 24 hours, you may return to work, classes, and other events as long as you wear a mask at all times around other people for 5 additional days.

There is no indication from public health officials that the expectations for people who have tested positive or have been in close contact with someone who has tested positive will change any time soon.

University faculty and staff continue to be able to use COVID-19 days to cover this isolation time or to care for someone who is isolating. Visit the Isolation/Exposure webpage for more information.

PERSONNEL MATTERS

Your Appointment and Required Procedures upon Arrival

Your appointment is handled by three departments: the **Princeton Institute for International and Regional Studies (PIIRS)**, the **Dean of the Faculty**, and the **Princeton University Human Resources Department**. Your appointment letter will be posted in HR Self Service. Please refer to this letter and the “[Information for Incoming Academic Professionals](#)” for the necessary administrative steps you will need to take within days upon your arrival.

You will be paid on the last Wednesday of every month. In order to receive a salary from Princeton University, you must first complete an I-9 Employment Authorization Form in person **within three business days** of your hire date with Human Resources, located at 4 New South Building. Please refer to the following link to the U.S. Citizenship and Immigration Services for the list of acceptable documents you may bring in to confirm your identity and employment authorization: <https://www.uscis.gov/i-9>.

HR Self-Service Website

At the beginning of your appointment, you will receive an information folder from Human Resources (HR) that contains forms, benefits information, and instructions on obtaining a Princeton ID card and parking permit (the latter, only if needed). Contact information for HR can be found here: <http://www.princeton.edu/hr/progserv/contact/>. The package also outlines how to set up your benefits, emergency contact information, and other features related to your employment. Please visit HR’s self-service website to learn more.

Visa Matters and Orientation

Please note that Princeton visitors to the U.S. in J-1 status are required by law to check in with the [Davis International Center](#) within three (3) days of their arrival in the U.S. to have their visa record validated. The Davis International Center is located on Level A of the Louis A. Simpson International Building, right below the PIIRS office.

Your legal status in the U.S. can be in jeopardy if your visa record is not validated in a timely manner. This can be done online <https://davisic.princeton.edu/new-students-scholars/new-scholars-and-faculty> or in person, possibly at the time of one of the orientations the Davis Center regularly hosts for international scholars. Their website lists upcoming dates and times for these sessions and provides up-to-date information on matters regarding visas, obtaining a social security number or NJ driver’s license, the Glacier system used for taxation, and other topics of interest for international visitors and their partners and families. While holders of H1-B visas are not required to check-in, we strongly recommend that they also get in touch with the Davis Center staff.

All J-1 Exchange Visitors please also note the following: Prior to any international travel, please contact the Davis Center – your visa sponsor – to have your form DS-2019 signed, to permit reentry into the United States. A signed DS-2019 and a valid visa stamp are required for reentry. Further, prior to giving a lecture at an institution outside of Princeton that involves any sort of compensation, please provide the Davis Center with information about the invitation so the appropriate documentation can be completed.

NetID / PIIRS Computing Resources and Guidelines

Prior to your official appointment, you will receive information on your NetID, a temporary password and a web address to set up your profile. Before you can log on to a Princeton University computer, you will need to set up your profile, i.e., you cannot use your temporary password to log on to a university machine. Upon your arrival, you will receive the “PIIRS Computing Resources and Guidelines” for information on computing set-up and technical assistance during your stay.


The full list of PIIRS staff and their contact information can be found online at <http://piirs.princeton.edu/about-piirs/people>. For an abridged list of useful contacts, see below.

| | | |
|---|--|--|
| Kimberly Bitterman - Program Associate | Yolanda Sullivan – Manager, Global Initiatives | Karen Koller – Institute Finance Manager |
| kbitterman@princeton.edu | syolanda@princeton.edu | kkoller@princeton.edu |
| +1 (609) 258-7799 | +1 (609) 258-9864 | +1 (609) 258-4852 |
| | | |
| Contact for: | Contact for: | Contact for: |
| <ul style="list-style-type: none">• General inquiries, office and building access issues, help with mail/purchasing | <ul style="list-style-type: none">• Questions regarding your appointment | <ul style="list-style-type: none">• Questions regarding finances |

