

PRINCETON UNIVERSITY
USAMI VISITING FELLOW PROGRAM

FREQUENTLY ASKED QUESTIONS

Visiting Fellows

2006-2007

Princeton University
USAMI PROGRAM
PRISM, SCHOOL OF ENGINEERING & APPLIED SCIENCE
Princeton, New Jersey 08544, U.S.A.

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FORMS

Q: Which forms can an incoming fellow expect to receive upon acceptance of their fellowship?

A: In advance of their official appointment, all prospective fellows are sent an e-mail with attached documents. Fellows requiring visas are additionally sent attachments of documents to be completed and returned to the addresses noted therein. This includes 1) Visa Information Form, 2) application form, which includes a request for abstracts and bios,

Q. What is my rank/title, when requested to fill this in on certain University forms?

A. Your rank/title will be Visiting Research Fellow

W-7 FORM: ITIN

Q: How does one get an ITIN (Individual Tax Identification Number) number?

A: J-1 visa holders can only obtain an ITIN number at the time of filing a U.S. tax return by filling out a W-7 Form at the time of arrival to campus in the Office of Payroll, unless one qualifies for a tax treaty. Since USAMI Visiting Fellowship recipients are paid stipends, they are eligible for Social Security Numbers, which replaces the need for an ITIN number. J-1 visa holders who do qualify for tax treaty benefits will fill out the proper paperwork to apply for tax treaty benefits in the Office of Payroll, **within 3 workdays of their arrival to Princeton.** This will be covered again in your introductory meeting with the Institute Manager. All fellows will be required to go to the Social Security Office in Trenton, New Jersey to apply in person.

Q: What else must be submitted with the W-7?

A: The W-7 must be accompanied by a certified copy of a passport, birth certificate or identity card.

Q: If a fellow has a U.S. Social Security number, do they still need to apply for an ITIN?

A: No.

Q: If a fellow held an ITIN number from a previous fellowship, will it be necessary to re-apply?

A: No. Once you arrive in Princeton, you will be requested to apply for a Social Security Number, which overrides the ITIN. Instructions for applying will be covered in your first meeting with the Institute Manager.

TAX EXEMPTION FORM

Q: Does the certified copy of an original passport for the Tax Exemption form have to be translated too?

A: No, just have it certified. Questions relating to tax withholdings (percentage of withholding, etc.) can be addressed at the Office of Payroll and/or Human Resources upon arrival, at which time you will also submit an 8233 Form (provided by the University) which is a request for tax exemption. Tax exemption is not guaranteed, the 8233 form is a request which may or may not be granted, depending on tax treaties with the U.S. and your country of citizenship, etc.

VISA RELATED QUESTIONS

Q: What type of visa do non-citizens have for the course of this fellowship?

A: J-1 visa.

Q: How can the Certificate of Eligibility for Exchange Visitors J1 Status (DS-2019 Form) be obtained?

A: They will be sent to you when the Visa Information Form is returned to the Program office.

Q: After fellows receive instructions from Mary Idzior, the Director of Visa Services, should fellows expect any other documents from the US Embassy?

A: No

Q: Which papers are required to satisfy the request for the copy of the grant award on page 2 of the Visa document?

A: Just attach a copy of our official letter of offer.

Q: If a fellow holds an American passport, should they still fill out the Visa Information Form?

A: Yes, it is a good idea to fill out and return the form to the Program office, since the form requests certain information (e.g. date of birth, SSN, etc.) that is necessary to prepare the appointment recommendation to the Dean of the Faculty's office.

Certificate of Eligibility for Exchange Visitors J1 Status (DS-2019 FORMS)

Q: How can DS-2019 Forms be obtained?

A: They will be sent to you when the Visa Information Form is returned to the Program office.

OTHER FORMS

Q: Do fellows need to fill out an Employment Eligibility Form?

A: Yes, it is mandatory that you fill out an I-9 Employment Eligibility Form at the Office of Human Resources (U.S. Citizens) or the Office of Payroll (non-U.S. Citizens), within your first three days of your arrival to Princeton, in order to be eligible to receive your stipend/salary.

Q: What forms will I be required to fill out if I am a **U.S. citizen** and what identification is required upon arrival?

