



New Postdoc Onboarding Checklist

Welcome to UChicago!

Prior To Your Arrival at UChicago:

- Review the [Cost of Living](#) in Chicago.
- Look at [Housing Resources](#) and [University Staff/Faculty Housing](#)
- Review [Postdoc Benefits and Policies](#).
- Review [Chicago Neighborhoods](#) and [UChicago Neighborhood \(Hyde Park\) Attractions](#) and [Discounts](#).
- Know [Postdoctoral Training Guidelines](#) (postdoc handbook)
- Chicago is nicknamed the “windy city” and known for its harsh winters, but summer is well worth the wait
 - [How to Survive Winter in Chicago](#)
 - [Moving to Chicago: 9 Things You Should Know](#)
 - [12 Chicago winter hacks for surviving the season](#)

During Your First Week:

- **You need a CNetID for email and other services. After getting your ID number, you [create your CNetID](#).**
 - After getting your email account, subscribe to the [UChicago BSD Postdoc Newsletter](#)
- **Update your contact information on [Workday](#)**
 - Select "Personal Information" to update addresses, phone numbers.
 - Updating contact information allows you to receive communications from university offices (Office of Postdoctoral Affairs, University Payroll, Financial Services for tax documents, etc.).
 - Enter your emergency contact information.
- Obtain your **UChicago Postdoc ID Card**.
- **Set up a bank account ([local banking information](#))**
- **Sign-up for Direct Deposit (pay) on Workday**
- Apply for a credit card or a secured credit card

- Plan your commute to campus: [Parking & Transportation Services](#) helps plan the best route to campus; [getting around](#) UChicago; [register your bike](#). The free [University Shuttles](#) provide transportation around campus.
- Learn about [public transport](#)

Your First Few Weeks:

- Attend **New Employee Orientation** (by HR) and **Postdoc Orientation** (By [BSD Office of Postdoctoral Affairs](#))
 - Postdoctoral Scholars and Fellows should have health insurance while at UChicago. [Information about plans and enrollment](#). (Be sure to enroll in health benefits within 31 days.)
- [Register with a local primary care provider](#)
- Introduce yourself to [Postdoc Association Leaders](#)
- Obtain an [Illinois driver's license and registering a car](#)
- [Chicago City Sticker](#) – all Chicago residents must obtain a city sticker for their car
- [Residential Parking Permits](#) – many areas of Chicago also have residential parking zones. Check this website to see if you are living in one of these zones. This will require a parking permit in addition to the City Sticker for your car.
- [Register to Vote!](#)
- **INTERNATIONAL SCHOLARS: [Apply for a Social Security Number \(SSN\) or Individual Taxpayer Identification Number \(ITIN\)](#)**
 - Postdocs are required to have a social security number (SSN) or tax identification number (ITIN).
 - If you do not have a number, apply for one here: <https://www.ssa.gov/ssnumber/>
 - **** Special Reminder about Protecting Your Social Security Number (SSN) ****
 - **PRACTICES TO AVOID**
 - Never list your SSN publicly.
 - Never send SSNs via electronic format (i.e., email, text, etc.)
 - Never have a computer log in system where a person has to use their SSN
 - Never use SSNs on ID cards
 - Never send SSNs on postcards
 - Never store SSNs on unprotected computer systems
 - Never carry a Social Security Number (SSN) card with you
- **Meet with your Departmental Postdoctoral Administrator/Lab Manager to:**
 - Obtain Department/Lab "How To" information

- Get information and instructions about obtaining and using equipment including phones, pages, computers, printers, copiers, fax machines, office supplies, first aid kits, emergency kits, and how to request equipment, repairs, and supplies.
- Learn how to schedule rooms and equipment
- Obtain safety information and how to report hazards
- Complete payroll forms (I-9, W4...) and provide copies of your documents as required
- Discuss department/lab email lists and required training
- Sign up for your lab, department, and other groups or organizations' mailing lists for announcements
- **Verify and add your information [University Directory](#)**
- Sign up for [Emergency and Security Alerts](#)
- Review your institution's policies on mistreatment, Title IX, research misconduct, etc.
- Register for your unique [ORCID ID](#) to distinguish you from other researchers and to connect you to research organizations and other researchers.

Months Three to Twelve:

- [Things to do in Chicago](#)
- **Familiarize yourself with [Career and Professional Development Resources](#)**
 - [Resources at UChicago](#)
 - [Resources in the Community](#)
- **Attend [Seminars and Social Events](#)** sponsored by the BSD Office of Postdoctoral Affairs and BSD Postdoc Association
- Explore [English Language Institute programs](#) if you want help with your English language skills
- Join [resource/identity-based groups](#) on campus (e.g., LGBTQ+, Latinx, UChicago Parents)
- Familiarize yourself with **institutional memberships available to you**
 - [National Postdoctoral Association \(NPA\)](#) (make your profile using your UChicago email)
- **Complete your *required* [Annual IDP](#)**
 - Download the Annual IDP form and reflect on goals to accomplish while a Postdoc at UChicago and complete your IDP
 - Refer to our Professional Development Programs
 - Consider consulting additional Mentors and Advisers about your progress and plans
 - Make an appointment with your Mentor to discuss the past year and plan next steps

- **For International Postdocs: establish a timeline for visa renewal deadlines:** work with your faculty sponsor and departmental postdoctoral administrator to determine deadlines and processing procedures.
 - Plan the next steps to take should you decide to pursue a path to permanent residence
 - Start building your immigration portfolio
- **Pay U.S. and Illinois taxes:**
 - Taxes are due mid-April every year
 - Stipend-paid postdocs (fellows) are responsible for quarterly estimated taxes.
 - UChicago provides only [general tax information](#)
 - [Tax Responsibilities for International Postdocs](#)
 - Seek reputable advisors or pay for services if you have questions about tax issues.