Key Contacts

ChemE

Bori Stoyanova, HR Administrator and key administrative contact
bori@mit.edu (617-253-1594)
Bryn van Dommelen, HR Representative
bvandomm@mit.edu (617-252-1567)
Professor Greg Rutledge, ChemE Postdoctoral Committee Chair
rutledge@mit.edu (617-253-0171)
Caitlin Stier, ChemE Communication Lab Administrator
cstier@mit.edu (617-324-2988)

MIT

Dr. Ann Skoczenski, Director of Postdoctoral Services
annskocz@mit.edu (617-715-4671)
Postdoctoral Services Website: http://postdocs@mit.edu

HR Benefits and MIT Medical

Health and dental insurance coverage vary based on the type of appointment. Options can be discussed with Bori Stoyanova (bori@mit.edu). More information can be found at https://hr.mit.edu/benefits (HR benefits), and https://medical.mit.edu/health-plans (MIT Medical).

MyLife Services

Provides MIT faculty, staff, postdocs, and families with a network of experts who can provide counseling, work-life consultations, and referrals. More information can be found at https://hr.mit.edu/worklife/mylifeservices, or at 844-405-5433.

MIT Work-Life Center

The work-life center (https://hr.mit.edu/worklife/center) provides a variety of resources on life issues and events. They also manage the on-campus child care facilities and offer scholarships to qualified individuals. There are also various other child care services and resources, including backup childcare. More information can be found at https://hr.mit.edu/worklife/child-care.

Visa Support

MIT International Scholars Office (ISchO)
MIT's International Scholars Office sponsors all visas to international scholars at MIT. Visa sponsorship requests are subject to department approval and funding availability and can be discussed with Bori Stoyanova, CEE key administrative contact (bori@mit.edu)

Onboarding Basics

International Scholars Office Registration
If on a visa, even though it may not be sponsored by MIT, log into the ISchO portal to register and complete an orientation. You will need your passport and original visa documents.

New Hire Activities
Review the welcome email from MIT (welcome-center@mit.edu) and complete as many of the on-line on-boarding activities as possible found in the Account Registration link under New Hire Activities.
Visit MIT Account Registration to continue your New Hire Activities and complete additional MIT employment requirements. Scroll down to Step 5 to learn how to get your MIT photo ID card, explore commuting options, enroll in health benefits (no later than 31 days from your date of hire), register for the new employee orientation, sign the Invention and Proprietary Information Agreement, read and acknowledge the Massachusetts Paid Family and Medical Leave notice, and complete MIT's required Preventing Sexual Misconduct Training.
Visit New Employee Orientation & Onboarding to Get Started and Learn about MIT.

Policies and Procedures
Please reference these Policies for information about employment at MIT. MIT considers the first six months of employment to be a probationary period; a chance for both you and MIT to mutually evaluate the employment relationship.

I-9 Employment Eligibility Verification Form
In accordance with U.S. immigration law, you must complete Form I-9 *(Employment Eligibility Verification form)* to be eligible to work at MIT.

STEP 1
On or before your FIRST day of work, you must submit and sign Section 1 of Form I-

9 online *(scroll down and click on button "MIT Electronic I-9 Form").*

STEP 2
Once you have submitted Section 1, go in person to the Atlas Service Center at E17-106, and present original supporting documentation for verification **no later than three business days** after your first day of work. *For questions about the I-9 process, contact I-9@mit.edu.*

Meeting with ChemE HR
Meet with a contact from the ChemE HR team via zoom to review the progress of your on-line onboarding activities and to answer any benefits, payroll, etc. questions you may have.

Obtain MIT ID Card
Submit a photograph for the card to be processed via the New Hire Activities or https://mycard.mit.edu. The photo must meet the following requirements:

- be a front view of your full face, centered in the frame from just above the top of your head to your collarbone.
- show your eyes open and without any glare from eyeglasses if you wear them.
- not show any garment or head gear that obstructs your face.
- be at least 300 pixels wide and saved as a jpg with high-quality optimization.

