Information for incoming International Scholars – Post Arrival Information
Welcome to UMass Lowell! Please read through the below information during your first 3-5 days on campus.

**IF YOU ARE TO BE PAID BY UMASS LOWELL:**
Be sure to check with your Hiring Supervisor to ensure that the required hiring paperwork has already been processed and submitted to Human Resources.

Ms. Vantha Sann, Payroll & International Tax Specialist can assist you with any tax related question as well as how to properly complete the Form W-4. The Form W-4 is part of the initial electronic hiring paperwork which must be completed by you as soon as possible and submitted to Human Resources electronically. Refer to the Temporary Employee section on this site, [http://www.uml.edu/HR/Payroll-Services/New-Employees.aspx#Temporary](http://www.uml.edu/HR/Payroll-Services/New-Employees.aspx#Temporary) and remember that we already completed and submitted Form I-9 to Human Resources at the time you checked into our office, so you can ignore the Form I-9.

**LEGAL INFORMATION/REQUIREMENTS THAT APPLY TO ALL NEW International Employees/Visiting Scholars (Whether paid or unpaid by UMass Lowell):**

- It is your legal responsibility to inform the International Students & Scholars Office at, isso@uml.edu, of any US address change, within 10 days of the change.

- You are required to maintain health insurance coverage through the entirety of your affiliation with UMass Lowell. You must inform our office at isso@uml.edu of any change in insurance carrier, insurance coverage, or dates of insurance enrollment

- Please be reminded that any off-campus work authorization (paid or unpaid) requires the PRIOR review and approval of our office.
  - Any unauthorized work authorization or affiliation without our official approval is considered to be a serious violation of your visa status.

You are also required to inform our office at isso@uml.edu prior to any of the following changes taking effect:

- change in job title
- change in job description
- change in payment source

**CAMPUS SAFETY**

- 24-Hour Campus Policy Emergency Number: 978-934-4911,
  If calling from an off-campus phone - Enter this phone # into your cell phone speed dial

- If calling from an on-campus phone, you merely need to dial 44911

- Read through the UMass Lowell Campus Police website, specifically the information on Personal Safety, [http://www.uml.edu/Police/Personal-Safety/default.aspx](http://www.uml.edu/Police/Personal-Safety/default.aspx)
• Blue Light Emergency Phones are located strategically around campus for your convenience and safety, [http://www.uml.edu/Police/Personal-Safety/Emergency-Phones.aspx](http://www.uml.edu/Police/Personal-Safety/Emergency-Phones.aspx)

TRANSPORTATION INFORMATION

• On-Campus Transportation - The Campus Transportation website will provide you with on campus shuttle service information, [http://www.uml.edu/student-services/Transportation-Services/Day-Shuttle/Day-Shuttle.aspx](http://www.uml.edu/student-services/Transportation-Services/Day-Shuttle/Day-Shuttle.aspx) - Please note that On-Campus Transportation usually closes for the summer.

• Off-Campus Transportation is available year round - Check the Lowell Regional Transit Authority (LRTA) website for the latest off-campus schedule information and hours of operation, [http://lrta.com/](http://lrta.com/) - Please also check the attached Transportation Guide

DISCOUNTS AT LOCAL STORES


UMASS LOWELL RECREATIONAL CENTER

Your UMass Lowell ID will provide you access to the UMass Lowell Recreational Center, Please contact us at isso@uml.edu if you have any problems in using the Recreational Center, [http://www.uml.edu/campusrecreation/](http://www.uml.edu/campusrecreation/)

CULTURAL ACTIVITIES

Take Advantage of on-campus cultural activities and lectures. Our office offers weekly/monthly events. We also encourage you to check the on-campus calendar for events that may be of interest to you, [http://www.uml.edu/calendar/#/].