



Scholar Handbook

2024-25 Academic Year

Questions or comments regarding this handbook should be addressed to Jennifer Hansen

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Important Details, Numbers, and Maps

Appointment at the Institute

Once you have unpacked and settled into your apartment, please contact your School Administrative Officer. The Administrative Officer may review School policies and answer any questions concerning your appointment.

The following is a list of the School Administrative Officers along with their contact information:

Historical Studies	Janet Yoon	1-609-734-8300	Fuld 306
Mathematics	Nicole Maldonado	1-609-734-8116	Simonyi 117
Natural Sciences	Michelle Sage	1-609-734-8119	Bloomberg 102
Social Science	Miriam Harris	1-609-734-8250	West 307

Comptroller's Office

Members being paid directly by the Institute must have an appointment with the Comptroller's Office to enroll in the monthly payroll. This includes health insurance and childcare subsidy payments.

All payroll appointments will be held via Zoom. Appointments are available Monday through Wednesday and should be scheduled using the Appointment Plus scheduler (www.ias.edu/appointments).

The monthly Institute payments must be directly deposited into a US bank account. You may use an existing US account or open a new one locally. If you need to open an account you should do so prior to your payroll appointment. Many Members choose PNC Bank, located at 76 Nassau Street and Palmer Square in Princeton.

To obtain additional information visit: www.ias.edu/campus-resources/working-at-ias/comptrollers-office

Foreign Scholars

If you are not a US citizen or a US permanent resident, it is important that you contact [Jennifer Hansen](#) (ext. 8206) in Visitor and Visa Services as soon as possible after your arrival to provide copies of your passport and immigration documents.

Health Insurance

The Institute requires that all incoming scholars have health insurance coverage for themselves and all eligible dependents who accompany them. If you elected to enroll in one of the health insurance plans offered through the Institute, you must schedule an appointment with the Human Resources Office as soon as possible after your arrival to complete your insurance application forms. Please contact [Cindy Pearce](#) (ext. 4436) to schedule an appointment.

To obtain additional information visit: www.ias.edu/members-and-visitors/health-insurance-information

Emergency Preparedness

In recent years the Princeton area experienced a number of major storms that resulted in power failures in town and on campus, as well as travel difficulties for several days. The Institute was able to help a number of families in our community during the storms and would like to be able to do so - as far as we are able - in the future. Of course, our resources are limited and we cannot guarantee that we will be able to help. However, to assist us in planning for similar events in the future, we invite Members and Visitors to inform us now, in advance of an emergency, if any member of the family living in housing has a need for special attention should there be a power or weather emergency on campus. An example is someone with limitations regarding their mobility. Information can be sent to mbrsvcs@ias.edu. Someone from the Institute administration will be in contact with you to discuss your particular needs, challenges, and options.

Telephone Numbers

There are three campus and housing exchanges: 734, 951, and 279. If the telephone you are calling is on campus and begins with one of these three exchanges, you may reach your party by dialing the last four digits of the phone number only. To place a call off campus, you must first dial 9 to get an outside line except when making an emergency 911 call.

