



## All You Need to Know: An Orientation Guide for Postdoctoral Students



### **WELCOME**

Welcome to the Henry M. Goldman School of Dental Medicine (GSDM) and to the great city of Boston!

The enclosed information answers many logistical questions that are asked by incoming students. Website resources and contact information are included for further details.

A good reference source is <http://www.bu.edu/dental/admissions/accepted-applicants/>. If you have questions not answered in this Guide or online, please contact your Program Director, Academic Affairs or Student Affairs.

In addition to general information and resources, this guide includes important information about your responsibilities as a new student enrolling at GSDM. Read it carefully and follow the instructions and guidelines.

### **UPDATES**

Information is provided in this Guide as a convenience to students. There are references to offices, policies, and services included, and the information provided here is accurate as of publication time, but *is subject to change*.

You are responsible for checking directly with offices and resources regarding current policies, procedures, opportunities and deadlines. If you become aware of out-of-date or inaccurate materials in this publication, please contact Student Affairs, [gsdmsa@bu.edu](mailto:gsdmsa@bu.edu), 617-638-4790.

**Thank you!**



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## All You Need To Know: An Orientation Guide for Postdoctoral Students

### YOUR BOSTON UNIVERSITY RECORDS

#### ADMISSIONS

Accepted applicants who submit the tuition deposit and acceptance confirmation form are enrolled in the relevant academic program. A Boston University record and a BU Identification number (BU ID) are created on the University and the GSDM systems.

#### OFFICIAL, FINAL DENTAL SCHOOL TRANSCRIPTS

All entering students are required to submit the following to the GSDM Admissions prior to orientation:

- Official, original dental school transcript indicating conferred dental degree
- Official, original transcripts from prior postgraduate programs, if relevant
- Notarized copies of diplomas
- Official National Board Dental Examination scores (for United States educated dentists, U.S. citizens and Permanent Residents)

In addition to the documents indicated above, upon confirmation of acceptance of an offer of admission, and before matriculation, internationally-trained accepted candidates must submit the following documents to GSDM Admissions:

- Official, original dental school transcripts sent directly from the dental school to GSDM Admissions, or notarized copies if originals cannot be obtained.
- Official, original Course-by-Course academic transcript translation and evaluation report prepared by ECE, Educational Credential Evaluators, Inc., sent directly from ECE to Postdoctoral Admissions Coordinator in GSDM Admissions
- Official TOEFL score sent directly from the testing agency to Postdoctoral Admissions Coordinator in GSDM Admissions

#### BOSTON UNIVERSITY IDENTIFICATION NUMBER

All students are assigned a **UID number** or University number (the letter U followed by eight numbers). This number appears on University records and assures that your information is accurately recorded. The UID number will be printed on your BU identification card (Terrier Card).



#### BOSTON UNIVERSITY IDENTIFICATION CARD

When you arrive in Boston, you should visit the [Boston University Medical Campus Identification Card Office](#) to obtain your BU identification card.

What to bring with you:

- an official form of identification (i.e. a driver's license or passport)
- evidence of your admission
- your UID number

You should carry your BU ID at all times when on campus, and you will need to display your ID to gain access to certain buildings and resources.

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## REGISTRAR'S OFFICE

GSDM Registrar's Office manages academic records and registration, and processes enrollment verifications and transcript requests.

## ACADEMIC RECORDS/REGISTRATION

All student academic records are produced through the GSDM Registrar's Office. The GSDM Registrar's Office registers students as full-time in the University's student information system, provided that they are in compliance as outlined below. Each academic year, postdoctoral students must submit a registration form to the GSDM Registrar's Office.

## TRANSCRIPTS/VERIFICATIONS

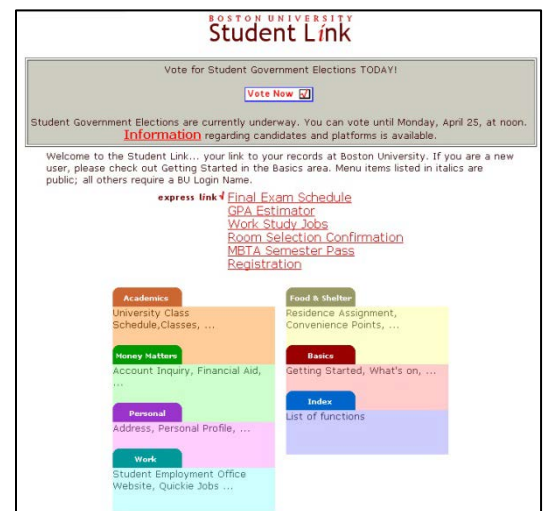
Students may request [transcripts](#) via the [GSDM Portal](#). [Enrollment verifications](#) can be submitted via request form to the GSDM Registrar's Office. Requests will only be processed for students that are in compliance.

