



The Einstein Postdoctoral Association
presents the 5th Edition of

The Postdoc Handbook and Resource Guide

“For postdocs, by postdocs”

March 2023

Disclaimers:

The EPA Postdoc Handbook is an unofficial document, and the opinions and other content of this handbook do not necessarily reflect the positions of the Albert Einstein College of Medicine.

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The EPA has sought to provide up-to-date and accurate information, but if any of the information provided is not correct, or if you wish to suggest any changes/improvements, please contact the EPA co-chairs through the email addresses provided.

Current EPA Leadership (Updated 12/20/22):

Co-Chairs

- Silvia Hernandez Velasco silvia.hernandezvelasco@einsteinmed.edu
- Salman Usmani salman.usmani@einsteinmed.edu
- Vacancy To Be Filled

EPA Maintained Pages:

Email: epa.einstein@gmail.com

Website: <https://www.einstein-postdocs.org/>

Facebook: <https://www.facebook.com/einsteinpostdoctoralassociation/>

Twitter: https://twitter.com/epa_einstein

Instagram: <https://www.instagram.com/einstein.postdocs/>

Linkedin: <https://www.linkedin.com/groups/7457915/>

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The Einstein Postdoctoral Association (EPA)

You are the EPA!

From the very onset, the EPA has been a volunteer organization run by postdocs with one goal in mind: to serve the postdoctoral community of the Albert Einstein College of Medicine. The EPA meets periodically with the leadership of the Belfer Institute to discuss topics of interest, importance, and concern to the postdoctoral community. By working together, over the past several years a number of academic programs have been initiated and quality-of-life issues have been addressed successfully for postdocs by the Belfer Institute and the EPA.

The association has two primary roles: (i) to provide both social and career development resources for postdoctoral fellows at Einstein, and (ii) to represent the interests of this group directly to the Einstein faculty and administration as needed. All employed Einstein postdocs are automatically members of the association. The faculty and administration of Einstein actively encouraged the formation of the association, and it was established by a number of volunteers who assembled as an exploratory committee.

Our Mission

The mission of the EPA is to improve the scientific interaction among postdocs and the quality of their personal life.

What EPA can do for you!

The association has a number of goals that we hope will enrich and enhance the scientific careers and social life of all postdocs. These include:

- **Encouraging scientific interaction** within the Einstein postdoctoral community.
- **Representing the interests of postdocs**, in both formal and informal settings, to the faculty and administration of Einstein (issues of interest include salary, housing, visa/immigration issues, day care and other facilities).
- **Promoting career development** by offering information about career choices in both research and non-research areas.
- **Organizing regular social events** for postdocs and their families.

Mailing Lists

- **[Postdocs]** - Einstein-BelferPostdocs@einsteinmed.edu
All postdocs are automatically subscribed to this mailing list upon their arrival at Einstein. This list is **not** managed by the EPA.
- **[EPA]** - Einstein-EPA@einsteinmed.edu
This list is moderated by the EPA co-chairs and is the main communication channel of the EPA. Postdocs can publicize social events, ask for reagents, send

out info about moving sales, etc. **Please note that Einstein prohibits subletting apartments in Einstein housing.** Unlike the [Postdoc] mailing list, subscription does not happen automatically.

After signing up, if you still do not see emails, please **check the spam folder of your mail client.** If you still do not receive EPA mailing list emails, please email the EPA co-chairs and explain the issue.

How to Subscribe to the EPA Mailing List

- **For Einstein-EPA@einsteinmed.edu:** Please add your name/Einstein email address to our google form to sign up for our mailing list:
https://docs.google.com/spreadsheets/d/1X491C0FjkRsY5Zwjzuso4g70XiigE4okm_6VM7babS8/

How to Send an Email to the EPA Mailing List

Please avoid “reply all” or “reply to mailing list”, unless necessary!

- If you send an email to Einstein-EPA@einsteinmed.edu, it will be reviewed by the mailing list moderators, and then forwarded to the list.

How to Remove Your Email From the EPA Mailing List

Please contact the EPA co-chairs to be removed from the mailing list.

The Belfer Institute (for Advanced Biomedical Studies)

Website: <https://www.einsteinmed.edu/research/belfer-institute/>

The function of the Belfer Institute is twofold – (i) to provide a focus for integrating all of the postdoctoral training programs within the Albert Einstein College of Medicine and (ii) to serve as an advocate for postdoctoral issues. The Belfer Institute is directed by a senior member of the research faculty who is responsible for overseeing the academic and the quality-of-life aspects of the postdoctoral experience at the College. Working with the Director is the Belfer Institute’s full-time Administrator.

The current director of the Belfer Institute is

- **Dr. Anne Bresnick:**
Forchheimer Room 315
Phone: (718) 430-2741
Email: anne.bresnick@einsteinmed.edu

Contact information for the Belfer Institute Office is:

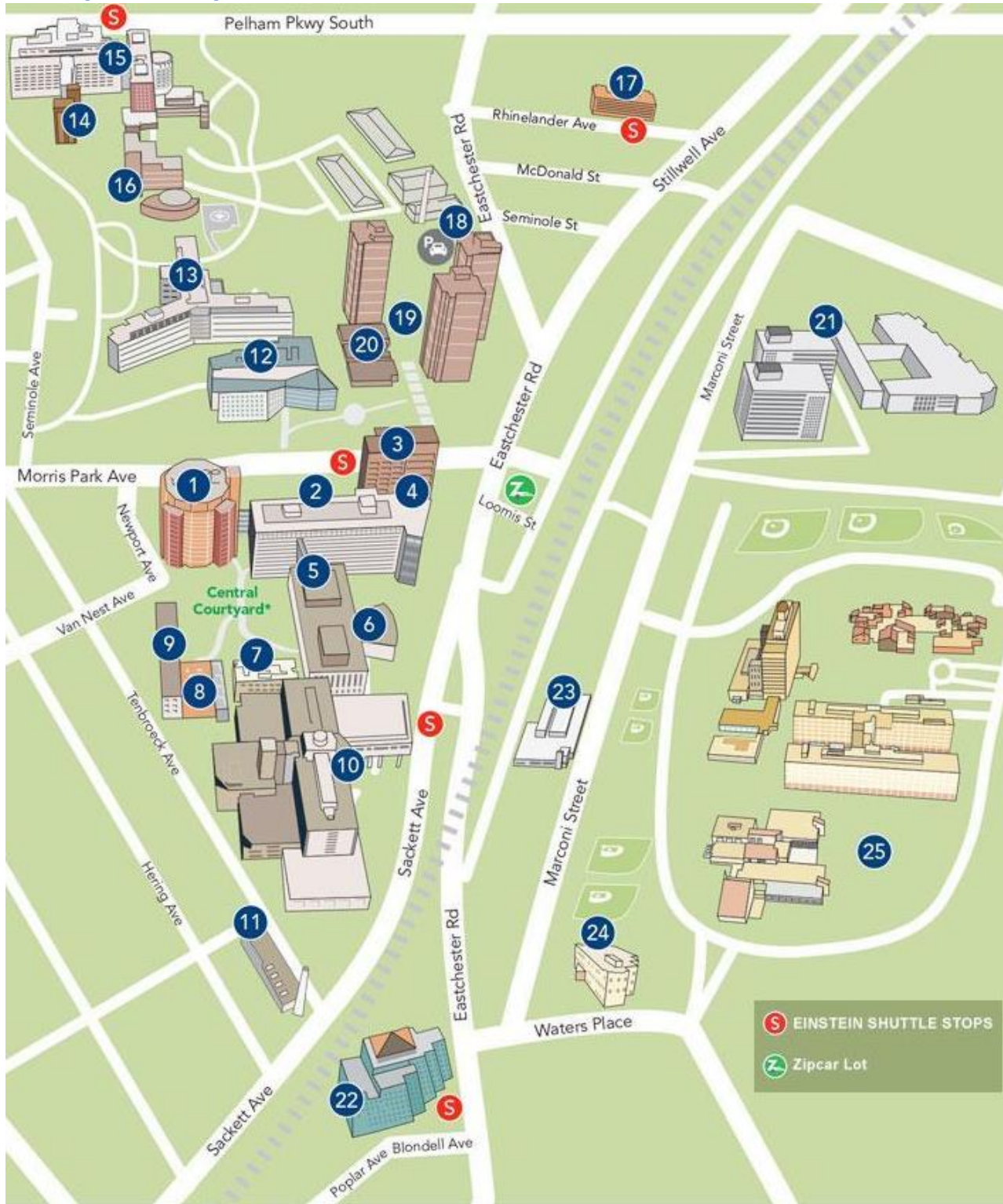
- **Mary Anne Clifford, Administrator**
Belfer Room 915
Phone: (718) 430-3191
Email: maryanne.clifford@einsteinmed.edu

The Belfer Institute serves as a resource to current and prospective postdoctoral fellows, faculty members, and administrators for any and all issues related to postdoctoral researchers. These include, but are not limited to:

- Organizing Belfer-sponsored educational and social programs and activities
- Overseeing postdoctoral policies with regard to hiring, appointments and terminations
- Monitoring postdoctoral salaries and anniversary increments
- Overseeing the management of postdoctoral housing at Einstein, including the assignment of incoming postdoctoral fellows to available housing slots
- Mediation of problems involving work-related issues between faculty and postdoctoral fellows
- Notifying current and potential postdoctoral fellows of job opportunities

For more information about the programs and services that the Belfer Institute provides, please see <https://www.einsteinmed.edu/research/belfer-institute/>

Campus Map & Directions



See Next Page for Building Names

Map Key

Albert Einstein College of Medicine-

- | | |
|--|---|
| 1. Ullmann Research Center for Health Sciences (“Ullmann”) | 10. Jack D. Weiler Hospital (“Weiler”; Montefiore/Einstein Campus; 1825 Eastchester Rd.) |
| 2. Forchheimer Medical Science Building (“Forch/Forchheimer”) <ul style="list-style-type: none">• The Gottesman Library and Friedman Lounge can also be found here | 11. Einstein Boiler Plant |
| 3. Belfer Education Center for Health Sciences (“Belfer”) | 12. Price Center for Genetic and Translational Medicine/Block Research Pavilion (“Price”) |
| 4. Golding Building | 13. Van Etten Building |
| 5. Chanin Institute for Cancer Research (“Chanin”) | 14. Rose F. Kennedy Center (“Kennedy”) |
| 6. Robbins Auditorium | 17. Rhineland Residence Hall (1579 Rhineland Ave.) |
| 7. Gruss Magnetic Resonance Research Center | 18. Parking Garage (1875 Eastchester Rd.) |
| 8. Lubin Dining Hall, Singer Faculty Club (“Lubin”) | 19. Student housing (1925/1935/1945 Eastchester Rd.) |
| 9. Harold and Muriel Block Building | 20. Falk Recreation Center |

Jacobi Medical Center

- | | |
|--------------------------------------|---|
| 15. Jacobi Medical Center (“Jacobi”) | 16. Jacobi Medical Center Nurses’ Residence |
|--------------------------------------|---|

Hutch Metro Complex

- | | |
|----------------------------------|---|
| 21. Montefiore Hutchinson Campus | 24. Division of Substance Abuse – Wellness Center |
| 23. Residence Inn Marriott | 25. Bronx Psychiatric Center |

Montefiore Medical Park Einstein Program Locations

22. Glass Building-Ob/Gyn Private Practice - Nuclear Medicine - Endocrine Faculty Practice

How To Get to Einstein

Address:

Albert Einstein College of Medicine
1300 Morris Park Avenue
Bronx, NY 10461
Tel: (718) 430-2000

Useful links

Some links that you might find helpful for traveling in and around New York (many of which also have phone applications):

- <https://maps.google.com/>
- <http://tripplanner.mta.info>
- <http://bt.mta.info> (for live bus tracking)
- <http://www.roadify.com/>
- <https://transitapp.com/>
- <http://www.roadify.com/>

An Overview of Ways to Get to Einstein

The most common ways for employees to get to Einstein include:

- By Car
- By Bus
- By Express Bus
- By Subway
- By Taxi/Rideshare
- By Bike

About NYC Public Transportation

NYC has a fairly adequate public transportation system and it is definitely possible to live here without a car, even in the Bronx. Whilst the express bus stops shortly after midnight, the subways run 24 hours a day (although you can expect changes in service on evenings and weekends, with less frequent trains/buses).

The Metropolitan Transit Authority (MTA) is responsible for running the public transportation system in the New York City metropolitan area. This includes the subway (nearby lines: 2, 5, 6), local buses (nearby lines: Bx4, Bx8, Bx21, Bx31, Bx12, Bx24), and Manhattan Express Buses (nearby lines: BxM8, BxM10).

Paying for Your Fare on the MTA

Ways to pay your fare (at the subway turnstile before boarding the train or on-board the bus):

- **in quarters or \$1 coins**

- by tapping your **contactless credit card/debit card/smartphone** to the provided OMNY machines (please see <https://omny.info/> for more info)
- by tapping an **OMNY card** to the provided OMNY machines (please see <https://omny.info/> for locations and info. OMNY cards can be reloaded online. See <https://omny.info/about-omny> for purchase locations)
- by using a **MetroCard** with a sufficient balance (“Pay As you Go” – see <https://new.mta.info/easypay> for purchase locations or info. New MetroCards are \$1). Please note that you **cannot** purchase MetroCards onboard the subway or bus and that MetroCards are currently being phased out (expected by 2024).

