



FIRST DAY –

- **Need to complete I-9 employment form**

Wendy will email you the I-9 form to complete and the instructions on how to return them – wjsierra@stanford.edu

REQUIRED DOCUMENTS

US citizens - you will need drivers license AND your social security card **OR** just your passport

Non-US citizens

- **On J-1 Visa** – email your: DS2019, Passport & printout of your I-94,

You will need to confirm your arrival at the link

<https://bechtel.stanford.edu/immigration/visa-types/j-1-visitor/mandatory-confirmation-arrival-stanford>

- **F-1 OPT** – email your EAD card (if on OPT status). You will also need to confirm your arrival with the international center and update your address in Axess
- **Permanent Residents** – email your green card

STANFORD ID CARD

Instructions during COVID

<https://uit.stanford.edu/service/campuscard/cardoffice>

BUIDING ACCESS:

DL-SecurityServicesAccessOffice@stanfordhealthcare.org

You will need to bring signed form (see below) and a government issued ID to the security office which is in the basement of the old hospital B006.

If you will be required to be in

- Alway Bldg
- Lane Bldg
- Grant Bldg
- Beckman Bldg
- Porter Dr (Snyder Lab)

Wendy can provide you with a signed form to take to the hospital security office to obtain a building access card just let her know what buildings. If you will be working in another location please talk to a lab member or your PI to find out who can give you building access and keys.

IMPORTANT REMINDERS

Direct Deposit: Double check you have entered in your banking information in axess.stanford.edu so your pay check can be direct deposited.

Onboarding checklist: Review Postdoc onboarding checklist

<https://postdocs.stanford.edu/onboardingchecklist>