

**NEW
POSTDOC
WELCOME KIT**

OFFICE OF POSTDOCTORAL AFFAIRS



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Checking In

You are now an official employee at Drexel! You are eligible for a number of benefits which can be found on the HR site.

Some of those benefits include:

- [The Employee Assistance Program](#)
- [A Healthier U Wellness Incentive Program](#)
- [Home Purchase Assistance](#)
- [Employee Discounts](#)

Checklist

1. Upon arriving to the campus, please speak with:

- Your mentor or supervisor.
- The HR team. Please refer to emails that were sent to you with instructions.
- If you are an international postdoc: International Student and Scholars Services. ISSS will help you with completing the I-9 form, obtaining a social security number, tax status, documentation, and other issues related to being a foreign postdoc.

Your information will not be entered into the HR database until they have a copy of your signed applicable paperwork.

2. Obtain a dragon card (ID card) and get access to your lab.

3. Check in with your department administrator. Your department would provide you with office keys, lab keys, Building/Lab/Office Access.

4. Complete the [BioRAFT training](#) and [Collaborative Institutional Training Initiative \(CITI\) training modules](#).

- For more details, please refer to the [training requirements](#).

5. Request for an annual occupational health and safety certification.

- Refer to [Procedures for Annual Health Reviews \[PDF\]](#). Occupational Health and Safety Network requires completed immunization forms for clearance to begin research programs. Tip – complete the immunization form in your home country to avoid expensive procedures.
- All postdocs must also enroll in a insurance plan online

Note: There may be differences to this checklist during the COVID-19 pandemic.



Connecting with Other Postdocs

Postdoc Society

We understand that being a postdoc can be a bit lonely. Therefore, the Office of Postdoctoral Affairs has created the Postdoc Society!

Postdoc Society is a Microsoft Team community used to help postdocs connect with other postdocs virtually and to exchange resources. The OPA team posts resources and events relevant to postdocs on this platform.

All new postdocs should reach out to Director of Postdoctoral Affairs and Professional Development, Dr. Natalie Chernets at ns485@drexel.edu to be added to the Postdoc Society!

National Postdoc Association

Drexel University is a sustaining member of the National Postdoctoral Association. Therefore, our postdocs receive a free affiliate membership. [Learn more about the National Postdoctoral Association.](#)

Drexel Postdoctoral Association

The Drexel Postdoctoral Association (DPA) aims to support postdocs during their journey at Drexel in a professional and social capacity. The DPA works with the Office of Postdoctoral Affairs to build stronger relations and advocate for postdocs in order to enact constructive changes and improve the training experience by engaging with Drexel administration and faculty.

Through the DPA, you can:

- Connect with peers
- Find information and resources

- Gain leadership experience by joining a committee or even joining the executive board.

For more information, please contact Natalie Chernets, PhD, at ns485@drexel.edu.

National Postdoc Appreciation Week

Every year, the National Postdoctoral Appreciation Week is held to thank postdocs and celebrate their contributions. Along with other institutions around the country, Drexel celebrates its postdoctoral researchers with a series of fun and informative events.

Any events that the OPA is hosting can be found on the Postdoc Affairs [Events page](#) and will also be posted in the Events channel of Postdoc Society.

Drexel Basics

Transportation & Parking

On Campus Service:

- Unlimited bus services are provided for employees across its three campuses free of charge (you have to show your Drexel ID). These operate on three fixed routes ([Powelton/Spring Garden, Dragon and Queen Lane](#)), Monday through Friday.
- Drexelites can also ride the [University of Pennsylvania fixed route campus bus service](#), free of charge. This service generally operates from 48th Street and Woodland Avenue to 20th and South Streets.
- For on campus parking options, refer to [parking at Drexel](#)

Off Campus Service:

- For a local commute, check out Southeastern Pennsylvania Transportation Authority ([SEPTA](#)). For detailed information refer to [Convenient SEPTA Routes to Drexel Campus](#).
- For commute to and from New Jersey, check out [Port Authority Transit Corporation \(PATCO\)](#) and [NJ transit](#).
- Taxi services, Uber and Lyft are also options available to you. Yellow Cab (215-922-8400), United Cab (215-625-2881) are few other cab services.
- Philly [SuperTrans](#) shuttle provides convenient travel from Philadelphia International Airport, New York Airport, and Newark Airport to your destination hostel or home.
- For public safety, Drexel has cellphone based alert systems [DrexelALERT](#) and [Drexel Guardian](#). These are for on-campus emergency and weather notifications.
- Drexel Public Safety security officers provide walking escorts within Drexel patrol boundaries, 24/7. For more information and to request a walking escort, call 215-895-2822.
- For directions and maps from different parts of the country to each of the campus location, refer to [campus directions](#).