The best thing to do is to look up the schedules and route maps on the MTA site: these can be downloaded as PDFs. See new.mta.info or download the “My MTA” phone app.

Local Bronx Buses

The MTA runs a number of buses that run within the Bronx, connect to the subway system, or connect to trains/express buses. Some local buses include:

- **Bx21**–Nearby stop at Morris Park Ave/Eastchester Rd
 - 0.1 miles, or a 1 min walk to Forchheimer
- **Bx31**–Nearby stop at Eastchester Rd/Morris Park Ave
 - 0.1 miles, or a 2 min walk to Forchheimer
- **Bx8**–Nearby stop at Williamsbridge Rd/Morris Park Ave
 - 0.3 miles, or a 7 min walk to Forchheimer
- **Bx24**–Nearby stop at Waters St/Marconi St (Near stop and Shop)
 - 0.5 miles, or a 9 min walk to Forchheimer
- **Bx12**–Nearby stop at Pelham Pkwy/Eastchester Rd
 - 0.6 miles, or a 12 min walk to Forchheimer
 - Please note the Bx12 Select Bus Service (SBS) requires a special ticket from the machines before boarding this bus

Please Note: Exact fare for Local Buses is currently \$2.75 with free transfers to other local buses or the subway (as of January 2023)

Express Buses from Manhattan

The MTA runs an express bus service between Manhattan and the Bronx.

- **BxM10**–Morris Park Avenue–stops directly in front of the College of Medicine at Morris Park Avenue and Eastchester Road. Northbound stops in Manhattan are at Madison Avenue and 24th St., 36th St., 45th St, 52nd St and 60th St, 71st St, and on Third Avenue between 86th and 87th St.
- **BxM8**– Heading northbound, the BxM8 drops off at the Westchester Square–Crosby Ave/Westchester Ave stop. From there, you can then take the Bx8 to Williamsbridge Rd/Morris Park Ave, a 7 minute walk to Forcheimer, see above. The BxM8 makes stops in Manhattan at Fifth Avenue and E 72nd St, W 85 ST

Traverse, E 72 ST, W 58 ST, W 51 ST, W 43 ST, W 34 ST, and Madison AV/E 23 ST.

For more information, visit the MTA website (new.mta.info/), where you can download the BxM8 and BxM10 bus schedules (along with others). Additionally, if you just google the bus name and number, you can follow bus statuses in real time.

Please Note: Exact fare for Express Buses is currently \$6.75 (as of January 2023)

Subway Trains From Manhattan

If you're on the west side, take the 2 train (red line) uptown, or if you're on the east side, take the 5 or 6 train (green line) uptown:

1. Take the 2 train uptown (from west side Manhattan) or 5 train Uptown (from east side Manhattan) to East 180th St. Then take the Bx21 bus to Eastchester Road.
2. Take the 6 train uptown (from east side Manhattan) to Westchester Square. Then take the Bx31 or Bx21 bus to Morris Park Avenue.

By Shuttle

Einstein has in place several (free) shuttle bus services linking different campus locations and the E180St MTA subway station on Morris Park Avenue. You will need to show your ID to get on the shuttle. Details and times can be found on the following website: <https://einsteinmed.edu/administration/auxiliary-services/transportation/>

By Car

From Manhattan & Brooklyn: FDR Drive to Robert F. Kennedy Bridge to Bruckner Blvd. (toll!); Bronx River Pkwy (northbound); exit at Pelham Pkwy (eastbound); right into service road after Williamsbridge Road; right turn at Eastchester Rd. to Morris Park Avenue. (Remark: the Willis Ave. bridge is toll free and can be used to commute from Manhattan to Einstein as well).

Alternate Route from West Side: Continue on West Side Highway to the Henry Hudson Parkway, going over the Henry Hudson Bridge (toll). Continue on Parkway to the Mosholu Parkway exit. Follow the Mosholu Parkway until it ends at a traffic light/T intersection. Go left at the light and watch on the right for the entrance to the Bronx River Parkway SOUTH (it will be the first entrance ramp you come to). Take the Bronx River Parkway to exit 7E (Pelham Parkway East). Get into the middle lane and continue straight (DO NOT veer left) on Pelham Parkway, passing under the subway tracks at White Plains Road. Then move to the right lane and watch for the entrance to the SERVICE ROAD running parallel to Pelham Parkway at Williamsbridge Road. Exit onto the service road and come to a traffic light at Williamsbridge. Stay in the far left lane and continue straight on the service road to the traffic light at Eastchester Road. (You will go through a light and pass Jacobi Hospital before reaching the Eastchester traffic light.) Go right onto Eastchester Road to the third traffic light at Morris Park Avenue.

From Queens: Whitestone Bridge (toll) to Hutchinson River Pkwy, to Pelham Pkwy (westbound); left at Eastchester Rd. OR Throgs Neck Bridge (same toll) to the New England Thruway to Pelham Pkwy. (westbound); left at Eastchester Road (southbound); turn right to corner of Morris Park Ave.

From Upstate New York & Lower Westchester: N.Y. Thruwy. to Tappan Zee Bridge; Cross Westchester Expwy. to Sprain Brook Pkwy. to Bronx River Pkwy. and exit at Pelham Pkwy. (eastbound) to Eastchester Rd. (southbound) to Morris Park Avenue OR Saw Mill River Pkwy. to Cross County Pkwy. to Bronx River Pkwy (southbound); then follow directions above OR Hutchinson River Pkwy.

From New Jersey: George Washington Bridge to Cross Bronx Expwy.; exit at Rosedale Ave. to Bronx River Pkwy. (northbound); exit at Pelham Pkwy. (eastbound); bear right onto service road after Williamsbridge road; right at Eastchester Road to Morris Park Ave.

From Connecticut: New England Thruwy. (95 South); exit at Pelham Pkwy. (westbound); left at Eastchester Rd. (southbound) to Morris Park Avenue.

Parking

If you plan to drive, you will need to apply for parking through the Einstein Security Office (<https://www.einsteinmed.edu/administration/auxiliary-services/security/>). They will assign you a lot to park in.

For more temporary parking, you may be able to use the Kwik Park lot on the west side of the street of Eastchester Road at the intersection for Stillwell Avenue. The lot is open from 6:30 a.m- 8:00 p.m.

By Bike

If you live locally, riding a bicycle can be a great way to get to work. There are bike racks found in many different locations on the Einstein campus, including the central courtyard by the library, and outside the Robbins auditorium, Belfer building, Kennedy Center, and Block Pavilion. For a complete listing, please see <https://www.einsteinmed.edu/visitors/campus-map.asp>

It is highly recommended that you register your bike with the NYPD (www.nyc.gov/site/nypd/services/law-enforcement/property-protection.page) and with the security office (<https://www.einsteinmed.edu/administration/auxiliary-services/security/>). You will also want to purchase a good lock.

