



**Kathleen Hutnik, Ph.D.**  
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## NEW STUDENT ORIENTATION, TA TRAINING, LAB SAFETY INFORMATION

Dear Graduate Student,

Congratulations on your acceptance to Lehigh and welcome to the Lehigh community of 2,100 graduate students! The Graduate Student Life Office is here to assist you with student life concerns by providing information, referrals, advice, and consultation. Your department will handle any of your academic concerns, including departmental assistantship awards.

We would like to invite you to attend our **Graduate Orientation on Tuesday, August 23, 2016**. **Teaching Assistant (TA) Training (Aug 24) and Lab Safety Training (Aug 25)** are also offered for those who require it. These events are designed to make you feel comfortable in the Lehigh graduate community as quickly as possible! To register, please click on the links below.

*Please note, you must use your Lehigh ID and password to register. You must also be logged out of other email accounts.*

**Please register by Wednesday, August 17, 2016, please only register once.**

**Register here if you plan to attend [Orientation](#) (\$25 fee, includes three meals)!**

**Register here for [Teacher Assistant Training](#) (Complementary, required only if you will be a T.A.)**

**Register here for [Lab Safety Training](#) (required only if you will work in a Lehigh Lab)**

Please read the other electronic materials to help you as you prepare to move to and live in our community. In addition, please check our website <https://gradlife.web.lehigh.edu/> for additional information. Also, take a minute to look at our video clips for new international students which include valuable information for domestic students as well.

They include information on:

*Before You Come to Lehigh:* <http://vimeo.com/21667611>

*Graduate Housing:* <http://vimeo.com/21671559>

*Health and Wellness:* <http://vimeo.com/21653772>

*Once You are Here:* <http://vimeo.com/22897247>

**Finding an Apartment:** In addition, please see Residential Services website on both on-campus and off-campus housing <https://financeadmin.lehigh.edu/content/graduate-housing> and [Places for Students](#).

**Low-cost temporary housing:** Lehigh will also offer temporary housing at low-cost from August 5, 2016 through August 16, 2016. Please see information on arranging for temporary housing [here](#).

## REQUIREMENTS

- ❖ **Pennsylvania State Law requires that students living in university housing either (1) obtain a meningitis vaccine or (2) fill out a declination form.** You may obtain the vaccination at the Health Center for a fee. Lehigh's injury and sickness insurance does not cover this fee because the insurance does not cover preventive medicine. Medically, only college freshmen living in dormitories are at an increased risk, so graduate students may feel comfortable choosing to waive the meningococcal vaccine. If you do not want the vaccine, you may waive it by completing the declination form. The form is available at the Student Health Center, Johnson Hall. This law does not apply to students living off-campus. Please address questions and comments directly to the Health Center: 610/758-3870. **For details, please visit [here!](#)**
- ❖ **Taking and passing the [TOPSS test](#) is required of all international T.A.s whose first language is not English.** TOPSS testing is offered throughout the year. For information: 610-758-6099 or email [inesl@lehigh.edu](mailto:inesl@lehigh.edu).
- ❖ **Mandatory Health Information.** Please make sure to complete all necessary forms regarding health information. Check out the requirements here: <http://www.lehigh.edu/health> or call the Student Health Center: 610-758-3870.
- ❖ **Lab Safety Training.** You must go through this training if you will be working in a lab. Your attendance is reported to your department. You will not be allowed in the lab until this training is completed. Please click on the link on the first page to register if Lab Safety Training is needed.
- ❖ **Teaching Assistant Training.** If you've been awarded a teaching assistant position, your department will require you to attend this day-long training which will help you get started. Please click on the link on the first page to register for TA training, if needed.
- ❖ **Lehigh computing account.** New graduate students must establish their Lehigh computing account through the Lehigh graduate application at <http://applyweb.com/lehighg>. Click on View Your Decision Letter and follow the link under "Next Steps".

## E-MAIL ACCOUNTS

More information on E-Mail accounts and technology resources at Lehigh is available at <http://www.lehigh.edu/computing/accounts.html>.

**ID CARDS** <http://www.lehigh.edu/~inluid/>

Your Lehigh ID card provides you with access to several important services, such as access to academic buildings (with approval), a [GoldPLUS account](#), athletic facilities and events, bookstore discounts and library borrowing.

**\*\*ID Photo Submission Information\*\*** You must submit a photo of yourself in advance, to be used on your ID card. The picture must be a color head-and-shoulders photograph of you facing the camera with a plain background. We cannot accept photos where you are wearing sunglasses, hats, or anything that would make it difficult to determine your identity. We reserve the right to refuse any photo, due to poor quality, unacceptable content, or other variables. We reserve the right to crop or edit the image in order to produce an acceptable ID picture. (con't)

You must email your photo as a .jpg file to [inluid@lehigh.edu](mailto:inluid@lehigh.edu) prior to your arrival on campus (please label your photo file with your LIN, example, 876543210.jpg). Recommended picture size is a minimum of 400 x 400 pixels, and a maximum of 800 x 800 pixels. We will produce your card prior to your arrival on campus. More information is also available at: <http://www.lehigh.edu/~inluid/>

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For ID HELP regarding your Lehigh ID, please contact during office hours M-F 7:30am-4:30pm:  
Identification Card Office  
Lehigh University  
Christmas-Saucon Annex  
14A East Packer Avenue  
Bethlehem, PA 18015  
610-758-LUID (5843)  
or email [inluid@lehigh.edu](mailto:inluid@lehigh.edu)

Make sure to check out the Graduate Student Life website at <https://gradlife.web.lehigh.edu/> for updates on Orientation and about the services we provide and the events we have planned for you. We are actively planning activities and events for you and will send you information periodically over the summer.

Also, please note that the [Office of International Students and Scholars](#) will hold an orientation for international students. In addition, your academic program or department will also have orientation events for you. Please be on the look-out for information about those other orientation programs!

And, we'd like to invite you to join our [Facebook](#) and [Twitter](#) pages. For Facebook, look for "Lehigh Graduate Student Senate and Graduate Life Office." For Twitter, follow "LUGradlife." This will be a great chance to find out what's going on and to ask questions to your fellow graduate students.

Please do not hesitate to contact Amy McCrae, Coordinator for the Graduate Life Office, 610-758-4722 or [gradlife@lehigh.edu](mailto:gradlife@lehigh.edu), if you have any questions.

**See you at Orientation! We can't wait to meet you!**

*Kathleen S. Hutnik*

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