

# New Domestic Postdoctoral Scholar Checklist

This checklist has been developed to assist you in your transition to UC Irvine. The items are arranged in sequential order. The outline below lists the respective task headings within the checklist. More detailed information follows in the subsequent pages. Note: some websites may not be active at all times. If you have questions please contact the Graduate Division at: (949) 824-4611 or by email at [grad@uci.edu](mailto:grad@uci.edu).

## Before You Arrive

1. Establish Your Annual Budget
2. Find Housing
3. Contact Your Department
4. Plan Your Travel Arrangements
5. Make Hotel Reservations
6. Arrange for Shuttle Services
7. Make Plans to Come to UCI
8. Review Your Health Insurance Benefits
9. Make Final Preparations before going to the Airport

## After You Arrive

1. Check in with Your Department Personnel Coordinator
2. Enroll in Benefits Plan
3. Attend the Postdoctoral Scholars Orientation
4. Activate Your UCInetID and Obtain Your UCI ID Card
5. Learn About Resources for Your Personal Daily Needs
6. Open a Bank Account
7. Obtain a Credit Card
8. Apply for a California Drivers License
9. Buy a Car
10. Visit the UCI Postdoctoral Scholars Website for Extensive Resources
11. Sign up for Free Affiliate Membership with the National Postdoctoral Association
12. Find Additional Sources of Funding
13. AntPac: Library Research Resources
14. Ride the OCTA bus for free
15. Life at UCI
16. File a Tax Return: Mandatory for All Postdoctoral Scholars

# New Domestic Postdoctoral Scholar Checklist

## BEFORE YOU ARRIVE

<input type="checkbox"/>	<p><b>1. Establish Your Annual Budget</b></p> <p>Plan your budget for your first year before you arrive. Make sure you take into account the average rent you'll have to pay <a href="http://housing.uci.edu/och/localapt.asp">http://housing.uci.edu/och/localapt.asp</a>, and other monthly expenses.</p>
<input type="checkbox"/>	<p><b>2. Find Housing</b></p> <p>Housing may be expensive in Irvine. It is recommended you make housing arrangements before coming to Irvine. Your department may be able to assist you. Current UCI postdocs are also a resource and contact can be made through the mailing list <a href="mailto:ucipostdocs@uci.edu">ucipostdocs@uci.edu</a>.</p> <p><u>Staff and Faculty Housing:</u> Information for faculty and staff housing can be found at <a href="http://www.icha.uci.edu">www.icha.uci.edu</a> or by calling 949.824.6254. <b>Please Note: On-campus housing is very limited for Postdocs</b></p> <p><u>Apartments:</u> Apartment communities in areas surrounding UCI cost at a <i>minimum</i> of \$1,300/month for a large bedroom apartment and \$2,400/month for a larger apartment. Rentals require 2 months rent in advance and security deposits of \$600-1000. For more information visit <a href="http://housing.uci.edu/och">http://housing.uci.edu/och</a> The left column of this site offers valuable information on how to find a home and other resources. (NOTE: Some apartment communities accept lower security deposits if you mention that you work at UCI.)</p> <p><u>Housing Outreach Services:</u> Located in the Student Center- G465 (UCI Map #113), the Housing Outreach Services provides additional information on UCI and off-campus housing.</p> <p><u>Other:</u> Other sites that can help you plan your move to Irvine include</p> <ul style="list-style-type: none"> <li>• UCI: <a href="http://www.uci.edu">www.uci.edu</a></li> <li>• Irvine Public Schools (if you have children): <a href="http://www.iusd.k12.ca.us">www.iusd.k12.ca.us</a></li> <li>• City of Irvine: <a href="http://www.cityofirvine.org/depts/cd/planningactivities/affordablehse/default.asp">http://www.cityofirvine.org/depts/cd/planningactivities/affordablehse/default.asp</a></li> <li>• County of Orange: <a href="http://www.oc.ca.gov">www.oc.ca.gov</a></li> <li>• Orange County Register: <a href="http://www.ocregister.com">www.ocregister.com</a></li> <li>• LA Times: <a href="http://www.latimes.com">www.latimes.com</a></li> </ul> <p>If you have further questions, contact Housing Administrative Services (UCI map #6) 949.824.7247 <a href="mailto:housing@uci.edu">housing@uci.edu</a></p>
<input type="checkbox"/>	<p><b>3. Contact Your Department</b></p> <p>If you have any questions regarding how to make a smooth transition to UCI, visit <a href="http://www.grad.uci.edu/forms/postdoc/StaffContactList.pdf">http://www.grad.uci.edu/forms/postdoc/StaffContactList.pdf</a> OR <a href="http://www.grad.uci.edu/contact/applicant_prgm_dir.htm">http://www.grad.uci.edu/contact/applicant_prgm_dir.htm</a> for the contact information of individual departments.</p>