For those commuting by bicycle, the Falk Recreation Center offer a “Bike Commuter Shower Pass” to shower for free on-campus.

More Transportation Info

Reaching the Airport

- **LaGuardia Airport:** Take the 5 train to 125th Street and then transfer to the M60 bus for service to all terminals at LaGuardia Airport.
- **JFK Airport:** Take the 2 train to 42nd street, transfer to the E train to the Jamaica Station at Sulphin Blvd, and then take the AirTrain JFK (\$8 on your metrocard) to JFK. The Jamaica Station is also connected to Midtown (Penn Station and Grand Central Terminals) by the Long Island Railroad.
- **Newark Airport:** Take 2 train to 34th street/Penn Station and take NJ Transit to Newark Airport from Penn Station (\$8). The Airtrain at Newark Airport is free.

Apps for Taxi Rides

- **Uber:** <https://www.uber.com>
- **Lyft:** <https://www.lyft.com>
- **Via:** <https://ridewithvia.co>

Taxi Services

- Plaza Town Cars - (718) 881-1111
- Tremont Dispatching - (718) 892-6666
- Dial 7 - (212) 777-7777 or book online at dial7.com

Car Rentals

Car rental agencies near Einstein:

- Hertz.com
- Zipcar.com
- Enterprise.com.

You can also try

- carrentals.com

Note: Enterprise offers a discount for Einstein members, as does Zipcar if you register as affiliated to Einstein. Ask for information at the lobby in the Forchheimer building.

You may find that Mount Vernon or Westchester branches offer cheaper car rental than the Bronx (NYC) branches and are a short cycle ride/Uber ride/Zipcar drive away. This is useful if you plan to rent a car for one day or more.

Steps to Take Before You Arrive

□ Coordinate your Visa Application.

If you require a visa, your PI and/or departmental administrator will coordinate all the required documentation for your visa. It is up to you to pay the various fees, fill out the many required forms (all/most can be done online) and to take an appointment with the US Embassy in your country (note: check the embassy waiting times as they tend to be fairly busy).

□ Sign up for Postdoc Housing.

If you want Postdoctoral housing to be ready for you when you arrive, ask your PI to put you on the housing list as soon as possible.

Postdoc housing often has a waiting list, and you may not receive placement in the Rhinelander postdoc housing depending on the length of the waiting list/when you are added to it. For more details (and the housing request form), please check out this link: www.einsteinmed.edu/research/belfer-institute/incoming-postdocs/housing.html.

For additional information about housing, including temporary housing or finding an off-campus rental, see the next section – “Housing On-Campus and Off-Campus.”

When requesting an apartment in Rhinelander, make sure to choose which type (ex. Studio, 1-bedroom, or 2-bedroom) suits your needs best, because once the apartments are assigned, it's not easy to change.

□ Prepare for Your Arrival/First Few Weeks.

□ Covid Requirements/Quarantine.

All employees, including postdoctoral researchers, faculty, staff, and students are required to be vaccinated with a Covid-19 vaccine that has been determined to be acceptable by Einstein. You may request an exemption ONLY if you have medical or religious reasons. For the exemption request forms and further information on Covid-19 vaccination requirements, please visit <https://einsteinmed.edu/intranet/coronavirus/> and <https://einsteinmed.edu/intranet/coronavirus/education-training/postdoctoral-program/>

Please make sure to ask your supervisor about the rules for quarantine and whether or not you have to follow it upon your arrival.

□ Cash.

Bring enough cash (US \$) to last you a while, as you may not get your first paycheck for 4-6 weeks. You will need to pay two months of rent up front and will need enough to pay for food, any transportation costs, etc.

It is recommended that you bring at least \$4,000-\$5,000, but this will vary depending on your circumstance (whether you are alone or with a family, etc.)

□ Documents.

In addition to your Visa and supporting documents, you may also need to supply additional documents for your hiring.

For example, in order for your hiring to be fully processed (and to be added to the Rhineland housing list), you will need to provide a copy of your doctoral degree or a letter from your doctoral university's registrar stating that you have defended and submitted your final thesis, along with the date that your degree will be awarded.

□ Complete Your Pre-Employment Screening

You will be contacted by a Talent Acquisition Specialist from Human Resources (HR) to clear a pre-employment screening process. This may include a background check, education verification, health clearance by occupational health, and a drug screening. HR manages this process.

□ Tell your PI when you are arriving!

Housing: On-Campus and Off-Campus

On-Campus- Rhineland Residence Hall (1579 Rhineland Ave.)

Einstein owns and operates an apartment complex at 1579 Rhineland Avenue that has subsidized housing.

If you rent in Rhineland and wish to park there, you will need to fill out a parking application and return it to the housing office located at 1935 Eastchester Road suite #1A. Please see www.einsteinmed.edu/administration/auxiliary-services/housing/ for application/requirements for parking at Rhineland.

On-Campus- Temporary Housing

Sometimes temporary housing in the form of furnished apartments might be available in Rhineland, or Van Nest. For more information, you can contact the Belfer administrator (see section “Introducing the Belfer Institute”).

Off-Campus- Local Neighborhoods

It is possible to find temporary or longer-term housing in the Bronx if you look in Morris Park (where Einstein is located) or in local neighborhoods like Westchester Square, Throgs Neck, Country Club, Castle Hill, Van Nest, Pelham Parkway, Pelham Bay, Parkchester, etc.

Googling these neighborhoods or individual addresses of apartments that you find might help you better understand the neighborhood and whether it is a safe/good fit.

Off-Campus- Temporary Housing

If you would like to stay somewhere temporary while searching for a rental or waiting a short time for a space in Rhineland, renting an AirBnB might be a good option that is cheaper than hotel (www.airbnb.com). You might also find a sublet or temporary room with someone at Einstein by asking around in the “Einstein COM marketplace” Facebook Group (www.facebook.com/groups/1521985361456541/).

Off-Campus- Renting an Apartment

Caution: Be careful of rental scams! If an apartment seems too good to be true, it probably is. For some tips of how to avoid rental scams, see <https://streeteasy.com/blog/nyc-rental-scams/> or www.usa.gov/housing-scams.

There are many apartments available in the Morris Park area or in nearby neighborhoods if you would prefer finding an alternative space or cannot get off the postdoc housing list in time to start work. Certain areas of Manhattan (for those willing to extend their commute) or areas of Westchester County (for those with a car) may also be options for renting.