RESOURCE ACCESS

Princeton's Department of Information Technology requires users to enable a two-step authentication process. The first time you log into a University system with your new NetID, you will be asked to set up your two-factor identification with [Duo](#). You may also find it helpful to download [Duo's smartphone](#) app. Princeton also offers two VPN services: Global Protect and SonicWall. A VPN is needed to access certain restricted resources on the Princeton network, and you may need to use one of these VPN services if you will be working remotely. Should you have questions about Princeton's VPNs or need to install one to access a shared drive or other restricted resource, please visit: https://princeton.servicenow.com/service?sys_id=6023&id=kb_article.

UNIVERSITY INFORMATION

You can search for anything related to Princeton University by using the search box ( icon in upper right corner) including people, contact information, departments, etc. on the homepage www.princeton.edu.

LIBRARY ACCESS

Access and library privileges are accorded to anyone who has a valid Princeton University campus identification card with photograph ([TigerCard](#)). Members of the University community include spouses/domestic partners and children of University employees. Visit Firestone Library's website for more information on its services: <https://library.princeton.edu/firestone>.

Within the timeframe of your appointment, your Princeton ID will allow you to use the library and borrow books. Please contact the [library access office staff](#) or Kimberly about library privilege options for any period outside of your official appointment.

Please see <https://tigercard.princeton.edu/my-tigercard/obtain-your-tigercard> for information about obtaining your **TigerCard**. [Family Cards](#) can be obtained by completing the [online form](#).

EVENTS AND CALENDARS

The University has several calendars that will be of interest to you, including the public events calendar, calendars of other programs and departments, and the academic calendar. Some of these can be found here (others can be found on the relevant department or program websites): <https://www.princeton.edu/events>.

As a visitor to PIIRS, you will automatically be included in announcements for the many lectures and conferences hosted by PIIRS. For the PIIRS website and calendar of events see: <http://piirs.princeton.edu/news-events/events>

PIIRS OFFICE MATTERS

The PIIRS office suite is located in the Louis A. Simpson International Building. Please check in with Kimberly Bitterman upon your arrival in Princeton; she will provide you with building details.

Please note that Princeton's Public Safety Office can assist you should you lock yourself out of the building. For non-emergencies, Public Safety can be reached at 609-258-1000 (or simply 8-1000 from a campus phone).

All incoming mail will go to the PIIRS main office. Both on-campus and off-campus outgoing mail will also be picked up from the PIIRS suite. You'll find Campus Mailing Guidelines [here](#). The online meter request form tool can be found [here](#). Please see Kim for your chart string and account information. For any personal mail, please use the U.S. Post Office at [259 Nassau Street](#).

Your telephone extension is noted on your phone. Instructions for the use of phones and the set-up of voice mail can be found [here](#). You may arrange for electronic voice messaging, i.e., receive notification of phone calls in your email inbox.

Telephone quick guide:

- Campus phone numbers begin with (609) 258-XXXX. The last 4 digits form your extension.
- Phone calls within the University: dial 8, then the 4-digit extension
- For calls outside the University: dial 9 - 1, then 3-digit area code and 7-digit number.
- Please note that the University does not cover the expense of personal long distance or international calls. For those purposes, we recommend the use of personal cellphones, calling cards, Skype or similar such services.

Useful phone numbers:

- **For police, fire department and ambulance, that is, in true EMERGENCIES call 911. You can reach 911 from your office phone or any other phone by dialing 911. There is no need to dial 8 or 9 first.**
- Princeton Police Department for non-emergencies: (609) 921-2100. From campus phones dial 91609-921-2100.
- Campus Public Safety Department: Again, in true EMERGENCIES, calling from campus phones dial 911, from off-campus or cell phones dial 609-258-3333.
- For non-urgent matters, call the Campus Public Safety 24-hr. desk from campus phones at 8-1000.
- Office of Information Technology (OIT) help desk for software & hardware support: 8-4357.
- Tiger Campus Shuttle information: 8-8349.
- Contact information for Princeton University departments, institutes, and people, can be found here <http://www.princeton.edu/main/tools/contacts/> or via the search button on the University's home page. For anyone affiliated with PIIRS: <https://piirs.princeton.edu/people>.