<input type="checkbox"/>	<p><b>4. Plan Your Travel Arrangements</b></p> <p>It is important to book a flight early to ensure that you arrive here within your scheduled plans. If you are arriving at any airport in the U.S., try to obtain a connecting flight to the John Wayne Airport in Orange County (SNA). The airport is located approximately three miles from the UCI campus. See website: <a href="http://www.o cair.com">www.o cair.com</a></p>
<input type="checkbox"/>	<p><b>5. Make Hotel Reservations</b></p> <p>Try to make hotel reservations before you depart. Local hotels in the Los Angeles and Orange County areas are available on both UCI websites. To find information about each hotel in Orange County, visit the 3<sup>rd</sup> site.</p> <p><a href="http://www.ic.uci.edu/students/arrival.html">http://www.ic.uci.edu/students/arrival.html</a>;  <a href="http://www.uci.edu/community.shtml">http://www.uci.edu/community.shtml</a>  <a href="http://snap.uci.edu/viewXmlFile.jsp?resourceID=259">http://snap.uci.edu/viewXmlFile.jsp?resourceID=259</a></p>
<input type="checkbox"/>	<p><b>6. Arrange for Shuttle Services</b></p> <p>You should arrange for shuttle service or transportation for the day you arrive in California. Some shuttle websites are listed below. If you're landing at John Wayne Airport (SNA), you can take a cab to campus.</p> <p><a href="http://www.supershuttle.com">www.supershuttle.com</a>; <a href="http://www.xpresshuttle.com/home.htm">www.xpresshuttle.com/home.htm</a>; <a href="http://primetimeshuttle.com">http://primetimeshuttle.com</a>;</p>
<input type="checkbox"/>	<p><b>7. Make Plans to Come to UCI</b></p> <p>The Parking and Transportation Office offers an overview of the transportation services available to you. Be familiar with them before you arrive here, particularly if you're bringing your own car.</p> <p>Visit the following websites for more information:</p> <p>Campus Map of UCI &amp; Directions: <a href="http://uci.edu/campus_maps.php">http://uci.edu/campus_maps.php</a>; <a href="http://www.parking.uci.edu/wayfinding/">http://www.parking.uci.edu/wayfinding/</a>  Parking Permit Types: <a href="http://www.parking.uci.edu/">http://www.parking.uci.edu/</a>  Transportation Options: <a href="http://www.newstudents.uci.edu/?p=9">http://www.newstudents.uci.edu/?p=9</a></p>
<input type="checkbox"/>	<p><b>8. Review Your Health Insurance Benefits</b></p> <p>As a postdoctoral scholar (employee, fellow, paid direct), you are able to select and enroll in the UC Postdoctoral Scholar Benefits Plan (PSBP). ** Please visit and familiarize yourself with this plan or visit <a href="http://garnett-powers.com/postdoc/index.htm">http://garnett-powers.com/postdoc/index.htm</a> to look at benefits and details about your health insurance plan. The deadline to enroll in the plan is 31 days from your starting appointment date. For more information, visit <a href="http://www.grad.uci.edu/postdoc/health.htm">http://www.grad.uci.edu/postdoc/health.htm</a></p> <p>**Postdoctoral scholars whose term is 3 months or longer are eligible for this insurance plan.</p>
<input type="checkbox"/>	<p><b>9. Make Final Preparations before going to the Airport</b></p> <p>The Transportation Security Administration website offers helpful advice on what you need to know before you travel. Visit the website to know how you should pack your luggage, what items are acceptable or prohibited, and guidelines if you are traveling with children, etc. <a href="http://www.tsa.gov/travelers/index.shtml">http://www.tsa.gov/travelers/index.shtml</a>  Remember that individual airlines charge differently for luggage.</p>