Using websites like www.rent.com/, www.apartments.com/,

<https://streeteasy.com/for-rent/nyc>, and www.zillow.com/homes/for_rent/ may be helpful to get a sense of pricing and what is currently on the market.

To rent an apartment off-campus, you will often need to provide proof of employment (your offer letter from Einstein should suffice), previous paystubs, and your credit score. (You may be able to get around having a credit score if you are able to provide your proof of employment).

In NYC, you will most likely need to make 40x the rent to qualify to rent an apartment. Examples: If you make 60,000/year, you will qualify to rent an apartment that is \$1,500 or less. If you and your partner make a total of \$100,000/year, you will qualify to rent an apartment that is \$2,500 or less. See <https://propertyclub.nyc/article/40x-rent-rule-nyc> for more information.

It may also be helpful to work with an established realty group or rental broker to find an apartment. Realtors/brokers can often help you find open apartments and show you multiple different units, thereby saving time. However, you will often need to pay a broker's fee once you have found an apartment and are ready to sign the lease (often around the equivalent of 1 month's rent).

Some local realtors include:

- **HT Realty**- <https://www.hantangrealty.com/>
 - Previously used several postdocs and recommended
- **De Luca Realty Group Inc**- <https://delucarealty.com/>
- **EXIT Realty Group**- www.exitrealtygroup.com
- **Goldfarb Properties**- <https://goldfarbproperties.com/rentals/the-bronx>
- **Feznic Realty LLC**-Contact number: 718 597 1600
 - Manages several apartment buildings nearby

First Steps upon Arrival to the College

We all know a new start at the next level of life is affiliated with a plethora of questions. Don't worry! You will get help!

If you have any questions, contact your EPA representative (www.einstein-postdocs.org) or the EPA official email address (epa.einstein@gmail.com). They will help you! Your EPA rep will also welcome you to Einstein, with **the exclusive EPA coffee mug!**

Upon your arrival at Einstein, the key person for you to contact is your departmental administrator. Your PI should assist you in locating this individual. He/she will initiate the many essential steps necessary to integrate you into your new department and Einstein.

To Do When You Arrive-Housing at Rhineland

See the "How To Get to Einstein" section for details on how to get to Einstein from the airport or Manhattan.

See the "Getting Settled in Your New Home", "Food and Meals", and the "Furniture and Housewares" sections for details on setting up your apartment.

Obtain Your Rhineland Keys

If you have been notified that there is a spot in postdoc housing available for you, you will need to make arrangements with the housing office to get the key to your apartment. The Housing office's hours are Monday-Friday from 9 am to 5 pm. If you arrive outside these hours or during a federal or Jewish holiday (<https://www.einsteinmed.edu/administration/human-resources/work-holiday-schedule-information.html>), you can arrange with the housing office to get the keys from the security or the super of your building. If you experience difficulties getting your key, please ask security to call the housing manager.

Sign Up For An Electricity Account

You will also need to call the electricity company (Con Ed) and tell them you are a new tenant - Housing will give you details.

To Do on Your First Day at Work

See the "How To Get to Einstein" section for details on how to get to Einstein from the airport or Manhattan.

Obtain your Einstein ID card

To enter the building on your first day of work, you will either need your Einstein ID card or your PI will need to arrange for a visitor's pass. Otherwise, you will not be able to enter.

To obtain your Einstein ID card, you will need to have completed the onboarding procedure with your Talent Acquisition Specialist from HR. They will provide you with an ID memo to send to security. Your ID photo can then be taken at the Security Office or taken by yourself in front of a white or grey background.

To obtain your Einstein ID, visit the Security Office on the ground floor of Forchheimer (Room G30), with the memo from your administrator. No Einstein ID is provided anymore for your spouse unless he/she is also a postdoc at Einstein.

□ Find your PI

Locate your PI, who will introduce you to your departmental administrator and the rest of the department.

□ Contact your Department Administrator

Your department administrator will help you with tasks like obtaining lab keys, getting you on payroll, preparing your employment documentation, etc.

Your department administrator will also require some documents from you: a specifically formatted CV and your PhD certificate.

If you are an international postdoc:

- you will also need to provide your passport plus the DS2019 form. When you have your SSN, they will ask for this as well.
- your department admin will help you obtain documentation to open a bank account and a social security number (SSN), (A SSN is necessary to work in the US). To do this, you will need a letter that states 1) that you are employed by Einstein, and 2) where you live in the US. You will need two copies - one for opening a bank account, and one for getting your social security number.

NOTE: Make sure whosoever issues you the letter has physically signed it. The SSN office specifically does not accept a digitally signed letter.

□ Contact IT (if Necessary)

If you have been completely onboarded by a Talent Acquisition Specialist from HR, you should have been emailed the login details for your Einstein account, which will allow you to access the intranet, your Einstein email, and the Wi-Fi. It might take up to two weeks to obtain the Einstein login information, but if you have not, you can contact the Einstein Information Technology (IT) Department at (914) 881-4554.

□ Obtain Medical Clearance From Occupational Health

If you perform experiments in a lab, you will need to have a medical exam. Schedule your medical exam as soon as possible since it may take up to a week or two to get an appointment. Additionally, discuss with your administrator about the possibility to run some of the tests (e.g. TB skin test) with your own doctor in your home country. You will need to email a copy of the report to your administrator.

□ Sign Up for Parking (if Applicable)

If you plan to drive, you will need to apply for parking through the Einstein Security Office (www.einsteinmed.edu/administration/auxiliary-services/security/). They will assign you a lot to park in.

For more temporary parking, you may be able to use the Kwik Park lot on the west side of the street of Eastchester Road at the intersection for Stillwell Avenue if it is not full. The lot is open from 6:30 a.m- 8:00 p.m.

To Do Your First Week-International Postdocs

□ Contact the Office of International Services

Contact the Alexia Pakiela (alexia.pakiela@einsteinmed.edu) from the Office of International Students (OIS) (www.einsteinmed.edu/administration/international-services/). This is necessary before you go to the SSN office, which must be done within 10 days of your arrival in the US. Bring your passport and all your papers. See the Visa section for more information. If you need to visit OIS, they can be found in Belfer, Room 1205.

□ Apply for a Social Security Number

Before you can get paid, you need an SSN. To get one, you will need to travel to the Bronx Social Security Office (<https://www.ssa.gov/ny/services-fo.htm>).

NOTE: Do not go to the Social Security Office before seeing Alexia in the OIS! Your SSN will arrive in 1-2 weeks.

Considering the COVID-19 situation, the SSN offices are no longer entertaining walk-in service. As such you need to call them to secure a proper appointment. If you are not able to schedule an appointment due to non-availability then make sure that you inform your department administrator, the international office, and HR about this issue. That way they will make sure that your payment is not delayed.