Campus Library

1. Hahnemann Library

Hahnemann Library is one of the University's health sciences libraries and is located in Center City, Philadelphia on the first and second floors of the New College Building.

2. **Library Learning Terrace**

[The Library Learning Terrace](#) is an innovative learning environment located in the heart of the student residential district of Drexel's University City campus.

3. **Queen Lane Library**

Queen Lane Library is one of the University's health sciences libraries and is located in the East Falls section of Philadelphia.

4. **W. W. Hagerty Library**

W. W. Hagerty Library is located on Drexel's University City campus.

For more information, refer to the [Drexel Library site](#).

Drexel Recreational Center and Gym

The [Drexel Recreation Center](#) is the fitness hub in University City. The Recreation Center is committed to providing a lasting and meaningful impact on the health and well-being of its members. The center serves as a symbol of Drexel University's commitment to the health of the community—both in body and mind.

Taxes

- [Drexel Office of Tax Compliance](#), 3201 Arch Street, Suite 420, Philadelphia, Pa 19104. Phone: 215.895.6880, Email: taxdept@drexel.edu
- [Tax Information from National Postdoc Association](#)

Drexel Parents

- [Drexel Family Association \(DFA\)](#) provides parents and family members a network of support. Contact the DFA Chair by emailing family@drexel.edu.
- Drexel Parents group is an informal group where Drexel parents and expecting parents can share advice and

provide moral support for each other. Email Executive Director Communications, Irene Tsikitas at iet23@drexel.edu to join the group.

Emergency and Health Information

- [Emergency Contacts](#)
- [Drexel Counselling and Health Services](#)

Life in Philadelphia

Housing.

Long term housing.

- Useful sites: [zillow.com](https://www.zillow.com), [apartment map](#), [apartment.com](https://www.apartment.com), [rent.com](https://www.rent.com), [zumper.com](https://www.zumper.com), [move.com](https://www.move.com), [renttoown.com](https://www.renttoown.com)
- [Drexel off campus housing](#) provides options for affordable housing as well as roommate search (you have to sign up using your Drexel email address to use it).
- You can look for roommates on [Sulekha](#), [Craigslist](#), [Roomster](#).

Housing Tips

- Please be aware of frauds and online scams. People who refuse to meet in person but force you to provide your credit card details, money order or cheque could be fraudulent.
- Make sure you set up a face-to-face meeting before sharing any details. Do exercise caution if asked to transact online or share sensitive financial/bank details through messages or phone calls. It is safer to use a

credit card or PayPal instead of issuing cheques or doing a wire transfer.

- Always be wary of lucrative deals that are too good to be true! Such offers are generally traps to lure unsuspecting people into making an advance payment. Compare the rates to market standard rates.
- Most landlords require tenants to sign a lease, a legally binding contract outlining the conditions that both the landlord and the tenant agree to meet. Leases are usually for one year, but may be for a shorter period of time. Landlords may ask for the first and last month's rent when you sign a lease. Some will also require a security deposit (usually equal to one month's rent), which will be returned upon ending of the lease, assuming the property has not been damaged. It is important to find out whether or not the rental price of an apartment or house covers utilities and heat (oil, electricity or gas).
- Anyone living in a rented apartment should consider having personal property insurance to cover both property loss and personal liability (protection against any person sustaining an injury or loss in the apartment). Such insurance covers personal liability even when one is not home. Personal liability and renter's insurance may be obtained through private brokers or companies like Progressive and Allstate.

Note: Any change in home address should be reported to USCIS within 10 days of move in/out at <https://egov.uscis.gov/coa/displayCOAForm.do>.



Learn More About Philadelphia

Looking for things to do and places to go in the city? The following resources will help you learn more about the districts that Drexel operates in, the city and more.