Fire, Medical, Police Emergency
911

Princeton Police Non-emergency
1-609-921-2100

Penn Medicine Princeton Health Center
1-609-853-7000

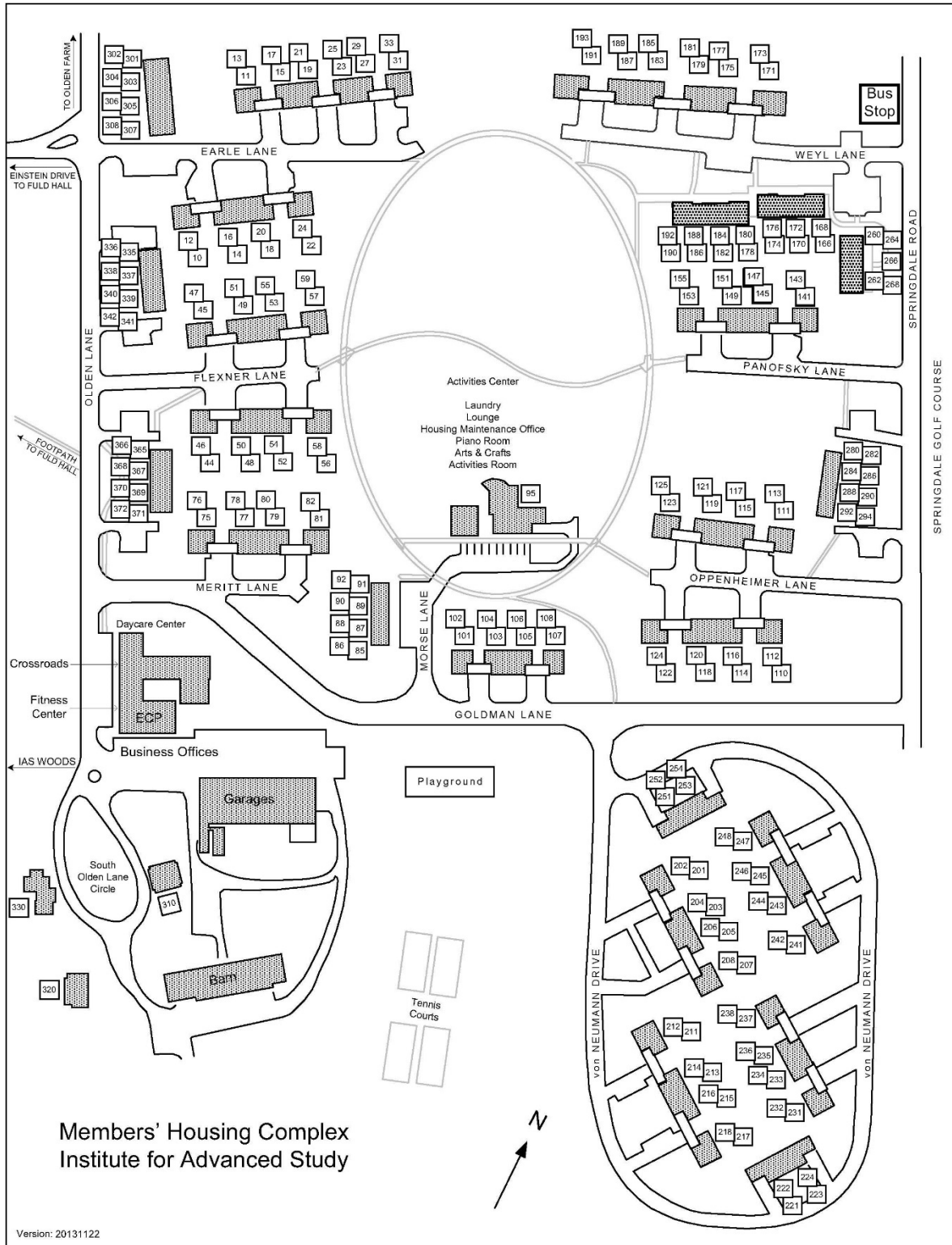
Critical Maintenance Problem or Public Safety Officer
1-609-947-5940

Routine Maintenance Problem
Office and housing maintenance requests are processed online through SchoolDude at: www.ias.edu/maint-request. Submittal Password is IAS.

Campus Building Map



Housing Complex Map



Institute Facilities and Services

Activities Center

The Activities Center houses the laundry facility, a lounge, a piano room, an arts and crafts room, and a general activities room that can be reserved for various events. All Institute ID cards have been programmed to access the main entrance of the building.

Special access, obtained through idcards@ias.edu, is required for the piano room and the arts and crafts room. Piano room reservations can be made at: www.ias.edu/appointments. Activities Room reservations should be made with [Joshua Horowitz](#) (ext. 4518). When making your reservation, please allow enough time to set up and clean up.

Athletic Facilities

The Institute's Fitness Center is a light cardiovascular exercise facility with a variety of exercise equipment as well as shower facilities. The center is accessible 24 hours a day with an activated Institute ID card. For reasons of liability, access is only available to adults over the age of 18 who are affiliated with the Institute. Completion of a waiver application, www.ias.edu/fitness-center-waiver, is required prior to ID card activation.

Tennis courts are located to the west of the von Neumann apartment buildings. The courts are accessible with an Institute ID card activated for Fitness Center use.

The Institute's campus includes a 500-acre nature reserve of woodlands and fields, interlaced with extensive trails enjoyed year-round by bird watchers, walkers, runners, and cross-country skiers.

Automated Teller Machine

An automated teller machine (ATM) is located in the basement of Fuld Hall, adjacent to the elevator near the snack and soda machines. This machine is a cash withdrawal machine only. No bank deposits can be processed here.

Fees will not be charged by the Institute or its bank for the use of this machine. However, you may see a fee from your bank for the transaction. Please check with your bank for their ATM fee policy.

The machine dispenses cash in \$20.00 denominations, and the limit per transaction or per day for withdrawals is \$500.00.

Bicycle and Vehicle Registration

Bicycle and vehicle registration information should be completed online at: www.updateme.ias.edu.

Bulletin Boards

There are three Institute Community bulletin boards: one in the laundry facility, one in Fuld Hall, and the other in the Simons Hall. All are great ways to communicate with other members of the Institute Community, buy and sell items, form interest or sports groups, or to locate babysitters.

Computing

The Institute provides computing assistance in the following forms:

Information Technology Group

The Information Technology Group provides support to School of Historical Studies, School of Social Science, Administration and programs under the Director's Office (askitg@ias.edu; ext. 8044).

Mathematics Computing Department

Computing support for the School of Mathematics is provided by the Mathematics Computing Department (help@math.ias.edu; ext. 8012).

Natural Sciences Computing Department

Computing support for the School of Natural Sciences is provided by the School of Natural Sciences Computing Department (helpdesk@sns.ias.edu; ext. 8030).

Network Administration

Network connectivity and infrastructure services for the Institute are provided by Network Administration.

Network Security

The Office of Information Security provides tips, resources and other information to further user education and safe computing. Available from campus only.