Receive your printed MIT card at the **Atlas Service Center**, located on the first floor of building E17.

Meeting with PI Supervisor
Check in with your advisor/PI who is responsible for mentoring and EHS safety training.

Housing Resources

The MIT Housing office https://studentlife.mit.edu/housing has excellent resources for both on and off-campus housing (Requires MIT ID and certificate to access). Please inform Bori (bori@mit.edu) if there is a need for MIT ID sponsorship prior to arrival and provide date of birth, legal name as it appears in passport, and email address. An MIT ID number would allow for access to the MIT on-line resources such as off-campus housing catalogue.

Graduate Housing Options and Rates: https://graduatehousing.mit.edu/
Off-Campus Housing Website: https://www.mitoffcampus.com/
Sublicensing: https://sublicensecenter.mit.edu/

Dates and Deadlines: https://graduatehousing.mit.edu/dates-and-deadlines/

Campus and Laboratory Safety

THE CAMPUS POLICE EMERGENCY NUMBER IS: x100

FOR ROUTINE REQUESTS DIAL x3-1212IT Police is located at building W91, 565 Memorial Drive, Cambridge, MA

Environmental Health & Safety at ChemE

Brian Smith – EHS Coordinator
bssmith@mit.edu (617-253-6238) 66-450

Who needs EHS training and why?

Some training may be an MIT requirement in order to minimize your risk. Other training programs are required by law. Training is required for people who work with potentially hazardous materials or equipment. This includes materials or equipment that is potentially hazardous to you, to others, or to the environment. For example, for those who work with hazardous chemicals, chemical hygiene and hazardous waste management training are required. Or, if you work in an area where 55 gallons or more of oil is stored in a single container, oil spill prevention training is required. The primary goal of EHS courses is to reinforce good work practices and thus reduce your risk while performing your research, study, or work at MIT."

Your advisor, lab manager, or lab EHS representative can guide you through the training process. No one is permitted to enter or work in a wet laboratory space without meeting the training requirements.

A mandatory lab safety seminar will be conducted during the first semester for all lab users.

Various research activities in the Lab involve toxic chemicals, high voltage, radioactive substances, lasers, and heavy machinery which can be hazardous if appropriate precautions are not taken. All work with toxic chemicals must be done in accordance with the department's Chemical Hygiene Plan. It is very important that you are aware of the hazards in your work environment and that you insist upon safe conditions for you and your lab mates. Your supervisor is responsible for providing adequate safety training. Report problems immediately to the Safety Officer. Working with chemicals requires specific training, and documentation. The Chemical Hygiene Officer the EHS Coordinator are available to answer any safety questions you might have.

Thefts

The rate of reported larcenies increases in late August and early September as arriving students suffer the loss of unlocked and unattended property. Items such as laptops, wallets, passports, credit cards/MIT ID's, and backpacks, are among many of the items easily stolen from unlocked rooms. Please do not leave valuable items unattended.

MIT offers the "STOP" tag free to the MIT community. This can be used to "tag" laptops. This loss prevention measure is a visual deterrent to stealing electronic devices. It is offered at the IS &T Service Desk at the Atlast Center in E-17-106. More information can be found here.

If you are the victim of a theft, please **report it immediately** to the MIT Police at x3-1212 or 617-253- 1212. MIT Police are on duty, patrolling campus, 24 hours a day, 365 days a year.

Emergency Phone Numbers and Blue Light Telephones

The on-campus emergency phone number is **100** from any Institute telephone for police, fire and medical emergencies. MIT Police emergency number, from cell phones, is **617-253-1212**. Calls made to 911 from a cell phone do not go to the MIT or Cambridge Police directly. In case of an emergency:

- state the emergency
- provide your location, and
- stay on the line until told to hang up by the dispatcher

Dialing 100 from any Institute telephone will connect you to the MIT Police. There are numerous direct dial blue light emergency telephones located on campus. Become familiar with their locations before you might need one. Location maps are available from the Crime Prevention Unit, by calling x3-9755 or email crimbite@mit.edu.

