











## Post-Arrival Checklist

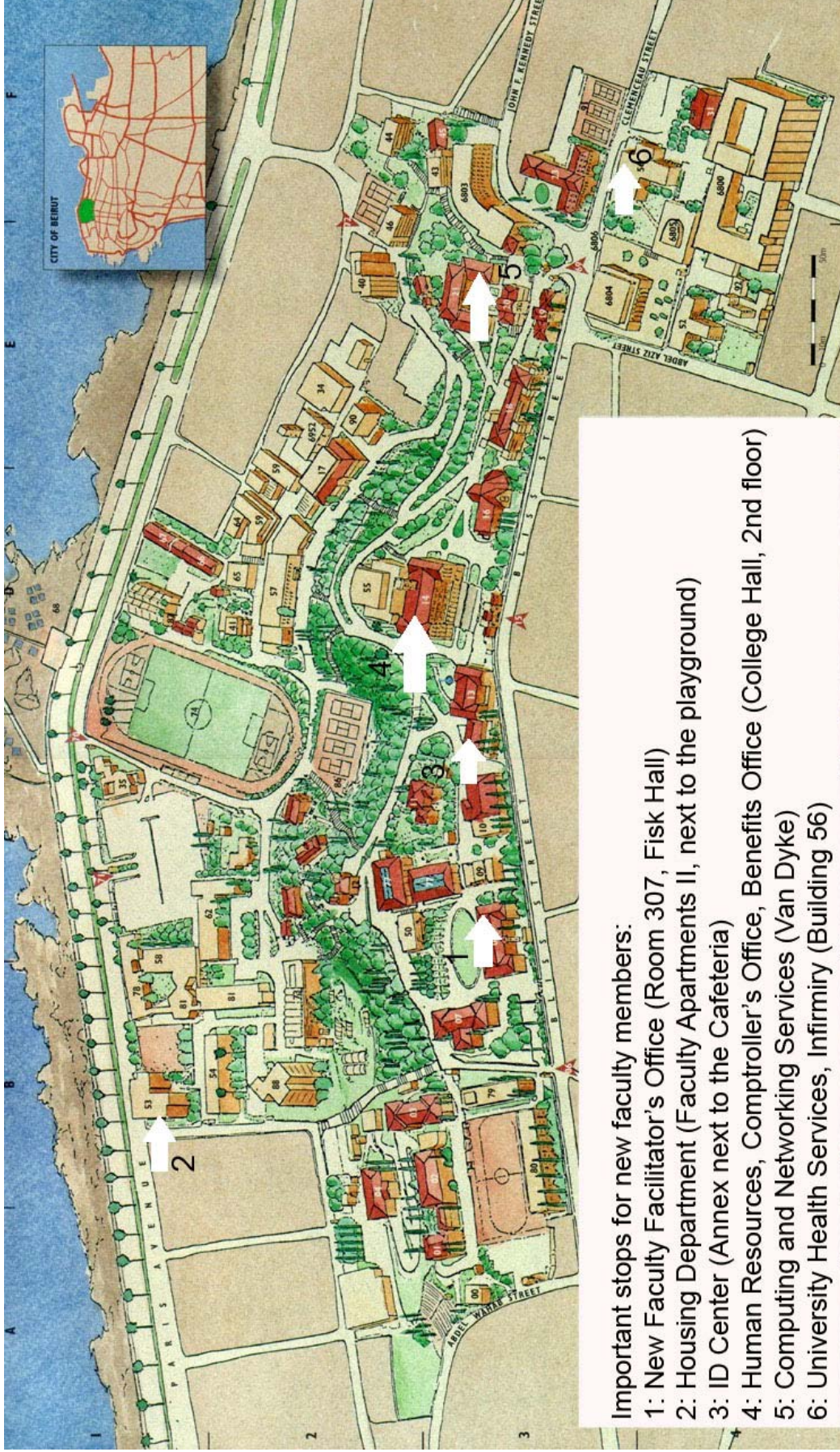
To help you get settled and complete your employment formalities, you will need to stop by the following offices on campus:

-  The New Faculty Facilitator's Office
-  The ID Center
-  The Housing Department
-  Human Resources
-  The Comptroller's Office\*
-  The Benefits Office
-  The Dean's office and your Department
-  Computing and Network Services if you want to configure your laptop for wireless internet access\*\*

For more specific details about the location of these offices, please refer to the following map.

\*You will first need to open a bank account at a bank in the Hamra area. Some banks require a passport and AUB ID for that.

\*\*You will need to present your AUB ID for laptop configuration.



**Important stops for new faculty members:**

- 1: New Faculty Facilitator's Office (Room 307, Fisk Hall)
- 2: Housing Department (Faculty Apartments II, next to the playground)
- 3: ID Center (Annex next to the Cafeteria)
- 4: Human Resources, Comptroller's Office, Benefits Office (College Hall, 2nd floor)
- 5: Computing and Networking Services (Van Dyke)
- 6: University Health Services, Infirmiry (Building 56)