There is a copier for your use located in the PIIRS suite. Please see Kim for your access code. The machine functions as a scanner as well and can send scans to your email address.

Office supplies can be found in the supply closet. Please let Kim know when and if you need additional items.

Please note that offices and computer equipment made available to visiting scholars are for their exclusive use. Special requests for any use by accompanying spouses or other dependents must be submitted to the PIIRS executive director for approval; restrictions apply. As space is limited and in high demand at the Institute, failure to use an assigned office for prolonged periods of the fellowship could result in office reassignment.

ON-CAMPUS EATERIES

There are several on-campus cafeterias: The Atrium Café is located adjacent to the PIIRS suite, the Frist Student Center, which has a large cafeteria, and Café Vivian. There are also cafeterias in Chancellor Green and the Shultz Dining Café in Robertson Hall, and Prospect House has a downstairs café for faculty and staff (Tap Room), as well as the more formal Garden Room restaurant upstairs. You can purchase “Paw Points” to put on your PU ID card, ([TigerCard](#)) and then use it as a debit card to pay in campus cafeterias. Campus cafeterias also accept regular credit and debit cards. The Atrium Café does not accept cash, but other dining options might.

MEDICAL CARE, UNIVERSITY HEALTH SERVICES & THE GYM

You can enroll in health insurance through the University upon arrival, unless you opted for coverage through your home institution. Details can be found in your HR package or on the [Princeton benefits webpage](#). Please note that the on-campus McCosh Health Center offers limited services to faculty and staff. It usually provides flu shots to staff and families in the fall. There is also a [physical therapist](#) located in the basement of McCosh. For medical treatment, you will need to see an off-campus physician. Your health insurance provider (likely Aetna) will have an online listing of doctors in the Princeton area and will ask you to choose a primary care physician. We encourage you to establish a relationship with a physician and a dentist in the Princeton area before you need their services in an emergency. Many physicians and dentists have a heavy patient load and may be unable or unwilling to treat you unless they have already seen you in a non-emergency situation.

Urgent Care Information

The closest hospital to campus is the [Penn Medicine Princeton Medical Center](#) in Plainsboro [[map](#)].

Some options are available if a medical condition arises that is not a true emergency yet urgently needs medical attention. However, you should check with your insurance company beforehand about whether they will cover a visit to those providers, and as for the hospital and doctors, be prepared to cover a co-pay amount:

1. [Princeton Primary and Urgent Care Center](#) is located at 707 Alexander Road, Princeton (on the other side of Route 1). Their telephone number is (609) 919-0009. Their hours are Monday-Friday, 8am to 6pm, and Saturday, 9am to 12 noon. Further information about this practice, directions and the insurances they accept may be found on their website: <http://www.ppucc.com>. They do not see children.
2. [Minute Clinic at CVS Princeton State Hwy. 206](#) or at [CVS Plainsboro](#) located inside CVS/pharmacy #5871, 881 State Highway 206, Princeton, NJ 08540, 609-683-3680, or CVS/pharmacy #817, 4 Schalks Crossing Rd, Plainsboro, NJ, 08536, 609-275-9312. Clinic

Hours: Mon – Fri 8:30am to 7:30pm, Sat 9am to 5:30pm, Sun 9am to 4:30pm. These are walk-in medical clinics are staffed by nurse practitioners and physician assistants who provide treatment for common family illnesses and injuries, administer vaccinations, conduct physicals and wellness screenings, and offer monitoring for chronic conditions. Patients are responsible for either their insurance co-pay or the price listed on the Minute Clinic menu of fees. They will see adults and children. For more information and directions see: <http://www.minuteclinic.com/about/>.