## ACCESS TO YOUR INFORMATION ON STUDENT LINK

The [Student Link](#) is a web resource that allows all BU students to view their student account balance, immunization/TB/health record compliance status, and other important information. BU login and Kerberos password is required to access Student Link. You are responsible for checking the Student Link and responding appropriately to the information to maintain good status for your student account and clinical compliance.

To access the Student Link:

- go to [www.bu.edu/studentlink](http://www.bu.edu/studentlink)
- login with BU login and Kerberos password
- click on "Personal Tab"
- click on "Compliance Status"



## YOUR "COMPLIANCE" STATUS

All students must be in compliance with Boston University's "Safe, Settled and Healthy" requirements. You must visit the Student Link to track and update your personal compliance status on a regular basis, as your compliance status will change at intervals as described below.

### ⇒ The "Safe" requirement

Enter your cellular telephone number for the **BU Alert** automated message system that will provide you with information and instructions in case of an emergency situation on campus. You must reconfirm your emergency contact number on the Link every six months.

### ⇒ The "Settled" requirement

Settle your student account through payment and/or approved financial assistance by the settlement deadline for the dental school. You will need to settle your account each **fall and spring semester**.

### ⇒ The "Healthy" requirement

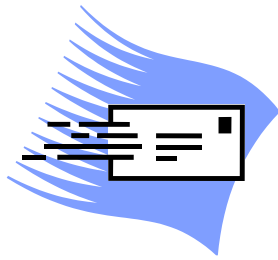
You must complete the immunization, titer and TB (tuberculosis) testing protocol. Annual updates are required for the TB clearance. All students at the GSDM are required to comply with the "clinical" requirements, which are more comprehensive than the standard requirements.

# All You Need To Know: An Orientation Guide for Postdoctoral Students

## EMAIL, COMPUTING AND INFORMATION TECHNOLOGY

### BOSTON UNIVERSITY LOGIN AND EMAIL ACCOUNT

As a member of the GSDM Community, you are required to maintain a BU email account. A free email account will be provided to each student, and will enable you to stay informed and to communicate efficiently with faculty, fellow students, and staff.



To **set up your BU email address**, you should follow the instructions provide to you via email from BU Information Services and Technology. If you no longer have this email, please contact your Admissions Coordinator.

All dental students, faculty and staff using Boston University computers, facilities, and communications systems must maintain professional standards in content and communications and are expected to adhere to Boston University's "[Conditions of Use and Policy on Computing Ethics](#)"

All current students are provisioned with a BU Google Apps account. E-mail sent to your **bu.edu account** will be available through BU Google App, desktop clients and mobile devices through IMAP, and integrated with other BU Google Apps components such as Sites, Calendar, and Documents. You can continue to use your **bu.edu** email address even after you graduate.

### ELECTRONIC LIST-SERVS

Dental School student list-servs are established by the GSDM Information Technology to facilitate communications among and between students, faculty and staff at GSDM.

Acceptable uses of the list-servs include, but are not limited to:

- announcements of school-sponsored or student-organization sponsored meetings and events
- communicating personal (non-commercial) sales or exchanges of textbooks, dental instruments or equipment by dental students
- posting of course information, class information, and policy information by course directors and/or their designees.