Digital Scholarship@IAS

Resources and training opportunities for digital scholars.

Media Technology Services (A/V)

The Media Technology Services group provides audio-visual services to the campus.

Telecommunication Services

Telecommunication services provides telephone service for campus and housing.

To obtain additional information visit: www.ias.edu/campus-resources/ias-computing

Dining

The Institute provides a dining facility on its campus for use by Faculty, Members, Visitors, staff, and their invited guests. Continental breakfast is available weekdays between 8:00am and 11:00am in Simons Hall and Rubenstein Commons. Lunch is served between 11:30am and 1:30pm in Simons Hall and a limited menu is available during the same hours in Rubenstein Commons. Dinners are available Wednesdays and Fridays in Simons Hall between 5:30pm and 7:30pm and a limited menu is available Wednesdays, Thursdays, and Fridays in Rubenstein Commons between 5:00pm and 8:00pm. Additionally, the RC Bar is open Wednesdays, Thursdays, and Fridays between 5:00pm and 9:00pm.

To obtain additional information visit: www.ias.edu/dining

Electric Vehicle Charging

The Institute offers electric vehicle Level 2 charging for anyone in the Institute Community free of charge. The only requirement to use the charging equipment is to have a valid Institute ID card. Operating instructions are posted on the charger. Currently, we have two reserved parking spots located in front of the Activities Building.

To obtain additional information visit: www.ias.edu/campus-resources/electric-vehicle-ev-charging

Fuld Hall Common Room

The Fuld Hall Common Room is open to members of the Institute Community throughout the day. A selection of domestic and foreign newspapers, periodicals, and Institute publications are available in the Common Room.

Afternoon tea is served weekdays between 3:00pm and 4:30pm in the Fuld Hall Common Room.

Fuld Hall Reception Desk

The Reception Desk, located through the main entrance of Fuld Hall, is open weekdays between 9:00am and 5:00pm. The following services are available at the Reception Desk:

- Obtain key packet envelopes upon arrival
- Send and collect fax transmittals
- Purchase postage stamps
- Lost and found

A Public Safety Officer is on duty at the Reception Desk weekdays between 5:00pm and 9:00am, and 24 hours a day on weekends and holidays.

Holiday Schedule

The Institute will observe the following holidays in Fiscal Year 2024-25:

July 4, 2024	Independence Day
September 2, 2024	Labor Day
*November 28 - 29, 2024	Thanksgiving and the day following
*December 24, 2024 - January 1, 2025	Christmas through the New Year's holidays
January 20, 2025	Dr. Martin Luther King Day
February 17, 2025	Presidents' Day
*May 26, 2025	Memorial Day
*2:00pm dismissal the day before	

Housing Complex

The Institute's housing complex consists of 169 standard units and 19 short-term units available to rent by a limited number of Members and Visitors. The apartments range in size from studios to three-bedroom townhomes. The Activities Center is centrally located within the housing complex, and contains the laundry facility, a small lounge, a piano room, an arts and crafts room, and a general activities room.

To obtain additional information visit: www.ias.edu/living-ias/campus-housing

Housing Maintenance Office

The Housing Maintenance Office is located at 310 Olden Lane. All service requests must be submitted through SchoolDude at: www.ias.edu/maint-request and general questions may be addressed to the [Housing Department](#) (ext. 8230). During evenings, weekends, and holidays, emergency maintenance needs should be reported to a Public Safety Officer in Fuld Hall (1-609-947-5940).

Identification Cards

Institute identification (ID) cards are issued to Members and Visitors upon campus arrival by Public Safety. ID cards are necessary to gain access to apartments, academic buildings, and recreation facilities. Additionally, ID cards may be used to charge meals in the dining facilities and for machine usage in the laundry facility.

Family members may request an ID card through a form and photo submission at: www.ias.edu/familycards

Institute Merchandise

Branded Institute clothing and merchandise is available for purchase online. Visit the store at: www.store.ias.edu.

Laundry Facility

The laundry facility is located in the Activities Center and is equipped with washers and dryers available for use by members of the Institute Community. An Institute ID card is needed to gain access to the facility and to operate the machines.

Instructions to operate the machines are detailed on the usage control panel located on the wall opposite the washing machines. An Institute ID card is required to start the machines. When the card is pressed upon the usage control device, the unit activates the washer or dryer, and charges the Institute account associated with the ID card. The cost to use a washer or dryer is \$1.50 per load.

Liability and Property Insurance

Institute policies do not cover the personal property of the occupants of Institute offices and apartments. It is recommended to insure any personal property of great value.

Libraries

The Historical Studies - Social Science Library contains basic document collections, reference works and important secondary works of scholarship in most fields of history and the social sciences. To obtain additional information visit: www.ias.edu/library/hs

The Mathematics - Natural Sciences Library has locations in Fuld Hall, Bloomberg Hall, and Simonyi Hall. The collection focuses on research level materials in pure and applied mathematics, astrophysics, particle and mathematical physics and systems biology. To obtain additional information visit: www.ias.edu/library/mn

The Shelby White and Leon Levy Archives Center is located in the Historical Studies-Social Science Library. Archival collections include administrative records, faculty papers, and digital resources such as photographs and Institute publications. To obtain additional information visit: www.ias.edu/library/archives

Mail Service

The mailroom is located in the lower level of Building B. Mail is delivered to and collected from all campus buildings several times each weekday. Standard, express, and package mailings are available to ship through US Postal Service (USPS), United Parcel Service (UPS), and Federal Express. Please consult with a member of [Administrative Services](#) (ext. 8220) in the mailroom for best mailing practices.