- [University City](#)
- [Center City District](#)
- [City of Philadelphia](#)
- [Philadelphia Visitor Guide](#)
- [Visit Philadelphia](#)
- [Campus Philly](#)

Sports in Philadelphia

Philadelphia has a vibrant sports culture with a variety of sports played at the major league level. Sporting events are a great entertainment opportunity in the city that individuals and families alike can enjoy. Check out our teams below.

- American Football: [Eagles](#)
- Baseball: [Phillies](#)
- Basketball: [76ers](#) (commonly referred to as the Sixers)
- Ice Hockey: [Flyers](#)
- Soccer/football: [Philadelphia Union](#)
- Lacrosse: [Barrage](#)
- Tennis: [Freedoms](#)

Employee Discounts

You can learn more about employee employee discounts offered to Drexel faculty and staff in HR's [Employee Discounts page](#). Below are examples of some of those discounts.

Discounts through Corestream

To learn more about discounts available to you, log in to the My Drexel Benefits portal, accessed under the Employee tab of DrexelOne. Then select the Corestream web link to browse available discounts.

Examples of available discounts:

- Mobile, internet and cable providers
- Tickets to movies, shows, sporting events
- Tickets to theme parks, museums, zoos
- Travel activities, hotels, rental car services
- Books, magazine subscriptions
- Fitness and weight loss services

Academy of Natural Sciences

Drexel employees can use payroll deduction to purchase a membership to the [Academy of Natural Sciences](#) (the Academy). All Drexel faculty and professional staff can elect to pay for a year's membership either in monthly increments or with a one-time payment.

Faculty and professional staff (all DragonCard holders) do get free individual general admission to the Academy, but a full Academy membership includes a host of other benefits:

- Discounted parking rates at a nearby garage.
- Discounts in the Academy gift shop and café.
- Discounted or free admission to evening events.
- Invitations to members-only previews and to the popular Members' Night event.

Family level members and above also receive free general admission for the family – two adults and up to five children or grandchildren (under the age of 18).

Chesterbrook Academy – Child Care

Conveniently located on Drexel’s University City Campus, [Chesterbrook Academy](#) cares for infants up to kindergartners and offers a 5% discount to Drexel employees. Summer camps are also offered.

Philadelphia Cultural Pass

The [Philadelphia Cultural Pass Program](#) gives Drexel University faculty and professional staff the opportunity to attend concerts, exhibits and performances at some of the premier arts and cultural venues in the city, at reduced or no cost.

Banking and Credit Cards

Some banks in Philly include:

- TD Bank
 - Bank of America
 - Citizens Bank
 - Santander
 - Philadelphia Federal Credit Union
 - PNC Bank
 - Wells Fargo
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- Debit Cards - Most banks issue a debit card with the opening of a checking account.
 - Credit Cards - Most banks offer credit cards. Please take some time to research and compare your options before deciding on a credit card.

Note: Consider the location of branch offices and automatic teller machines (ATMs) when selecting a bank. Sometimes you

are charged a fee to use an ATM at a location other than your bank branch. Most banks offer online banking, allowing you to pay bills and to monitor your bank account online, but you will need to set up the service.



International Postdocs

ISSS

[Drexel's Office of International Students and Scholars Services \(ISSS\)](#) offers a vast array of programs and services for international students, scholars, and faculty representing 117 countries. ISSS staff can advise international students on immigration, academic, cultural, financial, and personal concerns.

English Language Center

The English Language Center has the following four goals:

1. To provide the highest quality English language instruction and support services to English language learners;
2. To promote the practice and scholarship of English language teaching in an environment of integrity and respect;
3. To provide leadership in the areas of intercultural understanding and global cooperation; and
4. To support the mission of Drexel University in preparing and supporting international students to participate fully in the university community.

Please visit the [English Language Center site](#) to learn more about their language resources.

Families

- The spouse and minor children (under age 21) accompanying the primary visa holder to the U.S. are eligible for J-2 dependent status. They are eligible for the same health insurance plans as the scholar. Scholar dependents must enroll in a Drexel health insurance plan within 30 days of the scholar's appointment start date, or

within 30 days of their arrival in the U.S., whichever is later.

- J-2 are eligible for work after obtaining an [Employment Authorization Document \(EAD\)](#), issued by U.S. Citizenship and Immigration Service.

Note: The National Postdoctoral Association (NPA) has an [International Postdoc Survival Guide](#), with information and advice new foreign postdocs.