3. [St. Peter’s Family Health Center](#) located at 123 How Lane, New Brunswick, NJ. They accept most insurances and major credit cards and will see children and adults. Please contact them to find out if they accept your insurance plan.
4. [InFocus Urgent Care](#) at Windsor Plaza, Store No. 2, 64 Princeton-Hightstown Rd. West Windsor, NJ 08550. Tel: 1.609.799.7009. Email: info@infocusurgentcare.com or <http://infocusurgentcare.com/>
5. Pharmacies or Drug Stores in Princeton
 - a. CVS (172 Nassau Street, 609-683-1337) is a source for both non-prescription and prescription drugs.
 - b. Princeton University Pharmacy (36 University Place, 609-924-4545) has next-day delivery Monday through Friday.
 - c. Santé Integrative Pharmacy (200 Nassau Street, 609-921-8822) with pharmacists, nutritionists, herbalists on location; <https://santeintegrativepharmacy.com/>
 - d. Walgreens (formerly Rite Aid) is located in the Princeton Shopping Center (609-924-6125).

Dillon Gym

You and your partners/family members are eligible for membership to the Dillon Gym on campus, which has a variety of workout equipment, a pool (another pool option is the Olympic-size DeNunzio Pool), classes, etc. Your Princeton ID is needed for access to Dillon. More info on enrollment and schedules here: <https://campusrec.princeton.edu/> .

ORIENTATION TO UNIVERSITY AND THE TOWN OF PRINCETON

The [Orange Key Tour](#) is the University’s official tour. It offers an introductions to the campus and the University’s history.

[Interactive map](#) of Princeton University.

Princeton University has a student-run paper, *The Daily Princetonian* or “The Prince”: www.dailyprincetonian.com.

SOME SOCIAL AND CULTURAL RESOURCES ON AND OFF-CAMPUS

For information regarding social and cultural events, visit the **Davis International Center** online at: <https://davisic.princeton.edu/>. The International Center is also a good resource for foreign partners and families. Additionally, there are a number of international campus organizations found at: <https://davisic.princeton.edu/about-us/organizations-funding>.

More information about the **Carl A. Fields Center for Equality and Cultural Understanding** can be found here: <http://fieldscenter.princeton.edu/>. The Women's Center information is located here: <http://women.princeton.edu/>. For info on community groups, art, theater, and music, visit the Campus Life website at <https://www.princeton.edu/one-community>.

The **Princeton University Art Museum** on campus has a notable collection and regularly special exhibits and events. Museum entrance is free: <http://artmuseum.princeton.edu>.

The **Arts Council of Princeton**, 102 Witherspoon Street, 609-924-8777, diagonally across from the Public Library, offers a wide variety of art classes and workshops for children, teenagers, and adults, as well as cultural events.

The **McCarter Theatre** is the region's leading performing arts center with an internationally acclaimed Music Series of classical artists, World Music Series, spotlighting innovative and diverse artists from around the globe, and a Jazz Series, starring renowned musicians. McCarter Theatre is located at 91 University Place and offers a full season of theater, music, and dance productions. For ticket information and reservations, call the box office at 609-258-2787.

There are several local movie theaters, though only one within walking distance from campus, the Garden Theatre (160 Nassau Street, Princeton, 609-683-4656). Other area locations include: AMC MarketFair (MarketFair on Route 1, Princeton, 609-520-8700), AMC Theatres Hamilton 24 (325 Sloan Avenue and Quakerbridge Road, Hamilton, 609-890-4900), Hillsborough Cinemas (111 Raider Road, Hillsborough, 9088748181), and Montgomery Cinemas (1325 Route 206, Skillman 609-924-7444).

COMMUNITY INFORMATION

[Princeton Historical Society](#) offers guided tours for overview of the town of Princeton. [Princeton Tour Company](#) also offers guided tours, both on foot and bike.

There are two local papers, [Town Topics](#) and [The Princeton Packet](#), which concentrate on local news. In addition, [US 1](#) is a regional freebie you can find in newsstands and online. [The Daily Princetonian](#) (the "Prince") is the student newspaper. All offer local news, events, and recommendations for places to eat, etc.

[Princeton Online](#) is another resource for businesses, services and events in the area.

If you will be in Princeton during summer months, all Princeton residents can join the Community Park Pool Complex for a fee through the [Princeton Recreation Department](#). The complex includes a main pool, family bay pool, dive pool and gated kiddie pool. They also have a concession stand. See [here](#) for more info.