Mail supplies are located in the hallway between the lower levels of Fuld Hall and Building B. When using any mail service, the sender's name and office telephone number must be printed on the item so that the proper individual or School can be charged. Packages without the sender's details will not be accepted for delivery.

To obtain additional information visit: www.ias.edu

Notary Public

Notary service is provided free of charge. Please contact [Jennifer Hansen](#) (ext. 8206), [Camille Merger](#) (ext. 8236), [Kelly Moran](#) (ext. 8203), [Sharon Tozzi](#) (ext. 8383), or [Yuchao Wang](#) (ext. 8243) for assistance.

Parking and Vehicle Registration

Vehicle registration information should be completed online at: www.updateme.ias.edu. Parking is available in Lots A and B and in the housing complex. The parking in front of Fuld Hall is reserved for visitors from outside the Institute Community and for Institute vehicles involved in official business.

Public Safety Officer

A Public Safety Officer is on duty at the Reception Desk in Fuld Hall weekdays between 5:00pm and 9:00am, and 24 hours a day on weekends and holidays. A Public Safety Officer can be reached at 1-609-947-5940 or during normal business hours at ext. 5460.

Shuttle Services

The Institute provides free shuttle service for members of the Institute Community. The scheduled service runs Monday through Friday. The shuttle schedule is available online at: www.ias.edu/campus-resources/transportation and reservations must be made at: www.ias.edu/appointments. When making a reservation, please be certain to note your intended pick up and drop off locations under the Special Instructions.

Telephone Service

The Institute owns and operates a campus-wide Northern Telecom Meridian telephone system which provides service to all academic and administrative buildings and to all apartments in the housing complex. Voice mail is offered throughout the system. Policies on long-distance calling from offices vary among the Schools. Please consult your School Administrative Officer for further information. Complete information about programming telephones, rates, and additional services can be found on the Institute's website, www.ias.edu/computing/telephone. Some general information follows.

How to Place a Call

- Press 9 for an outside line, then 1 plus the three-digit area code, then the seven-digit number for local and long-distance calls.

- For international calls, press 9 for an outside line, then 0-1-1, country code, city code, and number.
- To call other offices and apartments on campus, simply dial the last four digits of the seven-digit number.

Voice Mail

A flashing red light on your telephone means you have voice mail messages.

- Press 8-0-1-0 or the Message button to access voice mail. Listen for instructions.
- At prompt requesting mailbox, enter your extension (last four digits of your telephone number) then press #.
- At the next prompt requesting password, again enter your extension (the default password) then press #.
- To play the message, press 2. To delete the message, press 7-6. To go to the next message, press 6.
- To access your messages from another location, call 1-609-734-8010, then follow the above directions.

To Record Your External & Internal Greetings

Callers from outside the Institute hear your external greeting. Callers from inside the Institute hear your internal greeting.

- Press 8-0-1-0 or the Message button to access voice mail. Log on by following the above directions. Press 8-2 to record greetings.
- Press 1 for external greeting or press 2 for internal greeting (press 3 for temporary greeting).
- Press 5 to record, wait for tone, then record.
- Press # to end recording. Press 4 to exit.

Reporting Telephone Problems

To report a problem with your telephone or to request a change of service, use any of the following methods:

- Via e-mail, address message to telephone@ias.edu.
- Via telephone, dial ext. 8009.
- Via interoffice mail - address interoffice envelope to Receptionist.

Please provide your name, where you can be reached, the phone number and location of the faulty equipment, and the description of the problem you are experiencing with your phone. After hours, weekends, and on holidays, you may continue to use any of these methods or notify Security at ext. 8241. If your phone is not functioning and you are unable to call to report the problem, please notify the Receptionist or Public Safety Officer at the Reception Desk in Fuld Hall. Most trouble reports are addressed by the end of the next business day.

Transportation

Navigation and transportation resources, ranging from ground transportation provided by the Institute and nearby sources to maps of the local area, are accessible via the links below. Information is also provided on renting cars locally with pre-negotiated rates for the Institute Community.

To obtain additional information visit: www.ias.edu/campus-resources/transportation

US Passports and Overseas Travel

The US State Department's Bureau of Consular Affairs' website, www.travel.state.gov, includes extensive information and instructions concerning applications for US passports. In addition to downloadable passport applications, they provide instructions for applying for a US passport by mail or in person, replacing a lost or stolen passport, obtaining a passport in a hurry, and a listing of frequently asked questions.

The Bureau of Consular Affairs' website also includes links to US Embassies and Consulates worldwide in addition to Foreign Consular Offices in the US. Foreign entry requirements and travel warnings/consular information sheets are also posted.

