

Berkeley Astronomy New Grad Student Details

Welcome! This document gives information about the (many) things you need to take care of as you get set up here in Berkeley. You should have also received a short summary checklist that will hopefully help you keep track of what you've taken care of. If in doubt, you can always contact one of these people:

Name	Role	Office	Phone
	Your Mentor		
Statia Luszcz ¹	Mentor Master	557	860 338 3171
Peter Williams ²	Mentor Master	533	617 922 2689
Dexter Stewart	Student Affairs Officer	611	510 642 8520

(Everyone in the astronomy department can be reached via email at (first-initial)(last-name)@astro.berkeley.edu, e.g. pwilliams@astro.berkeley.edu.)

- 1.1 **Residency.** Part of being a UC Berkeley grad student is that you're required to establish California residency. If you don't, you'll have to pay several thousand dollars out-of-pocket annually starting your second year. Detailed information on the process of establishing residency is given on the BADGrads wiki at <http://badgrads.berkeley.edu/doku.php?id=residency>.
- 1.1.a **Driver's License.** You need to go to the DMV to get your driver's license or ID card within 10 days of arriving. While you're there, you can and should register to vote – not just because voting is good, but also because that's one of the basic things that the Residence Affairs division will look for when considering your residency status. You should keep the documentation associated with this process so that you can send it to the Residency Affairs Committee next year.
- 1.1.b **Vehicle Registration.** This is another thing you should do while at the DMV, if you brought a car. You should do this within 20 days of arriving in California. You should keep the documentation associated with this process so that you can send it to the Residency Affairs Committee next year.
- 1.1.c **Bank Account.** This is another basic thing that you're required to do to become a California resident. Many students use Wells Fargo as their local bank; Bank of America is another option. You should keep the documentation associated with this process so that you can send it to the Residency Affairs Committee next year.
- 1.2 **Photo ID.** You'll need to swing by the Cal 1 Card office in Lower Sproul Plaza to get your Cal student ID. See <http://services.housing.berkeley.edu/c1c/static/gettingcard.htm> for a map and instructions. While you're there, you should attempt to pick up a ClassPass sticker (item 2.1).
- 1.3.a **UCB Email Accounts.** As a UC Berkeley student, you get a berkeley.edu email address. Once you have your CalNet ID, visit https://calmail.berkeley.edu/manage/account/create_account and follow the instructions to create it.
- 1.3.b **Astronomy Login.** You'll need to fill out the "Computer Use Authorization Form" included in your welcome packet and return it to Kelley MacDonald, office 543. Kelley will walk you through the computer use policies and have you enter your password to activate your account.
- 1.4 **Payroll.** You'll need to fill out many forms:
 - An intellectual property grant form.

¹Traveling July 20 to August 6

²Traveling July 30 to August 13

- A “Benefits Eligibility Level Indicator and Status Qualifier Code” form. No, I have no idea what it’s for either.
- A Payroll Earnings Distribution Authorization form.
- A W-4.
- An I-9.
- A Demographic Data form.

The I-9 requires supporting documentation that needs to be shown to Andrea Martinez, office 613. A passport is OK (even if expired). If you don’t have one, you should read the last page of the I-9 form that explains what documentation is sufficient. You can access the form online at <http://www.formi9.com/i-9.pdf>. Read the instructions carefully as rules governing documentation are a little complex.

- 1.5 **International check-in.** International students have to attend a special “check-in” session before the semester starts. The sessions are all held at the International House, which isn’t far from Campbell Hall. The schedule of the sessions is online at <http://internationaloffice.berkeley.edu/students/New/checkinfall.php>. The International Office has their own checklist of things that incoming international students should do, at http://internationaloffice.berkeley.edu/students/new/arrival_checklist.php.
- 2.1 **ClassPass.** A ClassPass sticker lets you ride on the Alameda County bus system for free. It’s billed to your student fees, which you never see, so you might as well get one. You get it in the same place that you get your student ID. If you arrive earlier in the summer, you may not be able to get your ClassPass immediately, since they won’t give you one until your fees are paid, and this doesn’t happen until right around the beginning of the semester. Check back at the start of the semester and you should be good to go.
- 2.2 **EFT.** One of your payroll forms (item 1.4) is the “Payroll Earnings Distribution Authorization” form, which can be used to set up Electronic Funds Transfer (EFT) of your paycheck. You should also set up EFT for the Berkeley billing system, CARS, for reimbursements and other miscellaneous expenses. You can do this by visiting <http://eftstudent.berkeley.edu/>.
- 2.3 **Cellular Discounts.** Several of the major cell phone service providers offer discounts for UC Berkeley employees, which includes you. See http://wireless.berkeley.edu/Employee_Discount/index.shtml for more information.
- 2.4 **Picture.** We have a board with portraits of everyone in the astronomy department on the sixth floor, near Dexter’s office. You should get your picture taken by Bill Boyd (office 527) for posting on the board.
- 2.5 **Wiki Account.** The BADGrads wiki has all sorts of stuff on it, from information on establishing residency to a poem that Geoff Bower wrote ten years ago. The lifeblood of a wiki, of course, is active participation by its readers, so we’d encourage you to create an account so that you’re ready to start editing when the time is right. To create an account, visit <http://badgrads.berkeley.edu/doku.php?id=start&do=register> using a computer on the Astronomy Department network. Conventionally, your Wiki username should be your full name with the spaces removed, *e.g.* “FirstnameLastname”.
- 3.1 **Join the RSF.** The RSF is the Recreational Sports Facility, Berkeley’s main athletic center. For \$10, you can become a member for the semester, granting you access to their pools, exercise machines, and so on. You also need to be an RSF member to participate in intramural sports. You can sign up for the RSF online at <http://rsfweb.berkeley.edu:10010/rsf-signup/>.

3.2 **Waive SHIP.** If you have your own health insurance, you may decide to waive automatic membership in the Student Health Insurance Program (SHIP). As with the ClassPass, the cost of SHIP goes into your fees, which are paid for you, so waiving SHIP membership doesn't save you any money. But if you want to do it, you can go through the waiver process online starting at <http://www.uhs.berkeley.edu/Students/insurance/waiver/welcomegrad.shtml>.