

Office of Postdoctoral Studies

Welcome to UNL and congratulations on your appointment! This checklist has been prepared to ease your transition into your new position. Although specific departments/units may have additional requirements, in general here's what you'll need to do when you arrive on campus:

- Check-in with PI.** Your PI will introduce you to the people you'll be working with and help you become familiar with your work area. Your PI may also know of additional steps required by your department.
- Check-in with Department Administrator** to discuss:
 - Payroll paperwork (PAF); if a U.S. citizen, bring your (1) Social Security card and (2) passport or drivers license; if an international postdoc, bring your (1) Social Security card or SSN request letter and (2) identifying documents as listed on Form I-9
 - Door access and keys
 - NU ID number for NCard application
 - UNL email address
 - Procedure for obtaining a Social Security Number (SSN), if applicable
 - UNL benefits eligibility
- Go to NCard office** to pick up card.
- Check-in with UNL International Student and Scholar Office** if you're an international scholar with a J-1 or H-1B visa. The office is located at Seaton Hall, Suite 201. Be sure to ask about the New International Scholar Orientation.
- Visit Parking and Transportation** to buy your bus pass or parking pass.
- If you're an international postdoc, **obtain a Social Security number (SSN).** Visit the Social Security Administration (SSA) to apply for a SSN only after you've been in the US for at least 10 days. The SSA will give you a letter confirming your request for a SSN. You'll need to show your department administrator this letter to receive your pay.
- Open a checking/savings account.** Having an account with the University Credit Union (NUFCU) or one of the many banks in Lincoln allows you easy access to your money and simplifies many common transactions (e.g., direct deposit of your paycheck and withdrawals from citywide ATMs).
- Enroll in UNL benefits.** You have 31 days from your date of hire to visit the Benefits Office (32 Canfield Administration) to enroll. We *strongly* recommend meeting personally with a benefits representative to ensure you receive all available benefits for you and your family (see also the current year's Benefits Manual). Set up an appointment by calling 402-472-2600.
- Visit us at the Office of Postdoctoral Studies.** We'll give you a welcome packet and ask you to provide your contact information so we can send you important announcements. If you have questions, please email us at postdoc@unl.edu.
- Register your vehicle** with the state of Nebraska and **obtain a Nebraska driver's license.**
- Attend New Employee Orientation** within a month of your arrival.
- Complete Responsible Conduct of Research (RCR) training.** See <http://go.unl.edu/rcrfaq>.