Vending Machines

Vending machines with beverages and snacks are located in the lower level of Fuld Hall and in the Activities Center. The vending machine in the Activities Center also carries some medical supplies.

Princeton and Surrounding Community

988 Mental Health Hotline

The 988 Suicide & Crisis Lifeline provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices.

Crossroads Nursery School and Infant Center

Crossroads Nursery School and Infant Center operates a program for children from three months to five years of age. Crossroads is a small, independent school that gives the children of individuals affiliated with the Institute preferential enrollment status. However, because it is a small facility, enrollment cannot be guaranteed and it is limited to approximately 60 students per year.

Crossroads maintains five classrooms in the facility. The lower two classes (serving children 3 months to 30 months) offer full-day care for the children. In the upper three classes (serving children 2.5 years to 5 years), children may be enrolled in either a part-time or full-time program.

The educational program at Crossroads is a traditional, child-centered program. Their goals are to provide a caring and safe environment in which each child can develop a strong sense of self-worth, creativity, and curiosity about the environment and to enable her/him to interact successfully and comfortably with peers and teachers. Questions may be directed to Crossroads Director [Danielle Otis](#) (ext. 4699).

To obtain additional information visit: www.crossroads.ias.edu

Emergency Services

The general emergency number for police, fire, and ambulance is: 9-1-1

The three-digit number “9-1-1” is the emergency telephone number that can be dialed 24 hours a day for police, fire, or emergency medical service. The 9-1-1 lifeline-system number should only be used in actual emergencies. Non-emergency calls may be directed to the Princeton Police Department at 1-609-921-2100.

When making the emergency call, please provide the 9-1-1 operator with an exact description of the emergency, where the problem is, the telephone number you are calling from, and your address and name if requested. Please stay on the telephone and answer the 9-1-1 operator’s questions and follow any instructions you may be given.

The nearest hospital with an emergency room is Penn Medicine Princeton Health Center, located at 1 Plainsboro Road in Plainsboro, and the telephone number is 1-609-853-7000.

Employee Assistance Program

The Institute has established a partnership with the Penn Medicine Princeton Health Center to provide Employee Assistance Program (EAP) services for visiting scholars and their adult household members. Qualifying participants are eligible for three sessions per incident of short-term counseling with an EAP clinician. These sessions are designed to resolve personal, family, and work-related issues, and will be provided at no cost.

To obtain additional information visit: www.med.upenn.edu/PennMedicineEAP



How to Access Your Work Life Benefit!

Access your Work Life Benefit by going to www.PennMedicineEAP.MyLifeExpert.com. Click on Work Life Resources and use the Company Code **PR017** to create your own personalized login. Your work/life portal gives you access to thousands of up-to-date, topic-related **articles, videos, podcasts, calculators, interactive checklists, webinars,** and more related to:

- Financial & Legal
- Child Care & Education
- Eldercare
- Health & Wellness
- Career & Military



Health & Lifestyle Assessments



50+ Soft Skills Courses



Financial Calculators



Nationwide Resources



Confidential Support

You can also access your free and confidential EAP and Work Life Benefit by calling 800.527.0035

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ADVANCED STUDY

Help can be a call or click away!

Create your account at
www.PennMedicineEAP.MyLifeExpert.com

Scan Here to
Download:



Use company code: **PR017**

EMPLOYEE ASSISTANCE PROGRAM - ALWAYS CONFIDENTIAL

Financial Institutions

The following full-service bank has a relationship with the Institute. It is conveniently located near Palmer Square in Princeton and offers access to major automatic teller networks.

PNC Bank, 76 Nassau Street

1-609-497-6700

PNC Bank offers all Institute Members a free checking account with no minimum balance with direct deposit of your pay. You will be given an ATM VISA debit card and your first order of checks free. PNC ATMs are available on Palmer Square at the bank, the Wawa, the Princeton University Store, as well as many local shopping malls. Other checking and savings packages are also available and can be discussed with you in person.

To obtain additional information visit: www.pnc.com

“First Call for Help” Telephone Hotline

The United Way offers a telephone hotline, “First Call for Help” at 211. This telephone hotline assists area residents in locating appropriate human services agencies. These agencies provide support and assistance for individuals in need of family or psychiatric counseling or in locating rehabilitation services.

To obtain additional information visit: www.uwgmc.org

Lyme Disease

Lyme disease is an illness caused by bacteria that is carried by ticks. This infection can cause a variety of symptoms and if left untreated can be severe. Lyme disease is very common in this area.

To obtain additional information visit: www.cdc.gov/lyme/index.html or www.nj.gov/health/cd/topics/lyme.shtml

Medical Services in the US

If you are unfamiliar with how the US medical delivery system works, we hope the following brief guidelines will help you in making prudent decisions on how you should seek medical care while at the Institute.

Establish a relationship with a primary doctor before you need medical care

We encourage you to find a primary doctor for each family member soon after your arrival. If you do not establish a relationship prior to a medical need developing, it may take you longer to be seen by the doctor than what is optimal.

