

# WELCOME TO THE MATERIALS SCIENCE & ENGINEERING DEPARTMENT AT THE UNIVERSITY OF DELAWARE

Upon arrival, the following needs to be taken care of:

- **Foreign Student and Scholar Services** - If you are an international student, please go to Foreign Student and Scholar Services located in the Student Services Center on Lovett Avenue to complete an I-9 form.
- **Paperwork** – Please see Diane Clark to receive your paperwork so you can be entered into the system. Please return this paperwork as soon as possible as it takes several weeks to process. If you are being paid by the University, you will need to immediately open a checking or savings account at a local bank. The University will only pay you through direct deposit into your bank account.
- **Social Security Number** – Make sure you apply for a permanent Social Security Number (if you do not already have one) as soon as possible. This must be done within two weeks of your arrival.
- **UD ID** – Please go to the Student Services Building located on Lovett Avenue to get your ID
- **UD Email account** - Please see Rachel Coates-Knowles to assign you a PIN, then you can activate your UD email account by going to the following link: <http://www.udel.edu/welcome/> Please let Diane Clark know your new email address as soon as possible.
- **Parking Sticker** – If you need a parking sticker, please go to Public Safety, 413 Academy Street, first floor, located next to the Perkins Student Center.
- **Room Assignment and Keys** – Please see Charlie Garbini, if you are not informed of your office assignment.
- **Keys** – Attached is a form for you to complete and have your sponsor sign for the keys that you need to Spencer Lab. Please return to Nancy Bickings in the main office. There is a \$20.00 deposit on all keys, which will be refunded to you when you return the keys.
- **Financial Information** – If you are being paid and have questions concerning your pay, please contact Diane Clark.
- **Maps** – A map of the campus is available in the office upon request. Please visit the following link at <http://www.udel.edu/> for maps and other helpful tools.
- Please visit the Graduate Office webpage for more helpful information.  
<http://www.udel.edu/gradoffice/>

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