□ Contact Payroll/HR

Even without an SSN you can set up your payroll details (to do so, ask your administrator for more information). The Payroll office is in Belfer, Room 1203, and they may want your passport. See the payroll website for more information (<http://www.einsteinmed.edu/administration/human->

[resources/payroll.html](#))

You should ask them about tax exemption if you are an international postdoc (or better still, do some research first) and fill out the necessary forms. See Paychecks section for more details.

Getting Settled in Your New Home

There will be a few hurdles to cross before you get settled in your new home, but here are some basic tips until you are oriented and ready to explore all the options NYC has to offer.

Banking

ATMs on Campus

An ATM can be found on campus on the first floor of Forchheimer (make a left down the first hallway after entering the building.) Money can be taken out from your debit account for a fee.

For the next closest ATMs, please consult your bank's website.

Signing Up For a Bank Account

The most convenient nearby bank is Chase (1068 Morris Park Avenue). They are well-versed with Einstein employees! TD bank (1868 Williamsbridge road) and Citibank (1800 Williamsbridge road) are located close to the institute as well.

You will need your passport, a letter from your department administrator stating your employment, and address. You do not need a SSN to open a bank account, but you will need one to get your debit/credit cards! Your account cards will arrive in the mail a few days later. You can also request check books.

Many banks like Chase use phone apps available for iPhone and Androids (useful to transfer money, write/send checks, etc.).

Signing Up For a Credit Card (If Desired)

After you have settled into your postdoc and new apartment, it is worth looking at getting a credit card. It is important to have credit history in the United States and it is important for many. It is worth applying through your bank to see if you are eligible, your first credit limit will typically be small, but it will allow you to build credit history if you use the card and pay it off every month.

The banks mentioned above (Chase and Citibank) may be able to help you with a credit card application to their bank, but there are many different credit cards out there. To find the right credit card for you, you may want to peruse articles on a website like www.nerdwallet.com/the-best-credit-cards (you DO NOT need to make an account/link your data to them to use this site). Be careful of scams when applying for credit cards online.

If you do not have an American credit history, you may need to first establish credit history through a secured credit card. A secured credit card

requires that you deposit money into a bank account and the amount you deposit determines your credit limit.

Tips for applying for your first credit card: Apply for a card one at a time, applying for too many at once may negatively hurt your credit score.

Cell phone, Internet, Cable

Maintaining contact with friends and family will likely be one of your primary concerns when moving to a new city, and in many cases, a new country. Arranging telecommunications can be a difficult and expensive task if you are from outside the US – hopefully this guide can help reduce the frustration involved.

Obtaining a Cell Phone – Contract Phones

This will depend on the service and the carrier. If you are a foreign postdoc with no social security number and no American credit history, some carriers will ask for a hefty cash deposit (\$150-500) for a cell phone if you sign up for a (typically 2-year) contract. This will probably be refunded via credit on your account after you have been paying your bills regularly for at least 11 months (depending on your contract and provider).

You may also be asked for a cash deposit if you want to sign up for long distance plans on a land line. Tariffs for smartphones with a data plan start around \$50/month and can be more depending on how much data or minutes you want. Remember to check for Einstein staff discounts for AT&T (www.att.com) and Verizon (www.verizon.com)! For more information, see www.einsteinmed.edu/administration/human-resources/employee-discounts.html.

An alternative is to buy your own cell phone (instead of getting one ‘free’ with contract purchase) and pay a carrier to activate it.

Some other carriers include T-mobile (www.t-mobile.com) and Sprint (www.sprint.com).

Obtaining a Cell Phone – Pay as You Go Phones

You can also go with the ‘Pay As You Go’ carriers, such as StraightTalk (www.straighttalk.com), MetroPCS (www.metropcs.com), or Virgin Mobile (www.virginmobileusa.com), Mint Mobile (www.mintmobile.com), Tello Mobile (www.tello.com), and Visible by Verizon (www.visible.com), who tend to have more reasonable monthly fees without a contract (e.g. \$30-60 for unlimited text and data). **Make sure to check the compatibility of your phone** to a service before signing up on the service’s website.

You can sign up for cell phones via the internet (you can use a debit card to make a cash deposit), or you can go to one of their retail locations.

The cheapest and best way, perhaps, is to buy a used phone through Amazon/E-Bay and sign up for a ‘Pay as you go’ connection offered by most carriers in this section.

Other Ways To Contact Family/Friends

There are other, cheaper ways to contact friends and family. If you have home internet, you can download Skype (www.skype.com) and talk for free to anyone in the world over your computer (this is called VOIP), as long as you have a basic microphone and the other person also downloads Skype. You can also buy cheap Skype credit and call landlines.

Alternatives to Skype are Whatsapp, WeChat, Line, Signal, Telegram etc. Furthermore, all Einstein students and employees are provided with a zoom account to use to connect virtually. Your login will be your Einstein email and password.

Another solution is to buy phone cards with low rates to your home country. These can be purchased over the internet and activated immediately (good examples are: comfi.com or relianceglobalcall.com).

Internet and Cable

FiOS internet in Rhinelander is **provided by Einstein and currently free of charge**. Each apartment has its own wireless modem, and the username and password for the internet can be found on the modem.

Off-campus, you will need to consult your landlord to see what internet provider your apartment is wired for (ex. Verizon, Spectrum, Optimum, T-Mobile, Verizon). Einstein does provide some discounts for internet service, for example, through Verizon. For more information, see www.einsteinmed.edu/administration/human-resources/employee-discounts.html.

If you are interested in cable (live) TV, you may be able to subscribe for both cable and internet through your provider for an additional fee through the providers listed above.

Health and Wellness

Health Insurance

For an overview of all benefits that you may qualify for as an Einstein postdoc, please see <https://www.einsteinmed.edu/administration/human-resources/post-docs.html>.

Overview (As of Jan 2023)

- **Medical:** MontePrime EPO or MonteCare PPO-www.empireblue.com/
- **Dental:** Cigna DHMO or Cigna PPO-
www.my.cigna.com/web/public/guest
- **Vision:** United HealthCare vision-
www.myuhcvision.com/MWP/Landing

Your health insurance cost per paycheck will vary depending on the plan you select and whether you have any dependents.

Physical Health

Emergencies

For life-threatening emergencies, call 911.

For more emergency department information, please see www.montefiore.org/emergency-services

Finding a Primary Care Doctor or Specialist

Once you have received your health insurance, to find a doctor that takes your health insurance, you can utilize the “Find Care” page on the Empire Blue Cross website www.empireblue.com/.

Utilizing a doctor within the Montefiore Network can reduce or eliminate your copay. See www.mymontebenefits.com for more information based on your specific plan.