The list-servs **may not be used to:**

- endorse or advertise commercial products or services
- publicize events associated with GSDM that includes the presence or the consumption of alcohol or any illegal drugs
- communicate political or personal opinions
- share messages that do not meet the guidelines set forth in Boston University's "[Conditions of Use and Policy on Computing Ethics](#)"

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### ACADEMIC AFFAIRS

100 E. Newton Street, G-708

[Academic Affairs](#), under the direction of the Associate Dean for Academic Affairs, is responsible for administrative oversight of the academic components of the School's predoctoral and postdoctoral/graduate programs, including the following:

- Predoctoral Curriculum
  - Compliance with Accreditation Standards
  - Course Review and Improvement
  - Coordination of Instruction in Biomedical Sciences
  - Textbook Lists
  - National Board Dental Examinations Part I & II
  - Student Government
- Postdoctoral Curriculum
  - Interdisciplinary Curriculum
  - Research Curriculum
  - Postdoctoral Student Handbook
- Student Performance and Conduct
  - Excused Absences
  - Promotions Status
  - Academic/Ethical Code of Conduct
- Academic Schedules
  - Course Schedules
  - Clinical Rotations
  - Room Assignments
  - Library Training
  - Course Evaluations
- School, University, and National Compliance Policies
  - CPR Certification
  - Assistance with Compliance for OSHA, HIPAA, Immunizations, and University Contact Lists
  - School Policy on Recording of Lectures and Oversight of Audio/Visual Upgrades
  - CODA Complaints Policy

### ALCOHOL AND DRUG POLICY

Boston University's Statement on Illegal Drugs and Alcohol is available online at

<http://www.bu.edu/dos/policies/lifebook/drugs-alcohol/>

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## STUDENT AFFAIRS

100 E. Newton Street, G-305

[Student Affairs](#) strives to help students enrich their lives through academic, professional, and social experiences while in dental school and to serve as their advocate with school and university administration. We encourage all students to be engaged in the GSDM community through participation in school-wide and extracurricular activities. Student Affairs oversees a number of aspects of student life including: career resources, student organizations, educational resources, students with disabilities, advising and counseling.

## CAREER RESOURCES

[Career Resources at GSDM](#) is part of Student Affairs and provides workshops, seminars, trainings, resources, and tools to assist all pre- and post-doctoral students in making decisions that best fit their dental career objectives.

Career Resources provides the following services:

- Career counseling
- Resume and Cover Letter review
- Personal Statement review
- Prospective employer information
- Loan repayment and tuition remission opportunities for careers in dentistry
- Career Fair and other related events

## ORIENTATION

Your postdoctoral program at GSDM begins with **two** mandatory orientations – School-wide Orientation and Departmental Orientation. **You are required to attend BOTH.**

Academic Affairs, Admissions, and Student Affairs collaborate in coordinating the School-Wide Postdoctoral Orientation. Please review the [Orientation Schedule](#) in advance and familiarize yourself with the time and location of each orientation session.

## FITNESS AND RECREATION

GSDM students are eligible for membership at two fitness centers: BU FitRec and South End Fitness Center. Incoming students will not be eligible to apply for membership until the week of Orientation. Details about the fitness centers is below and can be found at <http://bu.edu/dental/students/resources/fitness/south-end-fitness-center/>

- [The Boston University Fitness and Recreation Center](#) is a state-of-the-art facility located at 915 Commonwealth Avenue on the Charles River Campus. All full-time BU students may make use of the facilities as a privilege of enrollment. You must complete the [FitRec Usage Agreement](#), prior to using the facility. If you have a spouse or dependents, you may purchase [family memberships](#) at FitRec.
- **South End Fitness Center** is a facility of the [Boston Public Health Commission](#) (BPHC) located near campus (35 Northampton Street, 4<sup>th</sup> floor). SEFC is not a BU facility, so your BUID does NOT grant you access. GSDM students have the opportunity to join the SEFC through a BUMC affiliation membership. Subsidized enrollment is on a *first-come, first-served, school-by-school basis*. You cannot apply for membership until after the first day of orientation.
  - Membership is a privilege, not a right, and may be revoked at any time by GSDM or SEFC. Authorization of subsidized membership follows verification of satisfactory standing at GSDM in regard to enrollment, judicial and compliance status (“safe, settled, healthy”).

