

# ARRIVING AT YALE

## First Things

There are several important things to do upon arriving at Yale:

1. International postdocs **must** visit the Office of International Students and Scholars (OISS), located at 421 Temple Street.

2. Check in with your mentor and your departmental business office. Your business office will provide information about working in the department as well as keys to your lab or office and possibly a stockroom card. Postdoctoral fellows may receive a Benefits health coverage authorization form, which you should bring to the Benefits office. Your business office will also direct you to the appropriate office to get your Yale I.D.

3. Get your Yale I.D. card at the I.D. Center nearest you. See below for details.

4. Activate your Net I.D.

5. Contact the Yale Benefits Office, 432-5550, within 30 days of arrival to enroll in one of Yale's health insurance plans. Bring your health coverage authorization form if you received one from your department.

6. Attend Orientation.

7. Complete a Conflict of Interest form and submit it to your departmental business office.

8. Complete an "In Case of Emergency" form and submit it to the Postdoctoral Affairs office nearest you.

## Getting a Yale I.D. Card

A Yale I.D. card serves the following purposes:

- General identification
- Entry to secured areas and buildings
- Use of Yale transportation services
- Access to library services
- Entry to athletic facilities and events\*
- Entry to the Peabody Museum\*
- Entry to campus film society screenings\*

\*Access to these may require fees.

To get your I.D., you will need to visit the I.D. Center closest to your department ([www.yale.edu/sfas/idcard](http://www.yale.edu/sfas/idcard)):

- *Medical School I.D. Center*, 785-4286  
333 Cedar Street, SHM Rm CE-1  
M-F 8:30-11:45; 1:00-2:00

- *Central Campus I.D. Center*, 432-0165  
246 Church Street, Rm B01  
M-F 8:30-4:30

Lost, stolen, or damaged I.D. cards should be reported immediately to the University Security Department at 100 Church Street South, 785-5555. Replacement cards are available from the I.D. Center. Malfunctioning or accidentally damaged cards are replaced at no charge. Lost, stolen, or deliberately damaged cards are replaced at a fee of \$25. More information is available at [www.yale.edu/sfas/idcard](http://www.yale.edu/sfas/idcard).

## Yale Spouse or Partner I.D.

Spouses and domestic partners are eligible for Yale I.D.s. Please bring the following documents to the I.D. Center:

- ✓ Photo I.D. of spouse or partner
  - ✓ Proof of marriage (any ONE of the following:)
    - Copy of marriage certificate
    - Immigration visa, if passport has both spouses' names
    - OISS Family attachment form
    - Yale Health Plan card
    - Mortgage if in both spouses' names
    - Life insurance policy with spouse as beneficiary
    - If applying for an I.D. for your domestic partner, you must bring a Yale Verification of Domestic Partner form available from the Benefits Office at 155 Whitney Avenue
- Domestic Partner refers to a same-sex domestic partner only.

## Your NetID

Your NetID enables you to activate your *yale.edu* email account as well as gain access to numerous online resources. To find your NetID, go to <https://veritas.its.yale.edu/findnetid/index.html> and input your Social Security number and last name. Those at the School of Medicine may also visit the ITS Med Walk-In Help Desk in the Sterling Hall of Medicine (SHM Rm IE 90) Monday-Friday, 9:00 a.m. to 4:30 p.m.

## Orientation

The university offers a day-long orientation pro-

gram for all new employees, faculty, and postdocs. This program provides a useful handbook on many Yale resources, takes you on a tour of campus, discusses the Benefits options available to you, and even takes you to one of New Haven's finest restaurants for lunch! Orientation programs are offered on Mondays from 8:30 to 3:30. Call the Learning Center at 432-5660 to sign up for Orientation.

The School of Medicine also offers orientation for its postdocs. Contact [ysmtraining@yale.edu](mailto:ysmtraining@yale.edu) to sign up for the next session.

Please note that everyone at the School of Medicine and all others who work with human subjects are required to comply with the Health Insurance Portability and Accountability Act (HIPAA).

HIPAA compliance can be completed at the School of Medicine orientation, or visit <http://hipaa.yale.edu> for more details.