**CENTER FOR ENERGY RESEARCH NEW POSTDOC GUIDE**

Hello new PostDoc, and welcome to CER. We have put together this information packet to help you transition smoothly into your new position. As you settle in, please let us know if there is any information we should add to this packet.

***TOP 2 THINGS TO DO AS A NEW POSTDOC***

**1. *ATTEND A NEW POSTDOC ORIENTATION SESSION***

As a new PostDoc, the first thing you should do is sign up for a new postdoc orientation. They are held once per month on the UCSD campus. You can find a date and register here: <http://newpostdocorientation.eventbrite.com/>

These orientations are planned by the UCSD Office of Postdoctoral & Visiting Scholar Affairs, a department meant to connect you with relevant and helpful information. They run a Postdoc email list you can subscribe to from their website. <http://postdoc.ucsd.edu/>

**2. *ENROLL IN HEALTH INSURANCE AND BENEFITS***

You have **31 days** from your appointment start date to enroll in health benefits. You can enroll and watch a slideshow tutorial about your options here:

http://www.garnett-powers.com/postdoc/index.htm

Visit this website to learn more about your health insurance and other Postdoc benefits. http://postdoc.ucsd.edu/benefits-and-services/index.html

**UCSD PHOTO ID CARD**

Upon arrival at UCSD, obtain a UCSD photo ID card. You need to show your ID card whenever you receive services at the University. Cards are processed Monday through Friday, from 8:00 am - 4:30 pm (hours may change during the summer) at Student Services Building located at 402 University Center, 3rd floor, Suite 355.

Have a picture ID available to verify your identity when you have your photo taken and when you pick up your card. You can use your driver's license, passport, state ID card, or other photo ID. No hats, sunglasses, or other objects will be allowed in your picture.

For questions email CampusCards@ucsd.edu or call (858) 822-4727.

**HOUSING ASSISTANCE**

The UCSD International Center has a webpage with information on how to find housing and furniture, how to set up electricity and telephone service, and other things you need to know about renting.

<http://icenter.ucsd.edu/ifso/living-in-sd/housing/index.html>

Here are a few resources on finding housing from the International Center’s site above that we feel are especially useful:

UC San Diego Off-Campus Housing Directory

The UC San Diego Off-Campus Housing Directory provides rental and roommate listings exclusively for the UCSD community. Visit their website at http://offcampushousing.ucsd.edu to access an online database of available housing listings.

In order to access the Online Housing database, you will need to input your student information. If you are not a student yet, email offcampushousing@ucsd.edu to request a log-in and password. For general questions please call (858) 246-0323

La Jolla Del Sol Apartments

La Jolla del Sol is a UC San Diego apartment community close to campus specifically designated for faculty, staff, fellows, and postdoctoral scholars. All apartments are unfurnished, and we offer one-bedroom, two-bedroom/one-bath and two-bedroom/two-bath layouts. All units feature a full size washer and dryer, refrigerator, dishwasher, range and dining room ceiling fan.

<http://hdh.ucsd.edu/arch/ljds.asp>

Craigslist

<http://sandiego.craigslist.org/>

You can find just about anything on Craigslist, including housing. It can be a great resource, but *be careful* with any information you provide and with meeting people in person, as anyone can post on craigslist, and there are people who want to scam you!

**TRANSPORTATION**

Getting to Campus

We recommend you take alternative transportation to campus, as traffic and parking are challenging.