Saferide

The campus safety shuttle service, known as Saferide, operates from 6:00 pm to 2:30 am Sunday through Wednesday, and until 3:30 am, Thursday through Saturday (as of August 2019). Please see https://web.mit.edu/facilities/transportation/shuttles/safe_ride.html for more information.

MIT Police Special Services Division

Investigation Unit: The Unit has one primary task: criminal investigations. If you wish to provide anonymous crime tips please call 617-258-8477. The Detective staff is helpful in providing advice on a wide variety of issues and problems: i.e. small claims court procedures, landlord/tenant disputes, abusive relationship/domestic violence problems,

etc. The Detectives work closely with many other law enforcement agencies in the course of their daily activities. They carry out investigations in the same manner as other law enforcement agencies.

Sensitive Crime Unit: This falls under the supervision of a Detective Sergeant. This unit is responsible for investigating sensitive crimes including domestic violence, rape, sexual assault, sexual harassment and child abuse or neglect.

Crime Prevention Unit: The Crime Prevention Unit provides you with programs such as the Security Tracking of Office Property (STOP) tags, a risk reduction program for laptop theft; the Rape Aggression Defense (RAD) program, a self-defense program for women; bicycle registration; identity theft information, and many other topics. The unit also provides campus maps with the location of blue light emergency telephones and the Safety, Security, and Crime Prevention booklet. Please contact Captain Andrew Turco at 3-9755 or police@mit.edu

Additional Onboarding Information

Food and Other Necessities

The **Stratton Student Center** (building W20) includes several food options, a US Post Office, MIT Federal Credit Union, a CopyTech copy center, an optician, two barber shops, and a dry cleaner.

The Coop is the campus bookstore. The main MIT location is in Kendall Square (on Broadway) and a smaller store is in the Straton Student Center. MIT students, faculty, alumni and staff can sign up for a Coop membership ($1.00/year as of June 2019), which will give you a member discount.

There is a **7-Eleven** on Main St. (Tech Square) and a **CVS** (near train station) for quick needs. Brothers Marketplace is the closest grocery store to campus on Maine St. Central Square is also home to **Whole Foods**, **H Mart** and **Target**.

The **Cambridgeside Galleria** is a local mall with shuttle service directly from Kendall Square, or it is a 15-minute walk - follow Vassar Street north as it turns into Binney and curves east. Take a left when you reach First Street, walk a couple of blocks, and you will see the mall on your right. The Galleria is a fairly generic mall with all the usual stores.

Dining Out

There are many options in the area for food. Closest to the lab are the Forbes Family Café in the Stata Center. In the immediate Kendall Square area there is Café Luna, Al's

Tech Square Café, Catalyst and Area Four just west of us on Main St. To the east you'll find Cava, Chipotle, and Eastern Edge Food Hall. There's also Flour Bakery & Café and Saloniki on Mass Ave.

The closest favorite watering holes are the three on-campus pubs: The R&D located across Vassar St. in the Stata Center, the Muddy Charles (Walker, Bldg. 50), and the Thirsty Ear (basement of Ashdown House). Cambridge Brewing Company, an exemplary local brew pub, is just north of us on Broadway. The Miracle of Science Bar & Grill on Mass Ave. is a good lunch location. A4 just up Main St. has proven to be very popular.

Athletics

MIT has excellent sports facilities and one of the finest intramural programs in the country. This provides ample opportunities to keep or get into shape, to socialize with friends, and, even more importantly, to take a break from the books.