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## STUDENT HEALTH

### HEALTH HISTORY AND IMMUNIZATION RECORDS

★ **YOU MUST SUBMIT YOUR MEDICAL HISTORY FORM PRIOR TO ENROLLMENT** ★

You must submit your completed **Health History and Physical Examination report (Med Campus)** by **June 1, 2014**

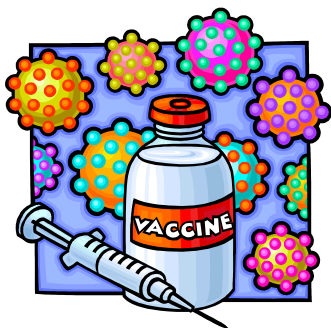
[Immunization and Physical Form](#) is available online on BU's [Student Health Services](#) website. Make sure you complete the Medical Campus version of the health report.

#### What do I need to do?

- Print out Immunization and Physical Form.
- Schedule a physical exam with your primary care physician, as soon as possible
  - This is a pre-matriculation requirement
  - Student Medical Plan WILL NOT cover cost of required pre-enrollment exam and immunizations
- Give these forms to your doctor for them to complete
  - Take special notice of the Tuberculosis (aka PPD) testing and Hepatitis B (HepB) inoculations
- Make several copies of your completed health reports for your records.
- Enter immunization and health history into the SHS portal
  - Instructions can be found at <http://www.bu.edu/shs/resources/ihr/mchealthform/>
- Mail or fax completed reports to:
  - Boston University Student Health Services
  - 881 Commonwealth Avenue
  - Boston, MA 02215
  - Fax: 617-353-3557

*\*Do not send the health report to the dental school.\**

Students who fail to complete all of these requirements prior to matriculation **may be restricted** in academic and clinical activities, until such time as they have completed the required immunizations, Tuberculosis skin tests, have demonstrated the required titers, and provided the necessary documentation to [Student Health Services \(SHS\)](#).



#### REQUIREMENTS:

##### Hepatitis B vaccine:

- HepB vaccine is a series of three inoculations.
  - 1<sup>st</sup> inoculation: at initial appointment with your doctor
  - 2<sup>nd</sup> inoculation: 1 month after the 1<sup>st</sup> shot
  - 3<sup>rd</sup> inoculation: 4 months after the 2<sup>nd</sup> shot
- If there is insufficient time to complete the series at these intervals before matriculation, you should remain on schedule with the immunization series. You will remain "in compliance" as long as you continue on the schedule provided.
- A Hepatitis B surface antibody (HBsAb) titer must be performed four to six weeks

after the third inoculation.

- If this test does not demonstrate a protective titer, additional inoculations may be required.
- For students who enroll shortly before the program start date, the vaccination series may be completed after matriculation.

##### Tuberculosis skin test:

- A baseline two step tuberculosis skin test with purified protein derivative (PPD)
- The 1<sup>st</sup> 2-part TB test must be performed 6 months prior to Orientation.
- **The 2<sup>nd</sup> 2-part TB test will be performed free of charge during Orientation.**
- The skin tests should be 1 to 2 weeks apart.





## All You Need To Know: An Orientation Guide for Postdoctoral Students

- Each student must be evaluated and receive TB clearance on an annual basis while enrolled at GSDM. Student Affairs will coordinate and inform students of these yearly TB requirements.
- If you have a positive PPD skin test, you must provide evidence of an evaluation for tuberculosis
  - a chest radiograph report
  - a record of having been evaluated by a professional with expertise in TB
  - any prophylactic TB treatment

*If you have received the BCG vaccination, you are required to have a QuantiFERON-TB Gold test (QFT-G). You will not have to do the TB skin test.*

### Varicella (Chicken Pox) Vaccination or Titer:

- Students must provide proof of 2 doses of the varicella vaccine or a proof of a positive titer.
- Dates of vaccinations or positive titer must be provided on the Immunization & Physical Form.
- History of disease, verified by a medical provider will also be accepted.

### Immunization history:

- To be completed by your physician's office.
- Dates of the immunizations must be specified (month, day, and year).
- Statements such as "received as a child," "records were lost," or "up to date" are not acceptable.
- Student should then enter this information into the Immunization Portal on the Student Health Services website. More information on how to do this can be found at <http://www.bu.edu/shs/resources/ihr/mhealthform/>

### **BOSTON UNIVERSITY STUDENT HEALTH SERVICES**

881 Commonwealth Ave (Charles River Campus)

[Student Health Services \(SHS\)](#) is available to help meet the health care needs of all enrolled full-time Boston University students, regardless of your insurance choice. SHS provides medical service, behavioral medicine, crisis intervention and helps to address students' immediate and ongoing health care needs. Care is offered on an open-access, walk-in basis, and students can make an [appointments online](#).