Use emergency room services only if you have a serious medical emergency

The emergency room at Penn Medicine Princeton Health Center is available 24 hours per day for serious and life-threatening emergency care. If you have serious bleeding, loss of consciousness, chest pains, or any other serious medical condition, you should proceed to the emergency room or call 911 for immediate medical attention. You should bring your health insurance cards with you to the ER. Typically, if your visit to the ER is deemed an 'emergency' by your medical plan, services will be covered, subject to whatever deductibles and co-pays your plan may have in place.

However, if you are seen by the emergency room for non-emergency care (a persistent earache, a suspicious rash, etc.), it is possible that your health insurance plan will not accept responsibility for payment. Emergency room bills, even for minor conditions, can easily exceed \$1,000. That is why you are encouraged to establish a relationship with a primary care physician who can treat you in non-emergency situations.

Use the intermittent medical services available through Penn Medicine Princeton Health Center

If you have not yet established a relationship with a doctor but want to see a physician for a non-emergency situation, you may try contacting a local physician for an appointment. You may also contact [Cindy Pearce](#) (ext. 4436) between 8:00am and 3:00pm to secure information about the Occupational Health Services offered through Penn Medicine Princeton Health Center for non-emergency care.

Urgent Care

Following are a few options available if a medical condition arises that is not a true emergency yet urgently needs medical attention:

Penn Medicine Princeton Health Center Occupational Health Office contact [Cindy Pearce](#) (ext. 4436) between 8:00am and 3:00pm if you would like to be seen at Penn Medicine Princeton Health Center Occupational Health Office. Bear in mind that they do not deal with any insurance companies and will only see individuals over the age of 18. You will be responsible for payment at the time of services.

Princeton Primary and Urgent Care Center located at 707 Alexander Road, Princeton, 1-609-919-0009. Their hours are Monday-Friday 8am to 5pm and 9am to 12 noon on Saturdays. They do not see children. To obtain additional information visit: www.ppucc.com

Minute Clinic at CVS located inside CVS/pharmacy, 881 State Highway 206, Princeton, 1-609-683-3680 or CVS/pharmacy, 4 Schalks Crossing Rd, Plainsboro, 1-609-275-9312. No appointment is necessary and

their hours are Monday-Friday 8:30am to 7:30pm, 9am to 5:30pm on Saturdays, and 9am to 4:30pm on Sundays. To obtain additional information visit: www.cvs.com/minuteclinic

Princeton Public Library

The Princeton Public Library is located at 65 Witherspoon Street. The library offers a variety of books and other materials, as well as programs for library members of all ages. All residents of Princeton, including visiting scholars of the Institute, may borrow library materials. Identification and proof of residence must be presented when applying for library membership.

To obtain additional information visit: www.princetonlibrary.org

Princeton Public Schools

[Littlebrook Elementary School](#)

Grades: Kindergarten through 5th

Ages: 5 - 10

Address: 39 Magnolia Lane, Princeton, NJ 08540

Telephone: 1-609-806-4250

Principal: [Mr. Luis Ramirez](#)

Registrar: [Ms. Laurie Oneto](#)

[Princeton Middle School](#)

Grades: 6th through 8th

Ages: 11 - 13

Address: 217 Walnut Lane, Princeton, NJ 08540

Telephone: 1-609-806-4270

Principal: [Mr. Jason Burr](#)

Registrar: [Ms. Laurie Oneto](#)

[Princeton High School](#)

Grades: 9th through 12th

Ages: 14 - 18

Address: 151 Moore Street, Princeton, NJ 08540

Telephone: 1-609-806-4280

Principal: [Ms. Cecilia Birge](#)

Registrar: [Ms. Lori Scala](#)

Princeton Public Schools [School Year Calendar](#)

To obtain additional information visit: www.princetonk12.org

Princeton University Athletics

Individuals holding a formal position of Faculty, Member, Visitor, or staff of the Institute may also apply to Princeton University for a reduced rate permit that provides access to their athletic facilities. In order

to receive the reduced rate of Affiliate, an Institute ID card issued to the applicant must be presented at the time of application.

To obtain additional information visit: www.campusrec.princeton.edu

Princeton University Library System

The Princeton University Library consists of The Harvey S. Firestone Memorial Library (primarily books in the humanities and social sciences), the Peter Lewis Science Library (housing most of the mathematics, physics, and astrophysics collection), and 18 other special subject libraries located throughout the campus; and a diverse set of e-resources, including journals, e-books, and more. The general catalogue contains over five million entries and grows by 250,000 each year.

Institute library staff are able to request books and articles for Faculty, Members, and Visitors. The requested materials are usually received within 24 hours and may be returned to the circulation desk in either of the Institute libraries. The Institute Community also has access to most digital journal and monograph subscriptions held by Princeton University Library, accessible through the Institute campus wired networks, our wireless Eduroam network, or remotely using the Institute's Open Virtual Private Network Service. Please contact Mathematics - Natural Sciences Librarian Emma Moore or Historical Studies - Social Science Librarian Marcia Tucker for assistance to access these shared resources.