A: In order to receive your monthly check, you will be required to fill out I-9 and W-2 forms. Please request a copy of the List of Acceptable Documents, if you have not received one yet from the Business Manager.

ARRIVAL/ACCOMODATIONS

Q: Are there accommodations for fellows who arrive the day before the official start of their fellowship?

A: Although accommodations are provided during the fellowships, no accommodations are provided prior to or post the stated dates of the fellowships. If fellows are scheduled to arrive early or will be staying longer than their term of fellowship, fellows will need to make their own sleeping arrangements. (There are a few hotels in the area that will give a discounted rate, if associated with the University, but you must arrange for this ahead of time through our office staff.)

Q: What cooking facilities are provided?

A: The apartment provided by the Program is equipped with a kitchen, and are modestly supplied to provide for the basic needs of up to four occupants. The apartments are also equipped with one television (local cable only), telephone (local calls only). No perishables are supplied by the Program.

COMPUTERS

Q: For fellows coming from outside of the U.S. who wish to bring their computers, is it possible to obtain an AC/DC transformer?

A: Yes. Also, while at Princeton, you may connect directly to the Princeton Network through an Ethernet card or remotely through a modem on your computer (provided your computer has this capability). All computer hardware and software related questions should be directed to the Program computer support contact person, Mr. Eric Paul, ericpaul@princeton.edu.

PRINCETON E-MAIL ACCOUNTS

Q: How and when am I assigned an e-mail account at Princeton?

A: The Office of Information Technology will send instructions for your Princeton e-mail account to your home address, with a pre-assigned password and instructions. You may follow the directions in setting up this account when you get here or after your start date, or choose to wait until arrival when you will be meeting with a technology support person here at the Program to assist you.

Q: Is it possible for family and friends to get e-mail at Princeton?

A: Unfortunately, it is not within University policy to assign spouses/partners their own e-mail accounts, consequently spouses/partners do not have Internet access at Princeton University. E-mail accounts are only assigned to Princeton employees and/or any person with payroll status (e.g. fellows who are not employed but receiving payment by way of a stipend).

HEALTH INSURANCE

Q: What are the terms of the coverage provided by the program?

A: Please refer to the Human Resources web page link for health benefits and insurance information. On the left-side panel, group II, click on the link with your specific title (Post-Doctoral Fellows being Visiting Research Fellows; Visiting Fellows being Visiting Fellows) <http://www.princeton.edu/hr/newhire/index.htm> Princeton University is not responsible for and does not offer health benefits to U.S. Citizens living here or coming from another country *not* on a J-1 Visa.

Q: What if I would like to retain my own health insurance during the fellowship?

A: Non-citizen fellows should bring a declaration in English stating the terms of the coverage. Fellows using their own coverage will be asked to sign a waiver of insurance coverage upon arrival at either the Office of Payroll or Human Resources.

**PRINCETON UNIVERSITY ID CARD
and
ACCESS FOR ACCOMPANYING FAMILY MEMBERS**

Q. Can my spouse/partner/child get an ID card?

A. For access to the Library for your spouse or child, it will be necessary for them to obtain a Princeton University Identification Card. **This does not grant them borrowing privileges.** Family members wishing to have borrowing privileges will be required to pay the required fee.

- ✓ Spouses: ID cards for spouses and/or children of University employees should pick up an application form at the ID office. Spouses, bring the completed application form to the ID card office with the following: a marriage certificate; or a copy of the most recently filed Federal Income tax return (Form 1040 containing joint marital filing status information; or any of the documents listed under domestic partner). This will enable him/her to get an ID card to gain access to University facilities. Please review the ID Office website at <http://web.princeton.edu/sites/oitdepts/adminservices/idcard.htm> (or you may call or email Kasia Hertz at (609) 258-5436, hertz@princeton.edu) prior to your trip to Princeton to make certain you bring the required identification/information.
- ✓ Domestic partners: ID cards for domestic partners (either same sex or opposite sex domestic partners), please refer to the ID website to make certain you bring the required identification or information with you to Princeton: <http://web.princeton.edu/sites/oitdepts/adminservices/idcard.htm> (or you may call or email Kasia Hertz at (609) 258-5436, hertz@princeton.edu). Note: Partners are not eligible for medical benefits, etc.
- ✓ People with no affiliation who wish to have access to Firestone Library, including post-doctoral fellows or visiting fellows who arrive prior to or are past their fellowship term with us, must pay a minimal fee to gain access with no borrowing privileges. If they have an affiliation with another academic institution, then PU may have a reciprocal agreement to waive the fees. Refer to the Library web site for access fees and information. Borrowing privileges are at an additional charge.