There is no charge for most services provided for Boston University students at SHS. Charges for some drugs, immunizations, supplies, and some laboratory tests are applied. See the [fee schedule](#) on the web for details. Care received outside of SHS falls under coverage benefits associated with your selected health insurance plan.

### **Students Enrolled in the Boston University Insurance Plan**

Visit the [Student Accounting Services](#) website then follow the link to the [Boston University Student Plus Plan](#) to review benefits provided.

### **Students Enrolled in a non-Boston University Insurance Plan**

Students are financially responsible for lab fees and immunizations at SHS. Contact your insurance company to investigate your benefits, especially for specialty referrals.

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### HEALTH INSURANCE

- Massachusetts law requires all students to participate in a qualifying health insurance plan each academic year of their enrollment.
- Students enrolled at GSDM are assigned to the [Boston University Student Plus Plan](#)
  - Optional coverage for a spouse and/or children is available under the “Basic” Plan.
- Each fall semester a health insurance fee is charged to your student account.

#### Have your own insurance?

Students enrolled in a [comparable health plan](#) may file a “Medical Insurance Waiver” via [Student Link](#). This waiver must be completed **each academic year** by the appropriate deadline. If your existing insurance plan is **not** comparable to what is offered by the Boston University Student Plus Plan, you will remain enrolled in the university’s plan.

#### Finding a doctor

Students are encouraged to find a local doctor, either at [Boston Medical Center \(BMC\)](#) or a local community health center.

To **waive the Boston University student insurance** and the associated fee, students must:

- Provide evidence of enrollment in a qualifying USA-based insurance plan that meets or exceeds the dental student Plus Plan
- Those who wish to waive the plan can do so electronically through the [Student Link](#).
  - Click on the tab “Money Matters” → “Medical Insurance”

## FINANCIAL MATTERS

### STUDENT ACCOUNT SETTLEMENT

**You must settle your student account by July 11, 2014.**

***\*Please note that the GSDM Fall settlement deadline is different from other BU schools\****



Entering students are registered as full-time students for the **Fall 2014** and **Spring 2015** semesters. [Postdoctoral tuition and fees](#) and [health insurance costs](#) pertinent to your program are applied to your student account. Tuition, fees, account balances, and health insurance charges are viewable on the [Student Link](#).

A Fall 2014 student account e-bill notification will be emailed to your BU email address mid-June. You will not receive a printed invoice.

If your BU email address is not set up **prior to the invoice date**, paper invoices will be produced and mailed to the student’s permanent address or to another billing address if one was provided by the student to Student Accounting Services. You may add an additional billing address via the Student Link.

If an invoice has been sent to an old address, you must contact Student Accounts to request that an additional invoice be mailed to the new address. Regardless of whether you receive an invoice, you are responsible for settling your student account by July 11, 2014.

If you wish to grant another person access to your student account information and/or would like them to receive balance notification emails, go to Student Link → Money Matters → Student Account Inquiry → Sharelink Access.

### MAKING PAYMENTS

[Tuition and fee payments](#) must be made through **Boston University Student Accounting Services**. When making payments, include reference to your name and BUID number to ensure prompt credit towards your account. For tuition payment options, visit <http://www.bu.edu/studentaccountingservices/your-bill/payment-options/>



## All You Need To Know: An Orientation Guide for Postdoctoral Students

### THIRD PARTY SPONSORSHIP

If your student account balance will be settled via [third party sponsorship](#), you must provide a copy of your sponsorship letter to [Student Accounting Services](#) prior to the settlement deadline.

*If **payment is not made** by the determined settlement deadline, **your place in the program cannot be guaranteed**. You are responsible for paying your student account balance by the deadlines, regardless of account balance notification.*

All students have a health insurance fee assessed. For instructions on how to waive GSDM Student Insurance Plan, see the "Health Insurance" section (pg. 9).

### STUDENT FINANCIAL SERVICES

Students intending to take out loans towards tuition and living expenses must contact the [Boston University Medical Campus Student Financial Services \(OSFS\)](#).