If you drive, you need a permit to park on campus. Postdocs are eligible to purchase an "A", "B" or "S" parking permit, and can sign up for monthly payroll deduction. Go to this website for information on where to park and how to buy permits: <http://blink.ucsd.edu/facilities/transportation/permits/index.html>

UCSD is easily accessible by bus, click here for more information about cost and bus routes

http://blink.ucsd.edu/facilities/transportation/commuting/public.html

UCSD operates free shuttles around campus and also from key points outside campus (Hillcrest, and neighborhoods surrounding UCSD). They’re free for UCSD students, faculty, and staff.

http://blink.ucsd.edu/facilities/transportation/shuttles/index.html

Getting Around San Diego

The San Diego Metropolitan Transportation System’s website has schedules, maps, and can help you figure out how to get from one location to another with public transportation.

http://www.sdmts.com/

UCSD staff, faculty, and students can buy discounted monthly transit passes for trolleys, the Coaster and buses outside the UCSD Bus Zone through the [Transit/ Coaster Club](http://blink.ucsd.edu/facilities/transportation/commuting/solutions/transit-coaster.html).

Visit the UCSD Transportation Services Office for help figuring out how to campus and around San Diego. They are located on Russell Drive on the ground floor of the Gilman Parking Structure. You can also call them (858) 534-4223.

**UC SAN DIEGO POSTDOCTORAL ASSOCIATION**

http://pda.ucsd.edu/

The UC San Diego Postdoctoral Association (PDA) is comprised of volunteer postdocs who strive to enhance the postdoctoral experience by organizing professional development, social programs, and networking opportunities.

**INTERNATIONAL POSTDOCS**

The UCSD International Students & Programs Office (ISPO) offers a wide array of services and programs for international students and their dependents at UC San Diego. Here is a list of programs:

<http://icenter.ucsd.edu/ispo/programs/index.html>

If you have questions or need help with anything, you can call them, visit them, or make an appointment most days of the week. Give them a call (858) 534-3730 or click here for directions to make an appointment: http://icenter.ucsd.edu/ispo/contact/index.html

If you are coming with a family, they also offer programs for them including:

-Weekly coffee hours

-Cooking in America classes

-English conversation groups

The International Center can provide assistance to meet your family's needs such as-

• Childcare options in the area.

• Preschools, elementary schools, middle schools, and high schools in the area.

- Opportunities in San Diego for recreation, sports, theater, and other cultural activities.

• Volunteer opportunities at UCSD and the local community.

**SOCIAL SECURITY CARD**

A social security card is required for students who will be earning money in the USA. A SOCIAL SECURITY CARD WILL NOT BE ISSUED FOR ANY OTHER REASON.

Application Process

You must wait at least 10 days from arrival into the USA before applying for a Social Security card. This will allow enough time to activate your SEVIS record. You must apply in person at a local Social Security Administration office.

The following documents are required to apply for a Social Security card:

• Passport

• 1-94card (small white card stapled in passport) Copy the front and back of 1-94to include with your application.

• UCSD ID Card, driver's license, or other form of photo identification.

Other Document Requirements

J·1: Valid DS-2019 and a letter from the UCSD International Student Advisor and a job offer letter from UCSD.

Upon application for a social security card, a receipt will be issued. The card will be mailed in approximately three weeks.

Where to Apply:

The two Social Security Card Centers that serve southern San Diego County residents are open Monday through Friday from 9:00am through 3:30pm. The nearest center from UCSD is downtown San Diego at 109 West Ash St., San Diego, CA 92101.

For a more complete list of offices and services, [visit their website](http://www.ssa.gov/pgm/reach.htm) or call (800) 772-1213.

For bus routes to these offices check out San Diego’s Traffic, Transit, & Commute Information: [http://transit.511sd.com](http://transit.511sd.com/), or visit [UC San Diego’s Transportation and Parking Services website](http://blink.ucsd.edu/facilities/transportation/commuting/public.html).

**CALIFORNIA DRIVER'S LICENSE**

The State of California's Department of Motor Vehicles requires California residents to have a California driver's license even if the resident possesses a valid international driver's license. Students and scholars are considered to be California residents (for driving purposes only) if they have rented an apartment, are being paid any money and will be paying income tax, or are going to school in California.

