

Before you arrive at WHOI:

Confirm your start date with your advisor and Education Coordinator. Share your start date with:

JP-Porgress@mit.edu

Summer session at WHOI runs from June 1st to August 23rd, 2025. You must enroll for at least 8 weeks, up to maximum 12 weeks. Your stipend amount is based on the number of weeks for which you're enrolled. Vacation during this time **does not** count towards to your 8 - 12 weeks of enrollment. Please make sure you enroll no later than June 29th, 2025.

Summer session at MIT runs from June 9th to August 15, 2025.

Complete WHOI Workday Onboarding Tasks:

<https://mit.whoi.edu/academics/whoi-check-in-forms-for-incoming-students/>

Complete your I-9 Form Verification through Workday. International students, you will be able to complete this step partially prior to your start date, after your arrive in the US. You can upload your I-94 with travel history, and a copy of your visa to Workday. Please use the link here to schedule appointment with [Appointment with People Operations](#) to have documents physically inspected either in-person at the Human Resources Office at Nobska in the Village Campus or via Zoom/Teams. If you have any questions regarding I-9 form verification, please contact: Careers@whoi.edu

Class Registration: WHOI Registrar Tricia Gebbie will email you detailed information about registration for Summer/Fall semester.

Once you get to WHOI:

Getting Access to the WHOI network: WHOI Graduate Admissions and Student Affairs Officer, Keqi Ren, will email you a temporary password for your WHOI email account and the VPN Install Guide before your start date. You should be able to set up your WHOI email account and install the VPN remotely. If you have any questions about accessing your email account or the VPN install, please contact WHOI IS help desk, Phone: 508-289-2439 or email: helpdesk@WHOI.edu or contact Keqi keqi.ren@whoi.edu for additional assistance.

Getting WHOI KeyCard and Parking Sticker

KeyCards / After Hour Building Access Key: You can obtain a Keycard on the first floor in the Smith Building in Village Campus. You will need your WHOI ID number.

Parking Sticker: Request online with your WHOI sign in: <https://stickerrequest.whoi.edu>

MBLWHOI Library Card: Prior to your start date, WHOI Graduate Admissions and Student Affairs Officer, Keqi Ren, will enter your information into MBLWHOI Library system. After you arrive at WHOI you can obtain your library card at Swope Building at MBL Village Campus. [Map](#) is here. (have your WHOI ID number available).

Set Up WHOI Campus-Wide Emergency Notification System

Register: <https://www.whoi.edu/campus-notification/>

Meet with your Advisor

Review your Discipline's Handbook and discuss student responsibilities with your advisor, determine your office location and obtain your lab keys

Complete mandatory training through Workday Portal

Some mandatory training is required for all students. Additional training may be required, depending on the nature of your work or anticipated research activities. These trainings are available after your starting date.

Falmouth Sports Center Health Club

WHOI's Academic Program Office offers Joint Program Students a subsidized gym membership. Membership is only for students who are based at WHOI. A full-year membership is \$150.00, or a three-month membership is \$50.00. You can purchase the membership at APO with Jenny Hops.