In-person Urgent Care

For common illnesses or minor injuries, you may want to visit an urgent care when you cannot get in to see your primary doctor. For a complete list of Urgent Care locations, please check the Empire Blue Cross website www.empireblue.com/.

Montefiore Medical Group - Bronx East
2300 Westchester Avenue Bronx, NY 10462
Hours: Every day, 8:45AM - 5:00PM
No appointment necessary

Phone: 718-409-8888

Virtual Urgent Care

For common illnesses or minor injuries, you can reach a doctor online by utilizing Montefiore's Virtual Urgent Care (www.montefiore.org/virtual-urgent-care).

Hours: Monday – Friday, 10:00am – 9:30pm
Saturday and Sunday, 10:00am – 6:00pm
No appointment necessary

Mental Health

Emergencies

For life-threatening emergencies, call 911.

For non-life-threatening emergencies, contact the Montefiore Psychiatric Emergency Department at 718-920-7460 to be directed to a directed to a psychiatry resident.

Einstein Student Mental Health Center

Despite the name, the Einstein Student Mental Health Center will also see/serve Postdocs working at Einstein. The center employs both a psychiatrist and psychologists.

For appointments, postdocs can call (718) 839-7400 or email Dr. Battaglia at joseph.battaglia@einsteinmed.edu.

Hours: 8 am- 5 pm, Monday through Friday and until 7 p.m. Wednesdays.

Walk-in Hours: 8 a.m. to noon and 2:30 p.m. to 4 p.m. Monday and Wednesday.

For more information, see: www.einsteinmed.edu/education/student-affairs/student-wellness-wellmed/student-mental-health-center.html

Montefiore-Einstein Psychiatry Associates-Telehealth

The Montefiore-Einstein Psychiatry Associates (MEPA) are equipped to treat a variety of conditions in adults and children. This center offers both virtual telehealth-exclusive appointments and physical appointments in Westchester. These appointments are covered by our postdoc insurance.

For appointments, call 914-377-4466 or send an email to MEPA@montefiore.org.

Pharmacy

Postdocs on the Montepime PPO plan can fill their prescriptions through the Montefiore Outpatient Pharmacy or through the Express Scripts Inc (See your plan information for more detail about using Express Scripts).

Postdocs on the MontePrime EPO health plan must get their prescriptions filled through the Montefiore Outpatient Pharmacy.

The Montefiore Outpatient Pharmacy

You will need to have your doctor electronically send your prescriptions to:

Montefiore Community Pharmacy at Montefiore Moses Hospital
110 East 210th Street
Bronx, NY 10467
(718) 920-4934

To use the Montefiore Outpatient Pharmacy, you will need to enroll in the Montefiore Outpatient Pharmacy Management System by completing the Pharmacy Registration Form at www.montefiore.org/montefiorepharmacy. Be sure to select your default delivery location as Einstein COM (Einstein Pharmacy).

The Outpatient Pharmacy will send your prescription to:

Jack D. Weiler Hospital Pharmacy
1825 Eastchester Rd
Bronx, NY 10461
(718) 904-3039
Hours: 8:00am-5:00pm, Monday-Friday

The pharmacy at Jack D. Weiler Hospital is located on the first floor of the hospital, where you can pick it up. After entering the hospital and showing your ID to security, turn right down the first hallway, following it to the end, and then making another right. All prescriptions requested by 11am Monday through Friday will be ready for pick-up at the Weiler Hospital pharmacy the same day after 2pm.

To enroll in Auto-Refill, submit a request at www.montefiore.org/secure-forms-manager-3925.

Fitness

Einstein Falk Center

All Einstein Postdocs now have the ability to get a free Gym membership to the Falk Center that is located in the Student Housing Quad. To start using the Gym facilities you will need to visit the front desk at the Gym to get your membership tag. In addition to gym equipment and group

fitness classes, the gym also contains an indoor swimming pool, sauna and steam room. The Falk Center also contains indoor basketball, racquetball and squash courts. For information, visit the gym and/or check the website on the Einstein intranet.

Peer Mentoring Program

Einstein has introduced a Peer mentoring program for new Postdocs who arrive at Einstein. The goal of the peer mentor network is to ease the transition into postdoc life and create a community where postdocs support one another in their academic and personal pursuits. For more information, see www.einsteinmed.edu/education/student-affairs/academic-support-counseling/peer-mentor-network.aspx

Food and Meals

Grocery Shopping

Supermarkets that are walking distance from Einstein:

- Aldi (1750 East Gun Hill Rd)
- Apples (2034 Eastchester Rd)
- Big Deal (1018 Morris Park Ave)
- Key Food (2722 East Tremont Ave)
- Stop and Shop (1720 Eastchester Rd, **also has a liquor store next to it**)

Fresh Fruit and Vegetables

Farmer's market on Tuesdays and Fridays in front of Jacobi Hospital from May to November.

Fruit/vegetable stores nearby Lydig Avenue or Arthur Avenue ("Little Italy in the Bronx"), with cheaper prices than in the supermarkets.

Groceries By Car

- Fairway Market (847 Pelham Parkway, Pelham, NY)
- Chang Li Supermarket (2079 Benedict Ave, Bronx; Asian Supermarket with fresh and cheap fish)
- Poshora Halal and Grocery (2148 Starling Ave, Bronx, 718-828-8418; specialty grocery carrying green chilis, halal meats, and a variety of Indian ingredients and prepared foods)
- Stew Leonards (1 Stew Leonard Drive, Yonkers, NY 10710; Wine Store, Fresh Stuff, great for Kids!)
- Super Stop & Shop (240 East Sandford Boulevard, Mount Vernon, NY 10550)
- Trader Joe's (1260 Boston Post Road, Larchmont, NY 10538 and 727 White Plains Rd, Scarsdale, NY 10583)
- Costco (various locations throughout the metropolitan area, closest to Einstein: 1 Industrial Lane, New Rochelle, NY 10805). Annual membership required, large quantities.

Groceries Online

There are many different grocery services that will deliver groceries for a fee. Here are some examples:

- Amazon Fresh/Wholefoods (www.amazon.com)
- Fresh Direct (www.freshdirect.com; Fresh Direct also delivers wine and beer)
- Peapod / Stop and Shop (www.peapod.com)

Easy-to-cook Meal Services

- Blue Apron (www.blueapron.com, provides step-by-step recipes)
- Hello Fresh (www.hellofresh.com, provides step by step recipes)

Take-out Food Delivery

- Seamless (www.seamless.com)
- Uber Eats (www.ubereats.com)
- Grubhub (www.grubhub.com)
- Doordash (<https://doordash.com/>)
- Too Good to Go (<https://toogoodtogo.com/>) (Pickup Only)

Restaurants/Eateries Near Einstein/Rhineland:

- Patricia's of Morris Park (Morris Park Avenue)
- La Masa (Morris Park Avenue)
- Estrellita Poblana IV (Westchester Square)
- Emilio's Pizza (Morris Park Avenue)
- Thana Thai (Eastchester Road)
- Burger Time (Morris Park Avenue)
- Morris Park Bake Shop (Morris Park Avenue)
- Cardidad (Williamsbridge Rd)

Powder Meals and Liquid Meals

Powder or bottled meals are practical, cheap, nutritionally complete and vegan. They can be used as “emergency food”, quick breakfast substitutes, or to replace every meal you have at work.