Application Process

The Department of Motor Vehicles (DMV) requires a written test and a road test. No appointment is necessary for the written test, but an appointment and a car are required for the road test. A US Social Security card is not needed to apply for a driver's license. The DMV is often crowded, so allow enough time to complete the process. Appointments are also available online at <https://eg.dmv.ca.gov/foAppt/Welcome.jsp>

For DMV locations or more information call (800) 777-0133 or visit the [DMV website](http://www.dmv.ca.gov/%22%20%5Ct%20%22_blank)

Under current law, a temporary license will be issued pending USCIS confirmation of the applicant's 1-94 status in the USA. It may take as long as nine months to receive the actual driver's license in the mail. Temporary permits can be renewed until the card is received.

Where to Apply

The closest DMV Office to UCSD is located at-

DEPARTMENT OF MOTOR VEHICLES

Closest To Campus

4375 Derrick Drive

San Diego, CA 92117

Toll-Free Number: 800 777-0133

http://www.dmv.ca.gov

**BANKING & MONEY MATTERS**

In the USA, it is customary to use checks and credit cards rather than using cash because it is easier and safer. It is best to open an account at a bank so that money can be taken out of the account when needed. It is not safe to carry large amounts of cash.

Most banks are open Monday through Friday from morning until mid-afternoon, and some are open also on Saturday morning. Upon opening an account, a "cash machine" card will be offered so you can withdraw money at any hour, day or night. These cards can be used at automated teller machines (ATMs) all over the world. Automated Teller Machines (ATMs) are located behind the Price Center on campus and at the Student Center. Using an ATM at a different bank may cost $1-$5 each time it is used.

The two main types of bank accounts are--

Checking Account: Allows checks to be written for purchases and for paying bills.

Savings Account: Offers a place to keep your money and earn interest.

Some checking accounts also pay interest. Most people in the USA pay their bills with checks. Cash should NEVER be sent in the mail to pay for a bill or for any other reason.

Opening a Bank Account

To open an account at most banks, you will need one or two valid forms of identification and a local postal address to receive mail. A passport and a UCSD identification card are usually sufficient. At least $100 is usually required to open an account, and there will be a monthly service charge for the account unless a "minimum balance requirement' (as much as $500 or higher) is maintained. There will also be a charge to have checks printed. Banks often have "hidden" fees so be sure to inquire about all possible fees. Not all banks require a US Social Security Number to open an account, however, bank services may be limited (no online banking etc.) if you do not have a Social Security Number.

Go to this webpage for a list of banks close to UCSD:

http://icenter.ucsd.edu/ifso/living-in-sd/money/index.html

Transferring Funds from your Home Country

 Full-service banks with international banking capabilities sell international money orders and receive deposits from banks outside of the USA. The best way to transfer funds from your country of origin to the USA is by electronic wire transfer directly from bank-to-bank. This method allows immediate credit and use of the money. Other methods of obtaining funds from abroad (example: money order, checks, etc.) will cause a delay of two weeks or longer in availability of funds.

**ADDITIONAL RESOURCES**

We have tried to include the most important information in this document. The following websites have more information that may also help you.

Paying U.S. Taxes

http://icenter.ucsd.edu/ifso/living-in-sd/taxes/index.html

UCSD Campus Tours

http://admissions.ucsd.edu/tours/

Daycare, schools, and babysitting

<http://icenter.ucsd.edu/ifso/living-in-sd/daycare/index.html>

Cultural Adjustment

<http://icenter.ucsd.edu/ifso/living-in-sd/culture/index.html>

Help with speaking English

<http://icenter.ucsd.edu/ifso/living-in-sd/english/index.html>

What to do in San Diego

<http://icenter.ucsd.edu/ifso/living-in-sd/recreation/index.html>

Safety

<http://icenter.ucsd.edu/ifso/living-in-sd/safety/index.html>

U.S. Holidays

<http://icenter.ucsd.edu/ifso/living-in-sd/holidays/index.html>

Travel and Re-entry into the U.S.

http://icenter.ucsd.edu/ifso/current-scholars/travel-reentry/index.html