## AFTER YOU ARRIVE

<input type="checkbox"/>	<p><b>1. Check in with your Department Personnel Coordinator:</b></p> <p>On the <u>first day of your arrival</u> (or as soon as you arrive), check in with the personnel coordinator in your department who will help you obtain your UCI employee I.D. number in order to enroll in the Benefits Plan.</p> <p>You will have to contact the personnel coordinator ahead of time to set up an appointment to meet on that first day.</p>
<input type="checkbox"/>	<p><b>2. Enroll in the UC Postdoctoral Scholar Benefits Plan (Health Insurance)</b></p> <p>As a postdoctoral scholar (employee, fellow, paid direct), you are able to select and enroll in the UC Postdoctoral Scholar Benefits Plan (PSBP). **</p> <p>Complete the enrollment process to receive health insurance: <a href="http://garnett-powers.com/postdoc/enrollment.htm">http://garnett-powers.com/postdoc/enrollment.htm</a></p> <p><b>You have 31 days from your starting appointment date to do this.</b> Contact your department (<a href="http://www.grad.uci.edu/forms/postdoc/StaffContactList.pdf">http://www.grad.uci.edu/forms/postdoc/StaffContactList.pdf</a>) or Sharon Metzger (<a href="mailto:smetzger@uci.edu">smetzger@uci.edu</a>) for questions regarding the enrollment process</p> <p>For more information, visit <a href="http://www.grad.uci.edu/postdoc/health.htm">http://www.grad.uci.edu/postdoc/health.htm</a></p> <p>**Postdoctoral scholars whose term is 3 months or longer are eligible for this insurance plan.</p>
<input type="checkbox"/>	<p><b>3. Attend the Postdoctoral Scholars Orientation</b></p> <p>Attend the Postdoctoral Scholars Orientation to learn about the programs and services designed to support you in your endeavors and meet other Postdocs. Campus resources will be shared as well as other relevant information.</p> <p>Visit <a href="http://www.grad.uci.edu/center/">http://www.grad.uci.edu/center/</a> to learn more.</p>
<input type="checkbox"/>	<p><b>4. Activate Your UCInetID &amp; Obtain Your UCI ID Card</b></p> <p>You will receive notification to activate your UCInetID (used to access e-mail, campus resources, etc) through your personal e-mail account. The time of the issuance of the UCInetID varies from department to department. Contact your department to find out when you can activate yours and for assistance on how to obtain the UCI ID card.</p>
<input type="checkbox"/>	<p><b>5. Learn About Resources for Your Personal Daily Needs</b></p> <p>Visit this website below from the Housing Department to find comprehensive information about local supermarkets, post offices, churches, on-campus and off-campus dining facilities, shopping destinations, utility companies, furniture rental companies, and more. <a href="http://www.housing.uci.edu/och/comresources.asp">http://www.housing.uci.edu/och/comresources.asp</a></p>
<input type="checkbox"/>	<p><b>6. Open a Bank Account</b></p> <p>To open a bank account at most banks you need 2 valid forms of identification and a local mailing address to receive mail. <u>For international scholars, a passport and UCI ID card are usually sufficient.</u> Banks sometimes have “hidden” fees so be sure to inquire about all possible fees. Visit <a href="http://www.housing.uci.edu/och/comresources.asp">http://www.housing.uci.edu/och/comresources.asp</a> and <a href="http://www.ic.uci.edu/forms/BankingOptions.pdf">http://www.ic.uci.edu/forms/BankingOptions.pdf</a> to see a listing of all local banks and their hours.</p>
<h2>AFTER YOU ARRIVE</h2>	
<input type="checkbox"/>	<p><b>7. Obtain a Credit Card</b></p> <p>Obtaining a credit card may ease the process of making payments. Some banks offer secure credit cards which are an alternative.</p>