If you have questions regarding the status of your loans or if you need additional assistance, contact OSFS at 617-638-5130, or via email [osfs-sdm@bu.edu](mailto:osfs-sdm@bu.edu). The office is open Monday through Friday, 8:30 AM to 5:00PM.

Financial Assistance forms are available at <http://www.bumc.bu.edu/osfs/webforms/>

*Please note that the Boston University Medical Campus Office of Student Financial Services **does not process tuition and fee payments**. Payments are made through [Student Accounting Services](#), which is located on the Charles River Campus.*

### LOAN DEFERMENT ENROLLMENT VERIFICATION

All enrollment verification requests should be submitted to the GSDM Registrar's Office who will complete verification for loan deferment forms on behalf of students, provided that they are in compliance with the University. Forms must be submitted annually.

### WITHDRAWALS AND THE POLICY ON REFUNDS

Students withdrawing before orientation and classes begin are eligible to receive full credit or refund of tuition, excluding non-refundable deposits and fees. The withdrawal process will not occur without the receipt of an official signed and dated letter of withdrawal.

#### Withdraw Prior to Orientation:

- Mail withdrawal letter to:  
*Boston University Henry M. Goldman School of Dental Medicine*  
[Admissions Office](#)  
100 East Newton Street G305  
Boston, MA 02118
- Fax the letter to 617-638-4798
- Call the Postdoctoral Admissions Coordinator (617-638-4787) to confirm receipt of the letter

#### Withdraw After Orientation:

Once orientation has begun, if a student withdraws, a percentage of tuition is refunded, depending upon the effective date of withdrawal. The [percentage refund is based on the GSDM calendar and is applied to tuition only](#); all fees are non-refundable once orientation has begun.

To withdraw after orientation:

- Inform the Program Director
  - Meet with the Associate Dean for Academic Affairs, the Postdoctoral Admissions Coordinator, and the [Registrar's Office](#) to complete a "Withdrawal/Leave of Absence form."

## All You Need To Know: An Orientation Guide for Postdoctoral Students

### HOUSING



#### Boston Medical Campus Office of Housing Resources

[www.bumc.bu.edu/ohr](http://www.bumc.bu.edu/ohr)

Boston University Medical Campus Office of Housing Resources (OHR) assists students with finding a place to live in Boston and surrounding areas. They are available to walk you through the entire housing search process – from picking a neighborhood, to finding a roommate, to signing a lease. OHR can also help with any issues you may have getting settled in Boston or working through roommate or landlord conflicts.

OHR also provides an online [Housing Resources Guide](#) for all BUMC students. It includes information about the city, its environs, and provides convenient options such as roommate and apartment search tools. If you have questions or need advice, call the Housing Resource Manager at 617-638-5125 or email [ohr@bu.edu](mailto:ohr@bu.edu).

#### Office of Rental Property Management

[www.bu.edu/rpm](http://www.bu.edu/rpm) (website available in 7 languages)

Office of Rental Property Management leases, manages and maintains residential apartments, a limited number of parking spaces, and commercial properties owned by Boston University. Residential apartments are leased to full time BU graduate students, faculty, and staff only. Inventory of residential apartments includes single rooms, one bedroom, two bedroom, and limited number of three bedroom apartments. Apartment availability is not guaranteed.

#### Office of Off-Campus Services

<http://www.bu.edu/offcampus/>

Office of Off-Campus Services maintains listings of available apartments and sublets in the greater Boston area. The service is free of charge to all BU students and alumni. You can also find information about tenant rights and responsibilities, neighborhood descriptions, definitions of common rental terms, what to consider before signing a lease, and other resource for your housing search.

*Note: Boston University does not own, inspect, endorse, or recommend any specific unit listed with this service.*

### CHANGE OF ADDRESS

Updates to your address (permanent, local or billing) or telephone number change at any time via the [Student Link](#). If your contact information changes **before orientation**, contact your Admissions Coordinator by email, and provide your new contact information, in addition to updating your information on the [Student Link](#).

### TRANSPORTATION

#### MAPS

For help navigating your way around Boston University, take a look at these Interactive and PDF [Maps](#).



#### “THE T”

[The Massachusetts Bay Transportation Authority](#) is Boston’s public transportation system. It offers train, streetcar, subway and bus services, and is known as the MBTA, or just “The T” for short.

