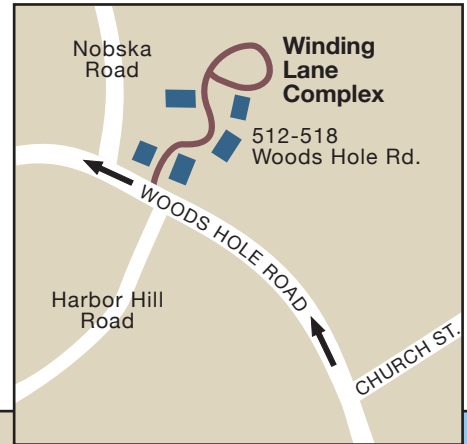
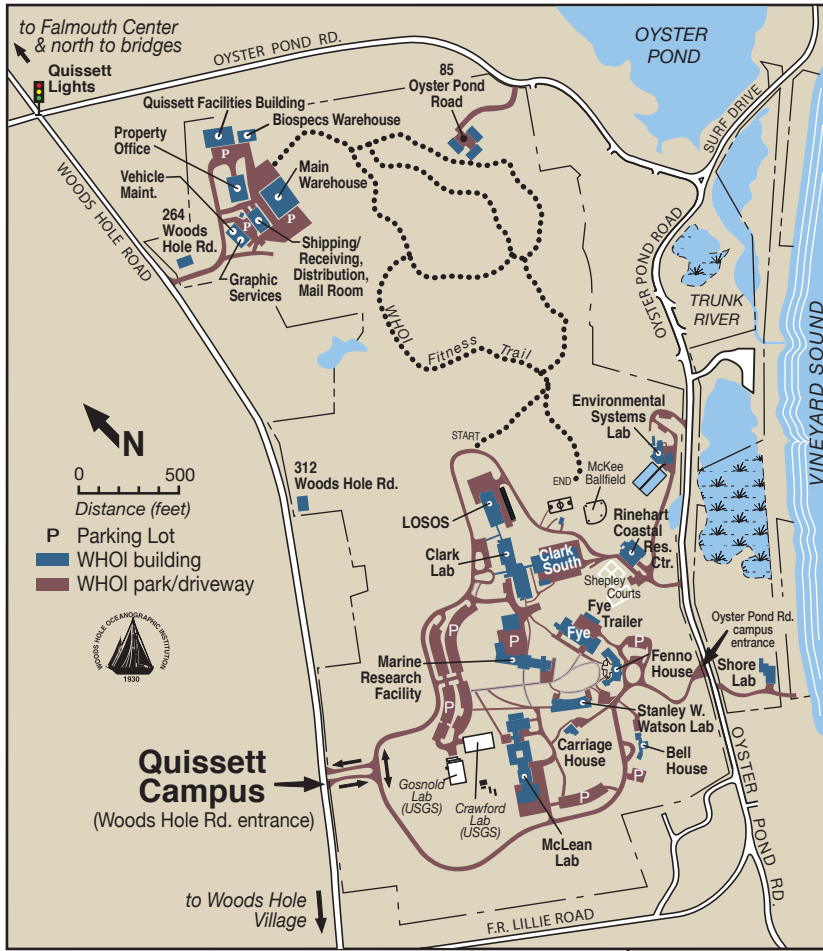




Quissett Campus



June 2012

Woods Hole Village Facilities



Driving Directions from Boston, Massachusetts

Take Route 3 south; follow signs for Cape Cod. Cross the Sagamore Bridge, take the first exit off Route 6, and follow signs for Falmouth and Route 28. Travel south along the Cape Cod Canal until you reach the rotary at the base of the Bourne Bridge. Three quarters of the way around the rotary, bear right and continue south on Route 28.

At the second rotary on Route 28, travel halfway around, bearing right to continue south to the town of Falmouth. Bear right at the Gulf station onto Woods Hole Road. Travel two and one-half (2.5) miles to WHOI's Quissett campus (on the left), or four (4) miles to WHOI's facilities in the village of Woods Hole. Please note that parking is extremely limited in the village, especially in summer.

Driving Directions from Providence, Rhode Island

Take Route 195 east, then Route 25 east; follow signs for Cape Cod. Cross the Bourne Bridge, travel halfway around the rotary on the Cape side of the bridge, and follow signs to Route 28, Falmouth, and Woods Hole. Continue south on Route 28, as directed below.

At the second rotary on Route 28, travel halfway around, bearing right to continue south to the town of Falmouth. Bear right at the Gulf station onto Woods Hole Road. Travel two and one-half (2.5) miles to WHOI's Quissett campus (on the left), or four (4) miles to WHOI's facilities in the village of Woods Hole. Please note that parking is extremely limited in the village, especially in summer.