<input type="checkbox"/>	<p><b>8. Apply for a California Drivers License</b></p> <p>To apply for a CA drivers license:</p> <ol style="list-style-type: none"> <li>1. Schedule an office visit to the DMV Office. Go to <a href="https://eg.dmv.ca.gov/foa/clear.do?goTo=officeVisit">https://eg.dmv.ca.gov/foa/clear.do?goTo=officeVisit</a></li> <li>2. Complete application form DL 44, give a thumb print, have your picture taken, provide your Social Security Number (you can start the process before you have it), verify your birth date or legal presence, and provide your true full name.</li> <li>3. Pay the \$25 application fee</li> <li>4. Pass the following exams: vision exam, traffic laws and sign test, and the driving test.**</li> </ol> <p>**If you have a license from another state, the driving test can be waived. If you have a license from another country, you have to take the driving test. You have 3 chances to pass the driving test. International postdoctoral scholars need a valid foreign passport and the I-94 to obtain one.</p>
<input type="checkbox"/>	<p><b>9. Buy a Car</b></p> <p>Visit <a href="http://www.samarins.com/buying/index.html">http://www.samarins.com/buying/index.html</a> to find resources on how to buy the right used car.</p> <p>Remember that to drive in California, you need to have automobile and liability insurance. You must carry the minimum monetary limits: \$15,000 for injury/death of 1 person/accident; \$30,000 for 2 people; \$5,000 for property damage. Evidence of financial responsibility must be carried in the vehicle (the most common is the insurance identification card).</p>
<input type="checkbox"/>	<p><b>10. Visit the UCI Postdoctoral Scholars Website for Extensive Resources</b></p> <p>The UCI Postdoctoral Scholars Website has been specially created to meet your needs. The website features resources for academics &amp; research, finding additional sources of funding, career and job opportunities, technology, leisure activities &amp; other social life links, and much more.</p> <p>Visit the site: <a href="http://www.grad.uci.edu/postdoc/">http://www.grad.uci.edu/postdoc/</a></p>
<input type="checkbox"/>	<p><b>11. Sign up for <u>Free</u> Affiliate Membership with the National Postdoctoral Association</b></p> <p>You can sign up for free affiliate membership to the National Postdoctoral Association (NPA) as a UCI Postdoctoral Scholar. Free membership includes subscription to NPA's quarterly newsletter (Postdocket), periodic e-mail Alerts (E-Alerts), and access to all Member-Only content on the NPA website. You must have your UCI e-mail address to enroll.</p> <p>Visit the National Postdoctoral Association Affiliate Membership Page below for more information or to join. <a href="http://www.nationalpostdoc.org/">http://www.nationalpostdoc.org/</a></p>
<b>AFTER YOU ARRIVE</b>	
<input type="checkbox"/>	<p><b>12. Find Additional Sources of Funding</b></p> <p>Postdoctoral Fellows are eligible for funding through extramural and internal sources. Visit <a href="http://www.grad.uci.edu/postdoc/funding.htm#positions">http://www.grad.uci.edu/postdoc/funding.htm#positions</a> for more details. The website <a href="http://www.research.uci.edu/funding/">www.research.uci.edu/funding/</a> offers comprehensive information regarding finding funding for your research.</p>

<input type="checkbox"/>	<p><b>13. AntPac: Library Research Resources</b></p> <p>Search for materials in all of UCI's libraries by going to this website.  <a href="http://antpac.lib.uci.edu/screens/opacmenu.html">http://antpac.lib.uci.edu/screens/opacmenu.html</a></p>
<input type="checkbox"/>	<p><b>14. Ride the OCTA Bus for Free!</b></p> <p>Get unlimited <u>free</u> access to the Orange County Transportation Authority's (OCTA) bus system 24 hours a day. Stop by the Parking and Transportation Services Office (UCI map #7) <u>or</u> UC Items (UCI map #113- Student Center) to get your ID card encoded to ride for free! The card lasts from August 1<sup>st</sup> to June 30<sup>th</sup>. Campus Map of UCI &amp; Directions: <a href="http://uci.edu/campus_maps.php">http://uci.edu/campus_maps.php</a>; <a href="http://www.parking.uci.edu/wayfinding/">http://www.parking.uci.edu/wayfinding/</a>  <a href="http://www.parking.uci.edu/AT/modes/OCTA.cfm">http://www.parking.uci.edu/AT/modes/OCTA.cfm</a></p>
<input type="checkbox"/>	<p><b>15. Life at UCI</b></p> <p>Start making Irvine your home by exploring the resources available to you on and off campus. The first website contains information on stores, dining, travel destinations, and other services. The second website offers good information on additional Irvine and Orange County Attractions.  <a href="http://www.rgs.uci.edu/GRAD/prospective/uci_life.htm">http://www.rgs.uci.edu/GRAD/prospective/uci_life.htm</a>;  <a href="http://uci.edu/visitors.php">http://uci.edu/visitors.php</a></p>
<input type="checkbox"/>	<p><b>16. File a Tax Return: Mandatory for All Postdoctoral Scholars</b></p> <p>You must report your annual income by filing a tax return between <u>January 1</u> and <u>April 15</u> for the previous tax year. If you are a Scholar receiving a fellowship stipend, additional documents need to be completed and submitted to your Program Coordinator. Please visit <a href="http://www.grad.uci.edu/postdoc/tax_docs.htm">http://www.grad.uci.edu/postdoc/tax_docs.htm</a> for more information.</p> <p>Contact The IRS Office with specific questions. The number to their office is (215) 516-2000. Additional resources and information can be found at the IRS homepage (<a href="http://www.irs.usreas.gov">http://www.irs.usreas.gov</a>) and the National Postdoctoral Association website (<a href="http://www.nationalpostdoc.org/site/c.eoJMIWOBIRH/b.3790739/k.7323/Overview_of_Tax_Issues_for_Postdocs.htm">http://www.nationalpostdoc.org/site/c.eoJMIWOBIRH/b.3790739/k.7323/Overview_of_Tax_Issues_for_Postdocs.htm</a>)</p>

**Graduate Division**  
**120 Aldrich Hall**  
**Irvine, California 92697**  
**(949) 824-4611**  
<http://www.grad.edu/>