



JOHNS HOPKINS  
UNIVERSITY

**New Postdoctoral  
Fellow Checklist**

# New Postdoctoral Fellow Checklist

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## Before Arrival

1. Please complete the pre-entrance health requirements form at [Post-Doctoral Health Form \(PDF\)](#). **NOTE: you are not automatically assigned a Hopkins ID. Please leave that space blank.**
  2. Visit the [Off-Campus Housing Office](#).
  3. If eligible (US Citizens), complete Section One of the [I-9 Employment Authorization](#) Form. (International postdoctoral fellows cannot complete this form prior to arrival but are encouraged to contact the Office of [Experiential Learning](#) (formerly Student Employment) in advance to set up a mandatory appointment upon arrival).
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## Upon Arrival

1. Check in with your department administrator and sponsoring advisor/faculty member.
2. Secure lab/office space and appropriate keys from department administrator.
3. Establish postal mail procedures – what is your address at JHU and where can you pick up your mail?
4. Confirm entry into payroll with department administrator – complete paperwork at University Experiential Learning (formerly Student Employment).
5. **JHU email** is linked directly to payroll status and may take several weeks to activate. Postdoctoral Fellows should use an alternative account (i.e. Gmail, yahoo, previous institution) in the interim period.
6. Find **JHED ID** (check by searching for your name in the "people" search of the JH Enterprise Directory (JHED) search at [my.jh.edu](#). If you reach a login screen this means you have yet to be entered into Payroll.
  - a. Once you have your JHED ID you can set up email. 1. Go to [my.jh.edu](#) 2. Log in using JHED and password. 3. Accept the Office 365 Terms of Service. 4. Click on the Office 365 icon (this appears under Messaging).
  - b. Next, access this [link](#) to obtain a J-Card (ID).
7. Consider opening a local bank account (JHU can direct deposit paychecks). It helps to bring the Johns Hopkins offer letter with identification to your new bank.
8. Attend a Homewood Postdoc Orientation. Contact Lynda at [lhb@jhu.edu](#) for the next available date. Orientations are held monthly.
9. Subscribe to the Homewood Postdoctoral Association - Send an email to [hw-pda-request@lists.johnshopkins.edu](#) with subject line: "Subscribe hw-pda";
10. **Complete your benefits enrollment** (enroll dependents into insurance, designate a life insurance beneficiary).

## Tax Processes upon Arrival

1. Fill out the I-9 (Employment Authorization) and W4 forms. U.S. citizens can complete section one on the I-9 before arrival.
2. Non-U.S. Citizens and U.S. Permanent Residents must check-in at the department's administrative office immediately upon their arrival in the United States, or the first business day thereafter.

3. Non-U.S. Citizens and U.S. Permanent Residents also need to complete the [JHU Foreign National Information Form \(FNIF\)](#). This form is used by the JHU Tax Office to ensure that earnings are taxed appropriately.
  - The original FNIF and copies of the supporting documentation must be furnished to the JHU Tax Office upon arrival. A copy of the form also needs to be supplied to the departmental administrator for the purposes of making sure payroll is entered properly into the JHU payroll system.
  - Access the FNIF here: [https://finance.jhu.edu/depts/tax/tax\\_forms.html](https://finance.jhu.edu/depts/tax/tax_forms.html)
  
4. An important note from [University Experiential Learning](#):
  - Your payroll is initiated by University Experiential Learning and your department before being processed by HR-Payroll.
  - Paychecks will not be released to the postdoc or the department until payroll has been entered into the system and a valid I-9 form is on file at the central HR-Payroll office.
  - Federal regulations prohibit University Experiential Learning from entering non-U.S. Citizens into the payroll system before a person's physical arrival on campus. Due to the length of time necessary to process payroll, it can take a few weeks before payroll disbursement becomes normal. Please plan accordingly; University Experiential Learning cannot provide emergency, short-term loans.
  - The department/University Experiential Learning staff cannot answer any questions regarding tax withholdings, tax treaties, or tax eligibility. Visitors must contact the University's tax office if there are questions regarding tax withholdings, exemptions, or treaties.

## **New International Postdoctoral Fellows**

1. Check in with the Office of International Services (OIS), [Homewood Office](#).
  2. Obtain a [SSN \(Social Security Number\)](#).
  3. SSNs are important to have not only for payroll, but also help in terms of signing up for a cell phone service, utilities (BGE (electric and gas)), Internet, etc.
  4. International postdoctoral fellows not paid directly by JHU may not need to obtain an SSN; consult OIS in this situation.
  5. Consider registering with your national embassy here in the United States.
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## While at Johns Hopkins University

WSE Postdoctoral Fellows are required to take the Responsible Conduct of Research course. KSAS Postdoctoral Fellows supported by NSF or NIH grants must take this course. Postdoctoral Fellows should consult with your department administrator for more information and visit <https://homewoodgrad.jhu.edu/professional-development/#rcr>.

1. All Postdoctoral Fellows are obliged to take Title IX Training, which is online at <https://sexualmisconduct.jhu.edu/education-training/>. This training is mandatory for all Postdoctoral Fellows.
2. Remain mindful of your postdoctoral fellowship start and end dates.
3. If your appointment is likely to be renewed, international Postdoctoral Fellows need to make an appointment with OIS 6 months ahead of time.
4. It is the postdoctoral fellow's individual responsibility to ensure they always remain in visa compliance.
5. Speak with your advisor/PI/department administrator at regular intervals to ensure plans are clear at least 4-5 months in advance.

### Department & Center Administrative Offices

Applied Mathematics & Statistics	Wyman Park Building
Biomedical Engineering	Clark Hall
Chemical & Biomolecular Engineering	Maryland Hall
Civil & Systems Engineering	Latrobe Hall 201
Computer Science	Malone Hall 160
Electrical & Computer Engineering	Barton Hall 105
Environmental Health & Engineering	Ames Hall 313
Materials Science	Maryland Hall 204
Mechanical Engineering	Latrobe Hall 223
ADVANCE (Alliance for Cardiovascular Diagnostic and Treatment Innovation)	Hackerman Hall 213
CFSRC (Cold-Formed Steel Research Consortium)	Latrobe Hall 201
ERG (Energetics Research Group)	10630 Little Patuxent Parkway, Suite 202 Columbia, MD 21044-3286
CIS (Center for Imaging Science)	Wyman Park Building, 400W
CISMMS (Centre for Integrated Structure-Materials Modeling and Simulation)	Latrobe Hall, 211
CLSP (Center for Language and Speech Processing)	Hackerman Hall 226D

<b>LCSR</b> (Laboratory for Computational Sensing and Robotics)	Hackerman Hall 200
<b>HEMI</b> (Hopkins Extreme Materials Institute)	Malone Hall 140
<b>ICM</b> (Institute for Computational Medicine)	Hackerman Hall 208
<b>INBT</b> (Institute for Nanobiotechnology)	Croft Hall 100
<b>JHUISI</b> (Johns Hopkins Institute for Security Information)	Malone Hall 160
<b>MCEH</b> (Malone Center for Engineering in Healthcare)	Malone Hall 340
<b>MINDS</b> (Mathematical Institute for Data Science)	Clark Hall 304
<b>ROSEI</b> (Ralph O'Connor Sustainable Energy Institute)	301 West 29th St Ste 201

Prepared by: LHB

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WSE Office of Graduate Education &  
Lifelong Learning  
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