

## 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: 508-289-3664 (leave a voicemail).

☐ **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, as well as your WHOI email address. 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 extends 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).

☐ **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 the Foreign National Advisor ([fna@whoi.edu](mailto:fna@whoi.edu)).
2. If you are receiving *any* type of compensation from WHOI (e.g., stipend, housing, travel allowance, etc.), please make sure you have completed the [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 (508-289-2377).
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).

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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 funding from WHOI in the form of stipend, housing, and/or travel allowance:

Guest Students receiving compensation from WHOI for travel, stipend, and/or housing **must** complete the following upon arrival:

#### **US CITIZENS:**

**SUBMIT DIRECT DEPOSIT INFORMATION FOR STIPEND PAYMENTS:** The Institution requires direct deposit for bi-weekly stipend payments. You must enter your banking information before receiving any payment from WHOI:

- Log in to [Employee On-line](#) (must be connected to WHOI VPN) using your WHOI email username and password.
- Choose Pay Information → Direct Deposit in left menu.
- Enter bank name, routing number and account number, and save.
- If you get an error while entering your routing number, it's most likely because your bank is not part of the WHOI database yet. Please send a message to Dena Richard in Payroll ([drichard@whoi.edu](mailto:drichard@whoi.edu)) with your bank name and routing number. After she adds it to her database, you should be able to go back into EOL to enter your information. Do not email your account number.

**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 (see page 4 for more info). International students are required to meet with the Foreign National Advisor (FNA) within three days of arrival. If you will be receiving funding from WHOI for stipend, travel and/or housing, you must present the following documents to FNA:

- COMPLETED FOREIGN NATIONAL INFORMATION FORM (FNIF)** - both sides  
 **PASSPORT**

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- 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 prior to receiving any payment from WHOI:

**SUBMIT DIRECT DEPOSIT INFORMATION FOR STIPEND PAYMENTS:** The Institution requires direct deposit for bi-weekly stipend payments. You must enter your banking information before receiving any payment from WHOI:

- Log in to [Employee On-line](#) (must be connected to WHOI VPN) using your WHOI email username and password.
- Choose Pay Information → Direct Deposit in left menu.
- Enter bank name, routing number and account number, and save.
- If you get an error while entering your routing number, it's most likely because your bank is not part of the WHOI database yet. Please send a message to Dena Richard in Payroll ([dRichard@whoi.edu](mailto:dRichard@whoi.edu)) with your bank name and routing number. After she adds it to her database, you should be able to go back into EOL to enter your information. Do not email your account number.

**PAYROLL OFFICE MEMO:** Please print and sign two copies of [this memo](#). Retain one copy for your files, and submit the other copy to your department 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.whoi.edu/>
- WHOI [seminars and events](#) calendar
- Breakfast and lunch options on campus: [The Buttery](#)
- WHOI 2024 [Payroll & Holiday Calendar](#)
- WHOI [Fitness Trail](#)
- Learn about [tick-borne diseases and prevention](#)

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**Documentation Required for Foreign Nationals to Initiate  
a Bank Account at Falmouth Area Banks:**

Eastern Bank  
Passport & Confirmation of Application from SSA  
815 Main Street  
508-548-3000

Cape Cod Five Cents Savings Bank  
Passport  
668 Main Street  
508-247-2660

Service Federal Credit Union  
SSN Required  
199 Worcester Court  
508-548-8877

Rockland Trust  
SSN Required  
20 Davis Straits  
508-548-3507

Martha's Vineyard Bank  
SSN & 2 Forms of Identification  
2 Water Street, Woods Hole  
508-540-2022

Santander Bank  
Passport & Confirmation of Application from SSA  
310 Gifford Street  
508-540-2122

First Citizens Credit Union  
SSN Required  
352 Main Street  
508-540-8444

Bank of America  
Passport  
871 E Main St.  
508-457-5920