MIT sports facilities (all under the aegis of the Department of Athletics, Physical Education and Recreation, https://daper.mit.edu/) are primarily located in the Zeisiger Sports and Fitness Center (a.k.a. **Z Center**) and comprises the **Johnson Athletic Center** (indoor track and skating rink, including skate rentals), **Rockwell Cage** (indoor field house), the **du Pont Athletic Center** (exercise rooms, fencing, wrestling, old squash courts, and a pistol and rifle range), and two swimming pools, several weight rooms, a multi-activity court, and new squash courts.

Behind the Z center is a ¼ **mile track**. **Tennis courts** are located in several places around campus, including near the Z Center (includes 4 indoor courts) and next to Walker Memorial. Intramural sports are played on either **Briggs Field** (the big green area located behind the Z Center between Vassar Street and Amherst Alley) or the **Jack Barry Turf field** (next to the Z center). The **Wang Fitness Center** and the **Alumni Pool** and are located directly across Vassar Street in the Stata Center. The **Pierce Boathouse** (sweep rowing and sculling) and **Sailing Pavilion** are both located on Memorial Drive. To use the boats, you must take a swim test and either a boat test or a lesson; contact them for more information.

All MIT community members can access the above athletic facilities, though reservations are required for the courts and fields. The athletic department's website lists prices for students' families and guests; weekly, monthly, and annual memberships are available. Towel service and day lockers are provided for free along with membership; longer-term lockers are often waitlisted and carry different fees based on rental period. See https://www.mitrecsports.com/join/member-amenities/ for details. Physical education classes are a great resource; many are taught by the varsity coaches and are free, though

undergraduates have first priority in the PE lottery. The Z center also offers aerobics and swimming classes.

Club sports at MIT include martial arts, cheerleading, figure skating, ultimate, and rugby. In general, graduate students are welcomed, although this is handled separately by each club sport. If you're interested in crew, try the Sloan crew team, which is open to all MIT graduate students. The MIT Outing Club also maintains a climbing wall in Walker and a boat house with canoes and kayaks for its members (see https://mitoc.mit.edu/).

MBTA Passes

MIT offers considerable subsidies on MBTA subway, bus, commuter rail, and boat passes. For more information visit: https://web.mit.edu/facilities/transportation/tpass/index.html. The MBTA Charlie Pass is free for all postdoctoral scholars (Associates and Fellows).

Bicycles

General information on bicycling at MIT (Bluebikes bike share, bicycle cages, fix-it stations etc.) can be found at https://web.mit.edu/facilities/transportation/pw/bicycle_benefits.html

You can also register your bike here (MIT Certificate required). It is free and is a very useful way to identify your bike in case of theft. You will need the make, model and serial number found on the frame of your bike. You will also have the option to select a bike compound you would like access to. A registration sticker will be mailed back to your campus or home address. Please include the building and room number if using your campus address.

MIT offers annual bike reimbursement program where charges incurred to purchase and maintain a bike can be reimbursed. Refer to https://web.mit.edu/facilities/transportation/pw/bicycle_benefits.html for questions.

Parking

General information about parking can be found here: https://web.mit.edu/facilities/transportation/parking/index.html

Paychecks

Postdocs and employees who are paid through MIT payroll receive their payments on a semimonthly basis through **direct-deposits** to their bank accounts. It is important to set up direct deposit preferences through Atlas as soon as possible: atlas.mit.edu < About Me < Money Matters < Direct Deposit Preferences.

Libraries

Barton, the MIT online card catalog, can be found at https://libraries.mit.edu/. Additionally, you will find Vera: MIT's online guide to e-journals and databases.

Due to the interdisciplinary nature of our work, many of you will find that your research needs are spread out over two locations: the **Science Library** (Building 14); and the **Barker Engineering Library** (Building 10). You can save yourself a lot of running around by calling the Institute Catalogue at x3- 5683 to ask where the needed reference is located, or you can check the library website. The **Humanities Library card catalog**, which is also on-line (x8-6700, or Bldg. 14, second floor), is another complete listing of MIT holdings. The Humanities Library has a number of major overseas papers (Times, Le Monde), and is the place to organize inter-library loans.