Bus Service

Peter Pan has bus lines operating between Woods Hole and both Logan Airport in Boston Massachusetts, and TF Green Airport in Providence Rhode Island. Busses can also be taken from the Port Authority Bus Terminal in New York City. Bus schedules change seasonally. The latest bus schedules and fares can be found by viewing the Peter Pan web site at: <http://www.peterpanbus.com/>. If you are unable to view this web site, customer service can also be reached at: telephone: 1-888-751-8800; or e-mail: customerservice@peterpanbus.com





Peter Pan Bonanza has bus lines operating between Woods Hole and both Logan Airport in Boston Massachusetts, and TF Green Airport in Providence Rhode Island. Busses can also be taken from the Port Authority Bus Terminal in New York City. Bus schedules change seasonally. The latest bus schedules and fares can be found by viewing the Peter Pan Bonanza web site at: <http://www.peterpanbus.com>. If you are unable to view this web site, customer service can also be reached at: telephone: 1-888-751-8800; or e-mail: info@peterpanbus.com



Memorandum

DATE: March 23, 2023

TO: Postdocs, Students and Fellows

FROM: Academic Programs Office, Woods Hole Oceanographic Institution

RE: Your Check-in, Visa and Payroll Status

U.S. Visa

The Foreign National Advisors in WHOI's Human Resources Office will be able to assist you with your visa arrangements and answer any foreign national questions you may have. **You should contact WHOI's Foreign National Advisors, (telephone: 1-508-289-2253, or e-mail: fna@whoi.edu), as soon as possible**, to arrange for the appropriate visa documents. Once they have heard from you, they will send you, via e-mail, an important questionnaire to be completed and returned immediately. If you are to be paid any stipend, travel expenses, or per diem while you are in Woods Hole and you do not already hold a current US visa which allows for WHOI payment, **WHOI will try to bring you into the U.S. on a J-1 visa. Please be aware that other types of visas may restrict WHOI's ability to pay you while you are in residence, or to pay you at all.** Department of State federal regulations also require all J-1 Exchange Visitors have sufficient proficiency in the English language as determined by an objective measurement of English language proficiency.

If you are already in the US on an F-1 or J-1 student visa, which you intend to utilize during your time at WHOI, it is equally important for you to contact the International Office at your university immediately to arrange for Woods Hole to serve as your alternate location during your award period (i.e. OPT or CPT). All visa arrangements must also be approved through the Foreign National Advisory Team in the WHOI Human Resources Office.

Please note, this offer is contingent upon your obtaining a United States visa status which allows for work authorization.

Mass Immunization Requirements for International Visitors

To ensure a safe and healthy environment and community, compliance with Massachusetts Immunization Law is a requirement for all incoming international visitors. While we strive to provide you with the most up-to-date information on immunization requirements, ultimately it is your responsibility to make sure you have the required immunizations. For more information on immunization requirements, please refer to:
<https://www.mass.gov/info-details/school-immunizations#school-and-camp-requirements->

Mandated Training

Mandatory training courses will also be introduced to you during the Check-in Process. They include General Safety Awareness and Respectful Workplace and Anti-Harassment training which is required to be completed within 30 days of start, and Cyber-Security training which is required to be completed within 3 days of start. Other training courses may be required depending upon your research at the Institution.

The Institution has a Conflict of Interest and Conflict of Commitment policy to ensure that an individual's activities are in alliance with the interests and mission of the Institution and meet compliance requirements. All employees and affiliates are required to read the policy and sign the disclosure form before engaging in work at the Institution. This policy is intended to confirm that individuals are free from the influence of personal considerations when representing the Institution, engaging in research, or making/providing public commentary.

Woods Hole Oceanographic Institution has a Patent Policy in place to comply with regulations set forth by our funding agencies. As a condition of appointment, the Institution requires that all employees and affiliates agree to and sign an agreement that assigns rights in intellectual property to the Institution in accordance with Federal law. It is the policy of the Institution that any revenue generated by inventions is shared with the inventor.

Background Check

Please note, this appointment is contingent upon the completion of a satisfactory criminal background check.

Check-In

Please check in with the Academic Programs Office, located in the Clark Building, Room 223, on the Quissett Campus, upon your arrival. Postdocs may check in with Janet Fields, in Carriage House, on the Quissett Campus. GFD participants may check in with the administrator in Walsh Cottage in the Woods Hole Village. For the check-in the following requirements must be met:

- The Institution requires that you agree to and sign a patent agreement that assigns rights in intellectual property to the Institution in accordance with Federal law. It is the policy of the Institution that any revenue generated by inventions is shared with the inventor. For guest appointments, you will either be required to sign the WHOI patent agreement, or to certify that you already have a patent agreement in place at your home institution.
- If you are staying in housing; a credit card number for your housing deposit, unless you are planning to use payroll deduction.
- If you are not a US Citizen; your passport and visa paperwork.
- If you are a postdoc; original proof of your Ph.D. completion (printouts and non-certified copies will not be accepted).

If you are not a US Citizen, it will also be necessary to see WHOI's Foreign National Advisor, (508-289-2253, or e-mail: fna@whoi.edu) within a maximum of three days from your arrival at WHOI. Be prepared to present all documents related to your visa: your passport, Form DS-2019, Employment Authorization Document, I-20 form, and/or your I-94 card. You should print your I-94 card at: www.cbp.gov/I94 If you are on a J-1 visa, it will also be necessary for you to sign the insurance Statement of Compliance certifying your possession of the required insurance coverage.

US Citizens and Foreign Nationals will be provided with tax information upon check-in.

If you do not already have a U.S. Social Security number, you may apply for one at the Social Security office in Falmouth when you arrive. **You will not receive any payment or treaty benefits until you can show proof of application.**

Finally

Thank you very much for your cooperation. We look forward to your arrival at WHOI. If you have general questions, please feel free to contact the Academic Programs Office at: Telephone: 508-289-2219 or E-mail: education@whoi.edu