TigerTransit

Princeton University provides a free shuttle service, TigerTransit, available to the University and surrounding community. The closest pick up and drop off locations to the Institute campus are the Graduate College and Lawrence Apartments.

To obtain additional information visit: www.transportation.princeton.edu/getting-around/tigertransit

Tiger ReTail

Tiger ReTail is an online marketplace exclusive to Princeton University and the Institute communities. The goal of TigerReTail is to facilitate the ease of buying, selling, and exchanging a variety of items and services within a community.

To access TigerReTail surf to www.retail.tigerapps.org and click login (upper right corner). Click the Institute for Advanced Study CAS link and login using your Institute credentials

Institute Policies

Institute policies are available through the following links:

[Clean Air](#)

[Drug-Free Workplace](#)

[Equal Employment Opportunity and Anti-Harassment](#)

[Export Control](#)

[Intellectual Property](#)

[Member Adoption Parental Leave](#)

[Member Pregnancy Disability and Newborn Caregiver](#)

[Photography and Audio/Video Recordings](#)

[Research Misconduct](#)

[Title IX and Sexual Harassment](#)

[Title IX and Sexual Harassment Policies](#)

[Title IX Procedures](#)

[Workplace Aggression](#)

Foreign Citizens

Documentation

Nonimmigrants are requested to contact [Jennifer Hansen](#) (ext. 8206) as soon as possible after arrival to provide the following documents based on immigration status:

J-1 Scholars

- Passport
- DS-2019 Certificate of Eligibility for J-1 Exchange Visitor Status

F-1 Scholars

- Passport
- I-20 Certificate of Eligibility for Nonimmigrant F-1 Student Status
- Employment Authorization Document

H-1B Scholars

- Passport
- I-797 Approval Notice

English as a Second Language

Spouses and partners of Institute Members are invited to join English Conversation Groups to enhance English speaking skills. These groups are open to adults only and free of charge. Individuals of all levels are encouraged to participate. Groups currently available include:

- AMIAS English Conversation at Harry Bar in the Simons Hall, contact: [Josh Horowitz](#).
- The Friends of the Davis International Center at Princeton University (www.davisic.princeton.edu/learning-english), contact: [Melanie Lawrence](#).
- Princeton Public Library
www.princetonlibrary.org/ppl-events/attend/englishconversation

Informal English Classes are also offered at Princeton University on Friday mornings. The classes include vocabulary, grammar, pronunciation, idioms, and reading. Individuals should be at the intermediate skill level or above. Contact [Brian Zack](#) for additional information (www.davisic.princeton.edu/learning-english) and follow his class on Facebook (www.facebook.com/pages/Brians-Informal-English-Classes/405976010320).

English as a Second Language courses are available at the Princeton YWCA (www.ywcaprinceton.org; 1-609-497-2100) and the Princeton Adult School (www.ssreg.com/princeton; 1-609-683-1101). These are fee-based programs and registration is required.

Residing in the US as a J-1 Exchange Visitor

Please note: It is your responsibility to maintain a valid and continuous immigration status and to comply with the regulations of the Exchange Visitor Program.

Initial Registration Requirement

All J-1 Exchange Visitors must report to the Office of Visitor and Visa Services within 30 days of the start date on the Form DS-2019. It is recommended to report in shortly after campus arrival.

Employment Restrictions

J-1 Exchange Visitors should not engage in any unauthorized employment. J-1 visitors are only authorized to participate in the employment specifically authorized on their Form DS-2019. All Exchange Visitors should contact the Office of Visitor and Visa Services prior to accepting employment not covered by the Form DS-2019.

Occasional Lectures or Consultations

J-1 Exchange Visitors may participate in occasional lectures and short-term consultations while visiting other academic or research institutions. Such lectures and consultations should not interfere with your Institute appointment and you must obtain written authorization from the Office of Visitor and Visa Services prior to undertaking such activities.

Social Security Number

If you will be receiving funds from a US source, you will need a Social Security Number. If you do not currently have a Social Security Number, you will need to apply in person at a Social Security Administrative Office. The Institute will arrange transportation to the local office and you will be notified of the trip and application requirements after your Institute arrival.

Maintaining Required Health Insurance

All J-1 Exchange Visitors and their J-2 dependents are required to have health insurance coverage with the following minimum benefits [22 CFR 62.14]:

- \$100,000 for medical benefits per accident or illness
- \$500 deductible per accident or illness
- \$50,000 for medical evacuation
- \$25,000 for repatriation of remains

The Institute has information on insurance offered which meets the minimum requirements for J-1 Exchange Visitors and their accompanying J-2 dependents. You may contact the Human Resources for more information at hr@ias.edu or by calling 1-609-734-8243.

Change of Residential Address

Immigration regulations require that all non-citizens report a change of residential address within 10 days of a move. J-1 Exchange Visitors should report any change of residential address to the Office of Visitor and Visa Services to ensure proper updating of your SEVIS record.

Domestic Travel

When traveling outside of the Princeton area, it is advisable to carry original immigration documents (passport, Form DS-2019, and Form I-94).

