

Upon Arrival Checklist

Check-in Meetings

- Check in with your department and faculty mentor
- Check in with the [Office for Postdoctoral Scholars](#) (meeting date/time will be emailed to you)
- INTERNATIONAL POSTDOCS: Check in with the [International Student and Scholar Affairs Office](#)

Bank Account

- Set up a [bank account](#)

Human Resources

- Complete New Hire paperwork
- Obtain ND Employee Identification Card
- Activate your [NetID and Password](#)
- Activate your [email](#)
- Complete [payroll information](#) on [insideND website](#)
- Review [employee benefit information](#)

Spouse ID Information

- Spouses of current, regular, full and part-time postdoctoral scholars are eligible for a Spousal ID Card. Card privileges include: library privileges, use of athletic facilities as outlined by the Department of Athletics; Notre Dame Bookstore and Golf Course greens fee discounts; Domer Dollars; and free admission to regular season play for men's and women's soccer, volleyball, baseball, softball, and men's and women's lacrosse. Spousal ID cards may be obtained at the Office of Human Resources, 200 Grace Hall, during regular business hours. (Marriage certificate and picture ID must be presented on-site). There is a \$5.00 fee, payable by cash or personal check, for the Spousal ID.

Parking Pass

- Register your vehicle with [Parking Services](#)