TRAVEL AND VISITOR INFORMATION

Q: Are fellows responsible for providing their own transportation from the airport?

A: Yes.

Q. What options do I have for transportation to Princeton from Newark and JFK Airports?

A. Please refer to the University link for Visitors:

- <http://www.princeton.edu/main/visiting/travel/>
- If you should decide to take a taxi, please be aware that the taxi services charge approximately \$145 from Newark Airport to Princeton and \$195 from JFK to Princeton (travel, tolls, tips, taxes included). This is subject to change, please make sure you are aware of the rate, before making a commitment. For car or limousine transportation, you may wish to refer to A-1 Limousine <http://www.a1limo.com/> You should also be aware that there may be a charge, if your plane is delayed or if there is an inordinate amount of wait time for the limousine/car service. Please clarify this with the service.
- For information about options for transportation during your stay: refer to the Yellow Book (telephone directory) for local companies which offer car rentals (one inexpensive car rental option is Rent-A-Wreck, (732) 438-1220); Zipcar rentals (**new**), information can be found at www.zipcar.com , 1-866-494-7227 (presently there are four locations on the Princeton University campus); consult the main University webpage link “Travel and Weather” <http://www.princeton.edu/Siteware/WeatherTravel.shtml> ; visit the Palmer Square Kiosk on Nassau Street for bus and train schedules.
- For information about mileage and distances between locations, consult the internet (suggested link “MapQuest” at www.mapquest.com)
- Additional information about the Princeton area and community can be found at <http://www.collegetown.com/main/relo/town/?townid=1086>

MONEY

Q. How will I receive my stipend?

A. All checks are mailed to our fellows to the Program Office address (including direct deposit stubs) at the end of each month. Please be prepared upon arrival with start-up money in order to cover your personal expenses your first month at Princeton (food, rent deposit - plus rent money for the first month, etc.).

Q. Is it possible to set up direct deposit at a local bank?

A. Yes, first you will need to open an account with one of the local banks. There is a direct deposit form that you then will need to fill out, sign and return to the Payroll Office, refer to: (<http://web.princeton.edu/sites/TreasurersOffice/Gateway/>) and follow the links. In addition to your bank account number, you will need your bank's routing number. Both numbers need to be on the direct deposit form. For fastest results, please

handwrite on the margin of the form “WAIVE PRENOTE” and attach a check marked “VOID” to the form. When completed, either bring the form to Payroll or send it in campus mail to the attention of: Joann Marmero, Payroll Department, 5th Floor, New South Building.

Q. Does the University have a credit union?

A. Yes. You may opt to look into using the University Credit Union instead of opening an account with a nearby bank, which can also be set up with direct deposit. See <http://www.princetonfcu.org/>

These options of direct deposit and/or the credit union may be of particularly importance with respect to your last month's check. Since most fellows leave before or on the day that their last check is delivered to our Program, they are not able to pick it up and cash it before they leave. The direct deposit enables you to have your finances in order.

Note: If you are planning on bringing a credit card and/or a cash card, please remember to make sure in advance it can be used in the United States.

LONG DISTANCE TELEPHONE CALLS

Q. Can I purchase calling cards in Princeton for making long distance telephone calls?

A. Yes, there is a kiosk in Palmer Square within walking distance of the University that sells calling cards at a good rate. The Program does not provide long distance service.

MAIL

Q. Where can I receive mail?

A. All fellows are given a mailbox in the Program office on the 3rd floor of Bowen Hall in the PRISM Institute, Princeton, New Jersey 08544, U.S.A.

1) **Visiting Fellows** staying in the 7J Magee apartment should have their mail delivered to the Program office, with “c/o” (in care of).

Q. Can we use Program stationery to send letters of recommendation?

A. University policy is that Visiting Fellows cannot use Princeton/Program letterhead for any purpose.