The T also has boat service in Boston Harbor. The T serves communities beyond Boston with trolley and bus service and also with the Commuter Rail. Helpful tools include “*Plan a Trip*” and “*T Service Alerts*”

Students are [eligible for 11% semester pass discount](#).

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### TRANSCOMM

710 Albany Street, 617-638-6816, [bumctranscomm@gmail.com](mailto:bumctranscomm@gmail.com), twitter: @bumctranscomm

TranSComm, Transportation Solutions for Commuters, Inc., is a resource for members of the Boston University Medical Campus community. TranSComm supports public transportation, bicycling, shuttle bus service, and ride sharing efforts.

### THE BUS: BOSTON UNIVERSITY FREE SHUTTLE BUS

Boston University's free shuttle bus service ("the BUS", or "BU Shuttle") makes a loop between BUMC and Charles River Campus on weekdays. The BUMC BUS stop, C1, is in front of 710 Albany Street, near the Office of Parking and Transportation. Information and schedules are available on the [BUS website](#). You can also download the free BU App via the iTunes App Store, which includes BU Bus Schedule and live bus positions. Go to iTunes and search "BU Mobile".

### BIKING



Around GSDM, there are many bike racks and three secured bike cages for all members of the medical community to use. The racks are accessible 24 hours a day, 7 days a week, are not reserved but are on a "first-come/ first-served" basis. The cages are sheltered from the weather and are BU ID access. The annual fee for the bike cages is \$20. Application for bike cage can be found at <http://www.bumc.bu.edu/transcomm/bike/bike-cage-application/>.

### ZIPCAR

ZipCar is a company that provides automobiles in convenient community locations for short-term rental. ZipCars are located on the Boston University Medical Campus in designated parking spaces. BU students are eligible for a [reduced-cost annual membership](#) to join the ZipCar program. It is possible to use a ZipCar on an hourly basis for errands, or to rent one by the day.



### SAFE COMMUTING AT NIGHT

Keep in mind that in any urban setting it is important to pay attention to personal safety, and safety is a particular concern at night. The [Public Safety Department](#) (617-414-4444) recommends that you use the [Evening Shuttle](#) service for transport to authorized MBTA stops. On request, the Public Safety Department will provide an escort to the Evening Shuttle stop, subject to availability.

### EVENING SHUTTLE

The [Evening Shuttle](#) serves the Medical Campus community within the BUMC area. The shuttle travels on request to BUMC parking facilities and local MBTA stations.

### TAXI REIMBURSEMENT PROGRAM

Students are eligible for [taxi reimbursements](#) (up to \$10) for rides from BUMC to local MBTA stations or to their home, if it is located within two miles of campus. This is only applicable on weekend and holiday evenings between dusk and 1:00 AM, when shuttles are not in operation.

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## INTERNATIONAL STUDENTS

### INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO)

888 Commonwealth Avenue (Charles River Campus), 617-353-3565, [isso@bu.edu](mailto:isso@bu.edu)

All new international students must check in with the [International Students and Scholars Office \(ISSO\)](#) **within ONE week of your arrival in Boston.**



Special sessions will be scheduled during orientation to meet with ISSO advisors and you should bring the following immigration documents with you - your passport, your visa, your I-94 card (or print out), your I-20 form or DS-2019 form. ISSO will make copies of your documents for their records.

### CULTURAL ADJUSTMENT

International students may not be familiar with all the cultures and language idioms of the United States or U.S. institutions of higher learning and it takes time to adjust to new ways of life, teaching and learning styles. You are welcome to visit [Student Affairs](#) to talk about questions you may have about expectations, culture, American values and customs.

### CELL PHONES

There are few options for obtaining a cell phone as an international student. When contacting companies, be sure to ask about student discounts and international calling plans. Some US cell phone companies are [Verizon Wireless](#), [AT&T](#), [T-Mobile](#), [Sprint](#), [Virgin Mobile](#). Review their websites before making any decisions.

