

# PROCEDURES UPON ARRIVAL FOR NEW FACULTY AND ACADEMIC PROFESSIONALS (RESEARCHERS, SPECIALISTS, LIBRARIANS)



First, report to your **home department** to let them know of your arrival and to pick up any information that may have already been sent to you via campus mail.

You will need to visit the following **offices** listed below on campus to complete your sign-up. While many sign-up procedures can be handled through the mail, **the I-9 Employment Authorization and TigerCard must be done in person**. Unless otherwise noted below, university office hours are generally 8:45 a.m.- 5 p.m., Monday-Friday, during the academic year, and 8:30 a.m.- 4:30 p.m., Monday-Friday, during the summer.

For a printable map of campus, go to the link: <http://www.princeton.edu/pr/facts/map/map+key.pdf>. For an interactive online map, go to the link: <http://www.princeton.edu/~pumap/>.

1. **Human Resources, New South Building, 2<sup>nd</sup> floor (609-258-3300) (Front Desk Hours: 8:30am-5pm, Mon-Fri; during summer hours 8:30am-4:30pm Mon-Fri) If you are an employee or fellow being paid either a salary or stipend by Princeton University, you will need to complete an I-9 Employment Authorization in person within three days of your hire or rehire date.**

It is also important that you log into your Princeton email account on the first day of appointment. If benefits eligible, you will have received an important email message regarding your Princeton health benefits, which includes web links for information as well as our Self-Service site for online enrollment. If you have questions about benefits, one of our benefits specialists can assist you at this location.

2. **TigerCard, New South Building, A floor (609-258-5436) (Hours: 8:30am-4:30pm, Mon-Fri).**

The **TigerCard** establishes your affiliation with Princeton University and serves as a photo ID. Many University departments will ask to see your TigerCard including: the Library, the Athletics Department, McCosh Health Center, the Housing Office, and the Frist Campus Center Ticket Office. In addition to being your official University ID, the TigerCard is also used as a debit card to buy food or photocopying services and to gain admittance to campus buildings and high security areas that are electronically secured.

3. **Transportation & Parking Services, New South Building, A floor (609-258-3157) (Hours: 8am-5pm, Mon-Fri).**

Parking on campus is by permit only between the hours of 8 a.m. and 5 p.m., Monday through Friday, in assigned numbered lots. The Parking Office provides hangtag/decals for those numbered lots. You may also register your vehicle online: <http://www.princeton.edu/transportation/>.

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## OTHER OFFICES YOU MAY NEED TO VISIT OR WISH TO CONTACT:

4. **Office of Visa Services, 87 Prospect Avenue (609-258-1451)**

If you are in the U.S. in J-1 status, you **MUST** report to the Office of Visa Services within 30 days of the start date listed on your DS-2019 form so that your SEVIS record can be activated. If you are in the U.S. in H-1B, TN, or O-1 status or are authorized for F-1 OPT or J-1 AT you may want to report to the Office of Visa Services to have your immigration documents copied for your file and to ask any questions you may have. Welcome packets are available including instructions on applying for a Social Security Number and obtaining a New Jersey drivers license.

5. **Circulation Desk, Firestone Library (609-258-3202)**

Bring your TigerCard ID card to activate your patron barcode which will enable you to exercise borrowing privileges at the Princeton University libraries.

6. **Office of Campus Recreation, Dillon Gymnasium, Rm 103 (email: [rec@princeton.edu](mailto:rec@princeton.edu); Hrs: 9am-5pm, Mon-Fri)**

Fee charged. Go online to purchase a recreational membership at the online registration website: <http://www.princeton.edu/campusrec/online-registration/faculty-staff/>.

7. **Housing, New South Building, 5<sup>th</sup> floor (609-258-3460)**

Please contact the Housing Office if you have any questions or need information or assistance with University Faculty and Staff Housing.

8. **Office of Information Technology Help Desk (609-258-4357)**

All University faculty and staff have University computing accounts established for them. An "IT Quick Start" guide is available at <http://www.princeton.edu/oit/about/publications/facultystaff-publications/>. If you need further assistance, call the OIT Help Desk at 609-258-4357 (8-HELP) or email [helpdesk@princeton.edu](mailto:helpdesk@princeton.edu). You may also visit the OIT Solutions Center at the Frist Campus Center (100-level, Rooms 111, 112, & 113) Monday-Friday, 9am-5pm.