New Research Fellow Arrival Checklist

As you get settled on campus, here are the top seven high priority tasks for you to take care of as soon as possible. Please click the links for further information.

- Check in with your mentor.
- Check in with Department Administrator to take care of campus identification, keys, and department procedural items.
- International Research Fellows: Check in with the International Center immediately!
- Go to MCard Office to get your MCard ID
- Visit Parking and Transportation Services
- Enroll in UM benefits.
- Familiarize yourself with College Policies and Procedures for research fellows

1. Check in with your mentor. Meet your colleagues and check out your work area.

2. Check in with Department Administrator to take care of campus identification, keys, and department procedural items.
   - MCard ID request form
   - Keycard access forms for your building
   - Ask about other department-specific procedures

3. International Research Fellows: Check in with the International Center immediately!
   - 603 E. Madison, between State and Thompson; [http://internationalcenter.umich.edu/](http://internationalcenter.umich.edu/)
   - Information on Social Security numbers and cards
   - Visa and tax treaty forms
   - Update benefits/insurance (if required for your visa)

4. Go to MCard Office to get your MCard ID (take your ID request form and driver’s license or passport along)
   - 1011 Student Activities Building, 734-936-2273
   - Hours, payment methods, and other locations found at [http://www.finance.umich.edu/treasury/mcard/get-your-mcard/id-stations](http://www.finance.umich.edu/treasury/mcard/get-your-mcard/id-stations)

5. Visit Parking and Transportation Services if you need to purchase a parking permit.
   - Located at 523. S. Division, south of Jefferson
   - Further information, including complete information about the campus bus system, is found at [http://pts.umich.edu/](http://pts.umich.edu/)

6. Enroll in UM benefits. You have 30 days from your start date to enroll! Registration is online, through Wolverine Access ([http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/)). Any questions you may have should be directed to the Benefits Office, 734-615-2000

7. Policies and Procedures. Familiarize yourself with the College’s policies and procedures [insert link to info, including dispute resolution], and with the Standard Practice Guide ([http://spg.umich.edu/](http://spg.umich.edu/)), the University’s institution-wide policies and procedures, maintained to guide and direct the University community.