Who to ask for help?

The Administrative Officer of the School of Historical Studies, Danette Rivera, is available to assist you with any matters that may be problematic (at any point during your stay) and especially with concerns that you may have on arrival to the Institute. Danette's office is in Fuld Hall, office number 306, phone extension 8300, email drivera@ias.edu. If you have questions or concerns please feel free to contact Danette directly.

There are also other School staff who can assist you with practical questions or concerns, or who you can turn to for help if Danette is not available. By location they include:

**Fuld Hall**
Brett Savage, office Fuld 313, extension 8313 OR
Uta Nitschke-Joseph, office Fuld 206, extension 8019

**West Building**
Alexis May, office West Building 213, extension 8351
OR Gabriella Hoskin, West 204, extension 8265

*If at any time during your stay you encounter an interpersonal problem such as inappropriate or aggressive behavior from anyone at the Institute, such concerns may be addressed to Danette Rivera, or directly to Michael Klompus, Human Resources Director. The Human Resources office is on the first floor of Fuld Hall.*

**Computer information**
Enclosed in this welcome packet you will find your computer account information, including the password. *(The signed cover page acknowledging awareness of computing policies must be returned to Danette Rivera.)* If you have an assigned office we recommend using your office computer when you attempt to open your Institute computer account with these details for the first time. If you have difficulty starting the computer, or accessing your computer account, the Computing Help Desk can be reached at extension 8044, or email askITG@ias.edu.

**Institute Photo Identification card & Building access**

- **If you have been assigned an Institute apartment, your ID card will be in your housing packet**
- **If you are not living in Institute housing your ID card will be provided by the Administrative Officer**

ID cards are used for access to buildings using the electronic card readers, library access, and for charging meals in the dining hall. Members and Visitors, and their adult spouses and companions, can be issued Institute photo identification cards. If a card has not been provided on arrival, there is a photo station located in the duplicating area in the lower level of B Building. *(B Building is attached to the south side of Fuld Hall by a covered walkway.)* Photos for new ID cards can be taken between the hours of 9:00-10:00 a.m. or 3:00-4:00 p.m. If you arrive during non-business hours, and need immediate access to locked buildings, the security guard at the reception desk in Fuld Hall can provide a temporary, non-personalized Access Card for use until the next business day. Cardholders are granted standard permissions to enter buildings after normal business hours based on their School affiliation. Other restricted areas may be accessed with prior authorization only. To obtain access to the fitness center, submit the waiver online at: https://www.ias.edu/fitness-center-waiver

**Stipends**

All Members who expect to be paid a stipend directly by the Institute should schedule an appointment with the Comptroller’s Office to set up their Institute account. To make your appointment call Tina Gaspari at extension 8209. Members whose stipends are being paid through their home university, non-stipendiary Members, and Visitors do not need to schedule such an appointment.

**Non-U.S. citizens**

All scholars who are not U.S. citizens should stop in to see Jennifer Hansen, Visa Services Coordinator. Her office is on the first floor of Fuld Hall, room 103, ext. 8206. She will need to see your passport and any visa-related documents.

*(more on reverse)*
Families with Children, Questions about schools
Inquiries about public schools should be directed to Jennifer Hansen, Visa Services Coordinator. Her office is in Fuld Hall, room 103, ext. 8206

Health insurance
All Members and Visitors are expected to have health insurance for themselves and their families. If you have not already done so, please complete the IAS Health Insurance Questionnaire, to inform us about your plans for health insurance.

The Questionnaire is on the web at: https://www.ias.edu/ias-health-insurance-questionnaire

If you have specific questions about health insurance, or you would like to enroll in health insurance through the Institute’s health insurance plan, contact Cindy Pearce. Her office is located in Fuld Hall, across from the reception desk, office Fuld 122. She can be reached by phone at 609 951-4436. Health insurance questions can also be directed to Beatrice Jessen, Benefits Specialist in the Human Resources office, located in Fuld Hall, room 102, ext. 8243.

Cash Advance
If you are from outside the U.S. and are short on cash, you may request a cash advance on your stipend (usually up to $200.) For more details about this option contact Tina Gaspari in the Comptroller’s Office, at extension 8209, or email gaspari@ias.edu.

Sign the Register
All Members and Visitors are invited to sign the Institute register in Director's office.