If you are interested in youth sports leagues and community programs for your family, you can find more information at the [Princeton YMCA](#), [Princeton YWCA](#) or the following website: <https://www.princetonkids.com/Sports-Leagues/p/65/>

BOOKS AND MAGAZINES

There are several local resources for books, magazines, and newspapers in the Princeton area: Labyrinth Books (122 Nassau Street, 609-497-1600), Princeton University Store (36 University Place, 609-921-8500) and Barnes & Noble (Princeton Market Fair on Route 1, 609-897-9250). In addition, the Kiosk at Palmer Square sells domestic and international newspapers, magazines, and maps.

PRINCETON PUBLIC LIBRARY

As a University employee, you are eligible to receive a free public library card, as are all Princeton residents. The library has an extensive fiction section and a DVD collection that includes foreign films and offers many events for adults and children: www.princetonlibrary.org.

If you are a Princeton resident and carry a Princeton Public Library card, you are eligible to take advantage of the Museum Pass Program through the public library. See the following webpage for details: <http://www.libraryinsight.net/mpbymuseum.asp?jx=pt>

TRANSPORTATION

For getting around, please see the University website for visitors with sections on air, train (the New Jersey Transit Northeast Corridor Line and Amtrak), and bus travel (local NJ Transit, lines 605 and 606), including schedules, and the free [Tiger Transit Shuttle](#), as well as campus maps.

For further mass transit information, a bike sharing program, a car sharing program and parking see: <http://www.princeton.edu/transportation/>. Here you will find information and schedules for the TigerTransit, a free University bus shuttle service around campus and to shopping malls. Princeton Township also offers the [Free B](#), a bus that runs through Princeton and to the train stations on weekdays on a limited schedule.

Details on biking, including rentals & repairs can be found here <https://transportation.princeton.edu/getting-around/tigertransit>. Bicycles can be purchased, besides at large retailers and sports stores at The Bike Exchange, located in Trenton, NJ, sells refurbished bicycles with all proceeds benefitting the [Boys and Girls Clubs of Trenton](#). There are two local bike shops: Jay's Cycles (249 Nassau Street, 6099247233) and Kopp's Cycles (38 Spring Street, 609-924-1052).

Some local taxi companies are:

Associated Taxi Stand (609) 924-1222

B-1 Taxi & Limo Service (609) 921-2667

Princeton Discount Taxi Service (609) 924-6645

Princeton Economy Taxi & Limo Service (609) 799-9180 or (866) 931-8294

R&J Princeton Taxi 609.510.5602

Taxis stands are at the Princeton Junction and Princeton train stations and at the taxi stand on Nassau Street across from Palmer Square.

Visitors have also increasingly used Uber: <https://www.uber.com/>

SHOPPING

You will find many retail and dining locations along Nassau Street, Palmer Square and Witherspoon Street in downtown Princeton. Some stores close to campus are:

CVS drugstore/pharmacy (172 Nassau Street, also has a variety of packaged foods, milk & juice, etc.). D'Angelo Italian Market (35 Spring Street, 609-921-0404) sells Italian specialty groceries, including pastas, prepared foods, pizzas, salads and pastries.

Nassau Street Seafood and Produce Company (256 Nassau Street, 609-921-0620) fresh seafood, fresh fruit and vegetables and prepared foods.

Olive's (22 Witherspoon St., 609 921-1569) offers a large variety of hot and cold takeout food and baked goods.

Terra Momo Bread Company (74 Witherspoon St., 609-688-0188): fresh bread and pastries, also sandwiches. Wawa Market (609-921-3677), open 24 hours, is a convenience store located near the Princeton ("Dinky") train station. Wawa sells sandwiches, delicatessen items, telephone debit cards, some basic groceries, and is equipped with an automatic teller machine (ATM).

Whole Earth Center (360 Nassau Street, near Harrison St., 609-924-7429): Organic food supermarket www.wholeearthcenter.com/.

The only large supermarket in Princeton proper, McCaffrey's, is in the Princeton Shopping Center on North Harrison Street (<http://www.mccaffreys.com/>, 609-683-1600). It can be reached by NJ Transit bus lines 605 and 606; walking or biking there from campus is certainly feasible. McCaffrey's has a full range of grocery items and prepared foods. Other retailers in the Princeton Shopping Center include: Blue Ridge Mountain Sports, Rite Aid, Great Clips Haircuttery, Metropolis Spa Salon, Signature Cleaners, and Ace Hardwares and Housewares, among others. The Princeton-Nassau Pediatrics group is also located in the Princeton Shopping Center.