Photocopiers are also available in the libraries. They are operated by coin (10¢/copy) or by a "**Copy Check" card**, an electronic debit card. The cards are available in Microreproduction in the basement of the Science Library (Hayden), 14-0551. Microreproduction will accept a valid requisition or cash. Put your name, MIT address and Tel. # on the card before you use it. Stop copying with one copy remaining or the machine will shut down, flashing "88". You can reset the machine by unplugging it for five minutes or so.

The **Boston Public Library** (on the Green Line T at Copley) is a Federal Repository Library. The BPL houses all publications ever published by the U.S. Government Printing Office. Residents of Massachusetts are eligible for Borrower's Cards. The BPL also contains a large collection of foreign- language books, both fiction and non-fiction.

English for Speakers of Other Languages (ESOL)

The Boston Public Library offers both remote and in-person sessions dedicated to help non-native speakers practice their English skills. Visit the ESOL Event Schedule to view upcoming meetings for ESOL Conversation Groups or to register for online reading and discussion classes.

Computing

You can connect to the MIT network through MIT Secure Wi-Fi or through a wired Ethernet jack. Check for a green data port near your desk (the ports without the green data indicator are usually phone jacks, or inactive). Once you are on the network, be sure to stop by https://ist.mit.edu/ – MIT's Information Services and Technology home page, and your gateway to help, software, advice, and more. First and foremost, you should go to the Certificates page at https://ca.mit.edu/ca – many MIT web pages use certificate authentication to confirm that you are authorized to view them, such as the MIT software pages where you can download Microsoft Office, Adobe products and

more. MIT has a 24/7 Computing Help Desk reachable at 617-253-1101 (x3-1101) or servicedesk@mit.edu

Sending Regular Postal Mail

Interdepartmental and regular first-class mail (domestic and international) can be dropped off in the marked mailboxes on campus. There is a full-service post office in the Stratton Student Center (W20- basement).

A full list of mailboxes/drop-off stations (for USPS, FedEx and UPS) at MIT is available here: https://web.mit.edu/facilities/services/mail/mail-boxes.html

Sending Packages - FedEx, DHL, UPS, etc.

MIT uses FedEx (for international and domestic) or DHL (international only) for overnight shipments and receives a substantial corporate discount. See your advisor or your advisor's administrative assistant for details and instructions. You may also use the FedEx/Kinko's office down Main Street and get reimbursed, but you will not receive the MIT discount.

Receiving Regular Post/Mail

Please use the following as your address:

Your Name
MIT Bldg. 48-xxx or 1-xxx
77 Massachusetts Avenue
Cambridge, MA 02139

Where xxx is your office number. Regular mail is delivered to the copy room.

CopyTech

MIT's copying service. They have a full range of printing, copying, and publishing options as well as large format printing, scanning, and other document services. They can be found at 11-004, E52-076, and W20-102. Note that the main location, 11-004, has the most extensive range of services available.

Office Supplies

We supply plain Letter-sized copy paper, MIT watermark bond, and transparency material. For all other office supplies, please see your advisor's administrative assistant who can help either purchase supplies online via eCat, or can reimburse you for out-of-pocket expenses.

ChemE Chemical Engineering

Practical Information for Incoming Scholars



Updated November 2026

ISchO International Scholars Office

Massachusetts Institute of Technology
50 Ames Street
Building E18-209
Cambridge, MA 02142

Tel: 617-253-2851
Fax: 617-253-6624
Email: ischo@mit.edu
web.mit.edu/scholars

Arrival Information for International Scholars

ISchO Contact Information

Office Hours: 10 am - 3 pm Monday – Friday **Office Location**: E18-209
Telephone: 617-253-2851: **Email**: ischo@mit.edu
Website: http://web.mit.edu/scholars

We wish you a pleasant and productive stay at MIT!