International Travel

When traveling outside the United States, you must have the following documentation in order to reenter the United States in J-1 status: a valid passport, a valid J-1 visa stamp, and a valid Form DS-2019 with a current travel authorization signature. A J-2 dependent must also have a valid passport, a valid J-2 visa stamp, and a valid Form DS-2019 with a current travel authorization signature to return to the United States in J-2 status following international travel.

If your J-1 visa stamp is no longer valid, it will be necessary for you to apply at a US embassy or consulate for a new J-1 visa stamp in order to reenter the United States (for exceptions to this see Automatic Visa Revalidation below). This also applies to family members with expired J-2 visa stamps.

Each time you exit the United States, with the exception of visits to Canada and Mexico or the adjacent islands of the United States (see Automatic Visa Revalidation below), you will surrender your Form I-94 upon departure. When you reenter the US, you will receive a new Form I-94. Please be certain that each new Form I-94 is marked with "J-1" (or "J-2" for dependents) and "D/S".

Automatic Visa Revalidation

Most J-1 Exchange Visitors and J-2 dependents can revalidate an expired visa automatically when returning from a visit of less than 30 days to Canada, Mexico, or the adjacent islands (Saint Pierre, Miquelon, Dominican Republic, Haiti, Bermuda, Bahamas, Barbados, Jamaica, Windward and Leeward Islands, Trinidad and Tobago, Martinique, Other British, French, and Netherlands territory or possessions in or bordering on the Caribbean Sea) provided that you have a valid passport, valid Form DS-2019 with current travel signature, and a valid Form I-94. Therefore, you should not surrender your Form I-94 when departing for a short visit of less than 30 days to any of the above destinations.

Please note: If you meet any of following criteria, you will not be able to automatically revalidate your visa.

- You applied for a new visa and it has not been issued
- You applied for a new visa and were denied
- You have a terminated SEVIS record indicating that you are out of status
- You have been out the United States for more than thirty days
- You are a citizen of one of the following countries: Cuba, Iran, North Korea, Sudan, or Syria

Extension of J-1 Exchange Visitor Program

If your Institute appointment is extended, you must contact the Office of Visitor and Visa Services prior to the end date on your current Form DS-2019 to request a program extension. Please note: Not all Exchange Visitors may be eligible for an extension.

Transfer of J-1 Exchange Visitor Program

If you accept an appointment at another academic institution following your Institute appointment, you must contact the Office of Visitor and Visa Services prior to the end date on your current Form DS-2019 to request a program transfer. Please note: Not all Exchange Visitors may be eligible for a transfer.

Completion of J-1 Exchange Visitor Program

Your US visit may not exceed the period specified on your current Form DS-2019, plus a period of 30 days. The 30-day grace period is intended to be a period following the end of the Exchange Visitor's program and is to be used for domestic travel and/or to prepare for and depart from the United States.

If you complete your programs and will leave the United States more than one month before the end date on your current Form DS-2019, you must contact the Office of Visitor and Visa Services.

Bar on Participation for Previous Exchange Visitors

US government regulations bar an individual from participating in an Exchange Visitor Program as a Professor or Research Scholar if that person was physically present in the United States as a J-1 Exchange Visitor for all or part of the 12-month period immediately preceding the starting date of the new Exchange Visitor Program. The 12-month bar does not apply to an Exchange Visitor who was sponsored in the category of Short-term Scholar or is transferring directly from another institution's program.

Additional US government regulations bar an individual from participating in an Exchange Visitor Program as a Professor or Research Scholar if that person was physically present in the United States as a J-1 Exchange Visitor Professor or Research Scholar for all or part of the 24-month period immediately preceding the starting date of the new Exchange Visitor Program.

The 12- and 24-month bars also apply to J-2 dependents of the J-1 Exchange Visitor.

Two-Year Foreign Residency Requirement

An Exchange Visitor is subject to INA 212(e) requirement, if any of the following conditions exist:

- The program in which the Exchange Visitor was participating was financed in whole or in part directly or indirectly by the US government or the government of the Exchange Visitor's nationality or last residence;
- The Exchange Visitor is a national or resident of a country designated as requiring the services of persons engaged in the field of specialized knowledge or skills in which the Exchange Visitor was engaged for the duration of their program (See Exchange Visitor Skills List at: www.federalregister.gov/documents/2009/04/30/E9-9657/2009-revised-exchange-visitor-skills-list;
- The Exchange Visitor entered the United States to receive graduate medical education or training.

If the Exchange Visitor is subject to INA 212(e) requirement, he or she cannot change his or her status to that of H, L, or immigrant lawful permanent resident (LPR) until he or she has returned to his/her home country for at least two-years or received a waiver of that requirement.

Retention of Documentation

Please Note: You should retain all documentation pertaining to your immigration status in the United States. Such documentation may include current and expired passports; Forms I-20, DS-2019, and I-797; and Employment Authorization Documents. These records are important in establishing your compliance with US immigration laws.

It is also advisable after your arrival to photocopy the biographical page of your passport, your visa stamp, Form I-94, and the Form DS-2019 and keep them separate from the originals for use in applying for replacements if the originals should be lost or stolen.