The following shopping centers can be reached by Tiger Transit at certain times (Saturday shopper), by NJ Transit buses, or by car:

Shops in the Princeton Market Fair mall (3535 Route 1, by bike path reachable via Alexander Road & Canal Point Boulevard) include: Anthropologie, Barnes & Noble Bookstore, Chico's, Eastern Mountain Sport, Gap, Banana Republic, LensCrafters, Pottery Barn, some restaurants, and an AMC movie theater. The nearby Windsor Green Shopping Center (further south on Route 1) includes a large Whole Foods supermarket and a Staples office supplies store. On the other side of Route 1, you will find a Trader Joe's Grocery and Lowe's Hardware stores.

Nassau Park Pavilion (US Rt. 1/Quaker Bridge Road) has many types of stores, including Best Buy, Dick's Sporting Goods, Home Depot, Target, and the supermarket Wegman's. Nearby Mercer Mall includes the supermarket Shoprite and DSW, a large discount shoe retailer. Quaker Bridge Mall (Route 1/Quakerbridge Road) is the area's largest shopping center for clothing. Stores include: Macy's, JC Penny, Sur La Table, plus a number of specialty shops, cell phone retailers Verizon and TMobile, and an Apple Store.

Alternatively, second-hand items can be found on the Tiger Trades website, on the central NJ Craigslist. For those without a car, several local supermarkets, as well as Peapod www.peapod.com/, Freshdirect

<https://www.freshdirect.com/index.jsp> and many large retailers deliver, and online shopping is certainly another practical option for those without car or for ordering heavy items.

Farmers' Markets

There are a few very nice local farmers' markets. One in the Princeton Public Library plaza, Hinds Plaza, on Thursdays, [Princeton Farmers' Market](#); another is the [West Windsor Community Farmers' Market](#), which is held on Saturdays. There is also the Saturday [Montgomery Friends of Open Space Farmers' Market](#) on Route 206 in Skillman. In spring, Princeton University holds its own farmers' market in Firestone Library / Chapel Plaza from 11:00am – 3:00pm. It runs from April through May. <https://farmersmarket.princeton.edu/> .

HOUSING

We trust that you will make arrangements to get your keys/access your housing prior to arrival. Please keep in mind that weekends and Labor Day/other holidays might require some additional coordination.

For those of you living in University rentals, please see this information on the University housing and real estate website: <http://hres.princeton.edu/faculty-staff/move-in>

For those living off-campus, most housing related resources can be found [here](#).

Should you expect guests during your stay, you might wish to look into the following options besides the [Nassau Inn](#) or [Peacock Inn](#) in downtown Princeton or other regional hotels:

- At [Princeton Theological Seminary](#): Erdman Center
- [Tiger ReTail](#) will advertise sublets, as well as Craigslist for Central New Jersey and the local papers.
- Airbnb: <https://www.airbnb.com/>

NEW ARRIVAL CHECKLIST

Note: this is a checklist to help you with your arrival and orientation to the University; this is by no means comprehensive or an official checklist for new employees

- Activated NetID; reviewed the PIIRS IT instructions
- Received New Hire Binder from Human Resources
- Contacted Human Resources to fill out I-9 form (New South Building)
- Procured Princeton University Identification Card (PUID) (New South Building) Employee Dependents
- Procured Parking Permit (New South Building)
- Checked in with Davis Intl. Center (J-1 Visa holders)
- Activated Library privileges at Firestone Library
- Received Office Keys
- Activated Voicemail
- Registered your personal laptop for off-site access to the PU network

Checklist for your own use

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- _____
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Check-in Checklist – Please give to Kim

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| Name: | |
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| | |
|---------------------------------|--|
| Local Address: | |
| Permanent Address: | |
| Personal Email: | |
| Cell Phone: | |
| Home Phone Number: | |
| University ID#: (front # on ID) | |