- **Registration and Orientation Process for International Scholars (as of July 2022)**
    - **Pre-arrival:** ISchO emails scholars about their upcoming arrival. Scholars need to register through the ISchO Portal (instructions are included).
    - **Immediately post-arrival:** Scholars must enter the ISchO Portal to register within 30 days of their J-1 program start date, by completing the online Arrival & Registration E-Forms. Their SEVIS records are validated by ISchO. Scholars attend orientation (currently virtual).
    - **During the MIT appointment:** J-1 scholars are asked to visit the ISchO, once settled in, to get a "travel signature" on their Forms DS-2019, for possible future travel outside the US, and to become familiar with where the ISchO office is located

- **Information for New Employees from MIT Human Resources**
  Includes links to set up MIT email, web certificates, and other "key tasks"

- **Health Insurance**
  J-1 exchange visitors and their J-2 dependents are required to maintain health insurance that meets the US Department of State requirements for the duration of their J program
    - **If you are benefits eligible, you should receive information from human resources about enrolling in a health plan through the MIT Benefits Office**

  NOTE: The MIT High Deductible Health Plan does not meet the J-1 exchange visitor requirements
    - **If you are not eligible for benefits, you may enroll in an MIT Affiliate Health Plan by contacting the MIT Health Plans Office**

- **Off Campus Housing**
  If you need help finding an apartment, would like to browse available housing, or have questions about a lease, you may contact MIT's Off-Campus Housing office
    - **Remember to update the ISchO with your new address within 10 days of moving**

ISchO International Scholars Office

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50 Ames Street
Building E18-209
Cambridge, MA 02142

Tel: 617-253-2851
Fax: 617-253-6624
Email: ischo@mit.edu
web.mit.edu/scholars

Arrival Information for International Scholars

- **Identification (ID) Cards**
  - **MIT ID Cards** are issued by the Atlas Service Center
  - **Massachusetts State ID cards & Driver's Licenses** are issued by the Massachusetts Registry of Motor Vehicles (RMV). For more information, please visit this ISchO webpage and the Massachusetts Registry of Motor Vehicles website

- **Local Bank**
  You may wish to contact a local bank or credit union to set up an account. There are many options in the area, and the ISchO does not recommend any particular institution. Several options near MIT campus are
  - Bank of America
  - MIT Federal Credit Union
  - Cambridge Trust
  - Webster Bank

- **I-94 Arrival Record**
  The I-94 is the official record of your entry in the US. Be sure to "Get Most Recent I-94" each time you enter the US to check that you were entered in the correct status. For J-1 exchange visitors, it should say "J-1 D/S." Contact the ISchO if your I-94 is incorrect.

- **Social Security Number**
  International scholars with funding from MIT will need a Social Security Number (SSN). Visit the Social Security Administration (SSA) website for instructions on how to apply. Please visit the COVID-19 Updates Page for the most up to date application information. In person services may be by appointment only. Please call a local office near your residential address using the Social Security Office Locator for more detailed instructions.

  Write your name on your mailbox so the SSA can deliver the SSN to your home. When you have received the number, report it to the MIT Payroll Office and the I-9 office by phone. **Please Note:** Never email your SSN or give it to someone who calls you, as it may lead to fraud.

- **Refer to the ISchO website for more resources including:**
  - International Scholars' Guide
  - MIT Spouses & Partners
  - MIT Activities (MITAC)
  - MIT Work-Life Center
  - MIT Furniture Exchange
  - MIT Ombuds Office
  - Postdoctoral Resources
  - Safety & Security
  - Tax Info
  - Visa and Travel Information
  - MIT Gym & Athletics
  - Counseling & Personal Assistance

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web.mit.edu/scholars

Arrival Information for International Scholars

- Remember to update the ISchO if any details of your appointment change including:
  - Change of U.S. residential address
  - Change in department, lab, or center at MIT
  - Change in funding source or amount
  - Change in work location (or additional work location) if not on MIT campus
  - Leave of absence
  - Leaving the U.S. for extended period of time
  - Early departure from MIT