#### Types of plans:

##### Contract plans

- Most contract plans requires a Social Security Number (SSN) for credit check purposes
- Some providers will ask for a large deposit if you do not have a SSN, but generally speaking providers will refund your deposit after 12 months of good standing
- Please note that breaking a contract before the end date will result in large fees
- Contract plans normally run 2 years

##### Pay-as-you-go plan

- These plans may have slightly higher rates on all phone functions (talk, text, web)
- Offer these services without requiring a SSN or a hefty deposit

##### Family plans

- These wireless service plans allow up to five lines to be on the same contract
- Keep in mind that it is difficult to add/drop lines once the contract is signed without paying fines or penalty fees
- Family plans might be an inexpensive option if you know a group of individuals that are signing up for a contact plan

**NOTE:** Many international cell phones only require purchase of a US SIM card and service plan to work in the United States. Please check with the below service providers to see if your International mobile phone is compatible with a US SIM card and their services.

### SETTING UP BANK ACCOUNTS

There are two primary types of banking accounts in the U.S. - Checking and Savings. Helpful information about opening up a US bank account can be found at <http://www.bu.edu/isso/students/prospective/pre-arrival/currency-banking/index.html>

There are many banks in the Boston area that are well known and have many branches in the area. They are also most likely to offer special services for students. Boston University is not affiliated with any banks; however, below are links to some major banks in the area:

[Metro Credit Union](#)  
[Citibank](#)

[Citizens Bank](#)  
[Santander](#)

[Bank of America](#)  
[City of Boston Credit Union](#)

**All You Need To Know:** An Orientation Guide for Postdoctoral Students

Boston University - Student Link <a href="http://www.bu.edu/studentlink">http://www.bu.edu/studentlink</a>	
GSDM <a href="#">Student Affairs</a> Room G-305	617-638-4790 telephone 617-638-4789 fax <a href="mailto:sdmosa@bu.edu">sdmosa@bu.edu</a>
GSDM <a href="#">Admissions</a> Room G-305	617-638-4787 telephone 617-638-4798 fax
GSDM <a href="#">Registrar's Office</a> Robinson Bldg., Room B-305	617-638-4708 telephone 617-638-4732 fax
GSDM <a href="#">Academic Affairs</a> Room G-708	617-638-4799 telephone 617-638-6947 fax
Boston University Medical Campus <a href="#">Student Financial Services</a> 72 East Concord Street, Room A-303	617-638-5130 telephone 617-638-5116 fax <a href="mailto:osfs-sdm@bu.edu">osfs-sdm@bu.edu</a>
Boston University Medical Campus <a href="#">Housing Resources</a> 72 East Concord Street, Room A-311	617-638-5125 telephone <a href="mailto:ohr@bu.edu">ohr@bu.edu</a>
<a href="#">International Students and Scholars Office</a> 888 Commonwealth Avenue, 2nd Floor	617-353-3565 telephone 617-358-1170 fax <a href="mailto:isso@bu.edu">isso@bu.edu</a>
<a href="#">Student Health Services</a> 881 Commonwealth Avenue, Charles River Campus	617-353-3575 telephone 617-353-3557 fax
<a href="#">Student Accounting Services</a> 881 Commonwealth Avenue, Charles River Campus	617-353-2264 telephone 617-353-3313 fax <a href="mailto:studenta@bu.edu">studenta@bu.edu</a>
<a href="#">Information Services &amp; Technology's IT Help Center</a> Computer sales online	617-353-4150 telephone
Boston University Medical Campus <a href="#">TranSComm Transportation Solutions for Commuters</a>	617-638-7473 telephone
<a href="#">Fitness and Recreation Center</a> 915 Commonwealth Avenue, Charles River Campus	617-353-2748 telephone 617-353-5147 fax <a href="mailto:fitrec@bu.edu">fitrec@bu.edu</a>
<a href="#">GSDM on Facebook</a>	<a href="http://www.facebook.com/budental">http://www.facebook.com/budental</a>
Bay State Basics: A Student Guide to Living in Massachusetts	<a href="http://www.sec.state.ma.us/cis/cisbsb/cisbsb.htm">http://www.sec.state.ma.us/cis/cisbsb/cisbsb.htm</a>
Massachusetts Government Information	<a href="http://www.mass.gov/">http://www.mass.gov/</a>
Boston.com	<a href="http://www.boston.com/">http://www.boston.com/</a>
Official Website of the City of Boston	<a href="http://www.cityofboston.gov/">http://www.cityofboston.gov/</a>
Massachusetts Travel Information	<a href="http://www.massvacation.com/">http://www.massvacation.com/</a>