



## 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, contact the Office of Postdoctoral Affairs by email at [gdopda@uci.edu](mailto:gdopda@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. Request and Orientation Packet and 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 Driver's License
9. Buy a Car
10. Visit the UCI Postdoctoral Scholars Website for Extensive Resources
11. Access Professional Development Resources
12. Find Additional Sources of Funding
13. AntPac: Library Research Resources
14. Ride the OCTA bus
15. Life at UCI
16. File a Tax Return: Mandatory for All Postdoctoral Scholars



**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 and other monthly expenses. For more information, visit <a href="#">Housing</a>.</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.</p> <p>You should make plans to transfer money or have access to money to pay for your housing. You may be asked to pay first and last month's rent.</p> <p>A list of Housing options is posted on the <a href="#">Graduation Division site</a>. Current UCI postdocs are also a resource and contact can be made through the <a href="#">Postdoctoral Scholar Association (PDA) Facebook</a> group.</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>• <a href="#">UCI</a></li> <li>• <a href="#">Irvine Public Schools</a> (if you have children)</li> <li>• <a href="#">City of Irvine</a></li> <li>• <a href="#">County of Orange</a></li> <li>• <a href="#">Orange County Register</a></li> <li>• <a href="#">LA Times</a></li> </ul> <p>If you have further questions, contact <a href="#">Housing Administrative Services</a> at 949.824.7247.</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, please contact your department.</p> <p>Also, Kayleigh Anderson-Natale in the Office of Postdoctoral Affairs, Graduate Division is a resource for you. To get in touch please email <a href="mailto:gdopda@uci.edu">gdopda@uci.edu</a></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 <a href="#">John Wayne Airport</a> in Orange County (SNA). The airport is located approximately three miles from the UCI campus.</p>
<input type="checkbox"/>	<p><b>5. Make Hotel Reservations</b></p> <p>Try to make hotel reservations before you depart. Local hotels are listed <a href="#">here</a>.</p>



**BEFORE YOU ARRIVE**

**6. Arrange for Shuttle Services**

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.

- [SuperShuttle](#)
- [Prime Time Shuttle](#)
- [Los Angeles World Airports](#)

**7. Getting Around UCI**

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.

Visit the following websites for more information:

- [Campus Map of UCI & Directions](#)
- [Parking Permit Types](#)
- [Transportation Options](#)

**8. Review Your Health Insurance Benefits**

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 [Garnett-Powers](#) 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.

\*\* Postdoctoral scholars whose term is 3 months or longer are eligible for this insurance plan.

**9. Make Final Preparations Before Going to the Airport**

The [Transportation Security Administration](#) 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. Remember that individual airlines charge differently for luggage.



**AFTER YOU ARRIVE**

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|--------------------------|--|
| <input type="checkbox"/> | <p><b>1. Check in with your Department Personnel Coordinator</b></p> <p>On the <b><u>first day of your arrival</u></b> (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. Contact the personnel coordinator ahead of time to set up an appointment.</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 directs), you are able to select and enroll in the UC Postdoctoral Scholar Benefits Plan (PSBP).</p> <p>** This plan is administered by Garnett-Powers.</p> <p>You can complete the enrollment process to receive health insurance on the <a href="#">Garnett-Powers website</a>. <b><u>You have 31 days from your starting appointment date to enroll in benefits.</u></b></p> <p>Contact your department or <a href="#">Kwame White</a> for questions regarding the enrollment process. The Office of Postdoctoral Affairs (OPA) also sponsors quarterly Benefits Q &amp; A sessions which are posted on the <a href="#">OPA Orientation site</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. Request an Orientation Packet and Attend the Postdoctoral Scholars Welcome Session</b></p> <p>Email Mary Frances Ypma-Wong (<a href="mailto:m.ypmawong@uci.edu">m.ypmawong@uci.edu</a>) to request an Orientation Packet. Attend the <a href="#">Postdoctoral Scholars Orientation</a> to learn additional details 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>Download a copy of <a href="#">Campus Resources for Postdocs</a> which contains information about UCI resources which facilitate Postdoc orientation and everyday workflow.</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>Our "<a href="#">Visit UCI Webpage</a>" has information about local supermarkets, post offices, churches, on-campus and off-campus dining facilities, shopping destinations, utility companies, furniture rental companies, and more.</p>  |



**AFTER YOU ARRIVE**

<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.</p> <p>Banks sometimes have “hidden” fees so be sure to inquire about all possible fees. Visit <a href="#">Banking Options Near UCI</a> to see a listing of all local banks and their hours.</p>
<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>Details are posted here: <a href="#">California Department of Motor Vehicles</a> (DMV)</p> <ol style="list-style-type: none"> <li>1. Schedule an office visit to the <a href="#">DMV Office</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. Note the requirements for <b>forms of ID</b> and <b>residency documents</b>.</li> <li>4. Pay the \$33 application fee.</li> <li>5. 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.</p>
<input type="checkbox"/>	<p><b>9. Buy a Car</b></p> <p>Visit <a href="#">Samarins</a> to find resources on how to buy the right used car. You can also check the ads on <a href="#">University Hills</a> for used cars.</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 <a href="#">UCI Postdoctoral Scholars Website</a> 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>



**AFTER YOU ARRIVE**

<input type="checkbox"/>	<p><b>13. Access Professional Development Resources</b></p> <p>The <b>Office of Postdoctoral Affairs</b> maintains a <a href="#">Career Development</a> webpage with <b>upcoming events</b>.</p> <p><b>Sign up for free Affiliate Membership with the National Postdoctoral Association</b> (<a href="#">NPA</a>) <a href="#">Membership</a> includes subscription to NPA’s quarterly newsletter (Postdocket), periodic e-mail Alerts (E-Alerts), and access to all NPA website content. You must have your UCI e-mail address to enroll.</p> <p><b>Sign up for free institutional sub-account membership with the National Center for Faculty Development and Diversity</b> (<a href="#">NCFDD</a>). <a href="#">Membership</a> includes access to a wide range of professional development resources. You must have your UCI e-mail address to enroll.</p>
<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="#">here</a> for more details and comprehensive information to find funding for your research.</p>
<input type="checkbox"/>	<p><b>13. AntPac: Library Research Resources</b></p> <p>As you begin your research here, it is important for you to know where to access current information. Search for materials in all of <a href="#">UCI’s libraries</a>. A detailed description for postdocs is posted <a href="#">here</a>.</p>
<input type="checkbox"/>	<p><b>14. Ride the OCTA Bus!</b></p> <p>Get unlimited access to the Orange County Transportation Authority’s (OCTA) bus system 24 hours a day through the “University Pass” program. University Pass Membership offers reduced-rate usage of the transit system, good from July 1<sup>st</sup> to June 30<sup>th</sup>. Stop by the Transportation and Distribution Services Office (UCI map #7) to purchase your <a href="#">University Pass Membership Card</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. Click our <a href="#">“Visit UCI Webpage”</a> to find information on stores, dining, travel destinations, and other services at or around UC Irvine.</p>



**AFTER YOU ARRIVE**

**16. File a Tax Return: Mandatory for All Postdoctoral Scholars**

You must report your annual income by filing a tax return between January 1 and April 15 for the previous tax year. If you are a Scholar receiving a fellowship stipend, additional documents need to be completed through the GLACIER system; please contact your Department Personnel Coordinator.

Contact The IRS Office with specific questions. The number to their office is **1-800-829-1040**.

Additional resources and information can be found at the [IRS Homepage](#) and the [National Postdoctoral Association website](#).

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