- Soylent www.soylent.com
- Huel www.huel.com

Furniture and Housewares

NYC offers a massive array of shopping options, so once you get settled you will have no problem exploring many different stores for housewares. If you need basic furniture items in a timely manner, one of the first things you can do is check notices for items for sale on the bulletin boards around Einstein and in your department. The information boards in/at Einstein elevators often have postings for postdoc and student moving sales.

Announcements of moving sales are also frequently circulated on the EPA mailing list and on the Facebook group “Einstein COM marketplace” at www.facebook.com/groups/1521985361456541/. It is worth joining as you might be able to buy some furnishings for your apartment.

Security in the Rhinelander Building or in Building 1935 (Student housing, see Campus Map & Directions) can provide moving bins and a trolley to borrow to move your items (they will ask to leave them your ID as a caution).

Stores Near Campus

For small items like cheap cleaning supplies, inexpensive cookware and tableware, try Stop and Shop, or any of the dollar stores near White Plains Road and Lydig Ave, or down Morris Park Ave. Also nearby is a Home Depot (1806 E Gun Hill Rd) and a Dollar Tree (1750 East Gun Hill Rd, next to Aldi).

Bay Plaza Shopping Center: accessible by bus (catch Bx12 at Eastchester & Pelham Parkway for direct service), has Kmart, JC Penney, Pier1 Imports, Marshalls and Macy’s (bedding, kitchen and bath supplies, etc.) (mallatbayplaza.com).

Popular **Manhattan housewares retailers** include Crate and Barrel, The Container Store, and Bed, Bath, and Beyond, and there are nearby IKEAs in New Jersey (lower sales tax!) and in Brooklyn.

Stores A Little Further Away

IKEA - New Jersey

Directions: Take the 2 train at East 180th Street or Pelham Parkway all the way down to Times Square, and follow the signs to the Port Authority Bus terminal. Catch the NJ transit bus #11 (\$7 per adult or \$3.50 under 11 or above 62). More information on www.njtransit.com/pdf/bus/TO111.pdf. If you are planning on getting larger items delivered to your home, anticipate delivery charges of \$100+ or check the web specials (it might be more expensive for delivery overnight). Therefore, a car rental cost might be cheaper than delivery, especially with Zipcar offering an hourly rental.

Website: www.ikea.com/us/en/store/elizabeth

IKEA - Brooklyn

Directions: A complimentary shuttle runs to Smith & 9th, 4th & 9th and Borough Hall subway stations from 11 am to 10:10 pm daily every half hour (Monday through Sunday). There is also a water taxi from pier 11 to IKEA (\$5 one-way Monday through Friday, free on the weekends). More information here:

Website: www.ikea.com/us/en/store/brooklyn/services

IKEA - Queens

Address:
95-05 Queens Blvd
Queens, NY 11374

Website: www.ikea.com/us/en/stores/queens/

The easiest and quickest way from the Bronx is via car or by Rideshare (Uber, Lyft etc). For public transportation, take the 5 train from either Pelham parkway or East 180 street or the 6 train from Westchester Square to 59th street. Once at 59th street transfer to a Queens bound R train to 63 Drive-Rego Park Station, Ikea is located next to the subway station.

Shopping Online

Online shopping also offers an array of options, often with free or cheap shipping, even of large/furniture items:

- www.amazon.com
- www.walmart.com
- www.overstock.com
- www.ebay.com
- www.newyork.craigslist.org

NOTE: Buyer caution advised.

Leisure-Things to Do in the Bronx

Bronx Zoo

The Bronx Zoo is the biggest zoo in NYC and is definitely worth a visit, plus it is a short distance from Einstein. To get there by public transportation take the Bx12 or Bx12 select bus to the White Plains Road stop or Southern Boulevard stop. The entrances are about a 5-10 minute walk from either bus stop. <https://bronxzoo.com/>

New York Botanical Garden:

The New York Botanical Garden is also located in the Bronx and is close to Einstein. There is something to see and do in every season. Highlights include the Orchid show in February-April, The Holiday train show in November-January, the cherry blossoms in Spring and the Thain Forest in Fall. To get there by public transportation, take the Bx12 or Bx12 select bus to the Southern Boulevard stop. The main entrance is a 5-10 minute walk along Southern Boulevard. <https://www.nybg.org/>

Arthur Avenue

The Bronx is the home of the real little Italy which is located on Arthur Avenue. Arthur Avenue is home to lots of Italian Restaurants, Bakeries, Delis and markets. To get there by public transportation take the Bx12 select bus to Southern Boulevard and continue 5-10 minutes walk along East Fordham road to Arthur Avenue. Or take the Bx12 stop one additional stop after Southern Boulevard to get to Arthur Avenue. <https://www.arthuravenuebronx.com/>

Pelham Bay Park and Orchard Beach

Einstein is also close to Pelham Bay Park. Pelham Bay Park is more than three times the size of Central Park and is the largest park in NYC. Pelham Bay Park is about a 20 minute walk from Rhinelander housing along pelham parkway or you can take the Bx12/Bx12 select bus towards Bay Plaza and get off at the stop next to the 6 train. Orchard beach is also located within pelham bay park and is a short drive from Rhinelander or can be reached by a city island bound Bx29 bus at the pelham bay park 6 train station or the Bx12 on weekends during the summer. <https://www.nycgovparks.org/parks/pelham-bay-park>

City Island

City Island has a number of great seafood restaurants and is near Einstein. It is a short drive from Einstein/Rhinelander or can be reached using the Bx29 bus at the Pelham Bay Park subway station.

<https://www.nycgo.com/boroughs-neighborhoods/the-bronx/city-island/>

Manhattan and Other NYC Boroughs:

There is always something happening and new to explore in NYC. Sometimes it is worth picking a neighborhood to explore and wander around. While this isn't a complete list here are some of the top attractions in NYC:

- The Metropolitan Museum of Art
- Central Park
- The Museum of Natural History
- The Guggenheim Museum
- The Museum of Modern Art
- All the Broadway Shows!!
- Times Square
- Rockefeller Center and Radio City Music Hall
- Bryant Park
- Hudson Yards
- Madison Square Park and Flatiron: Eataly is also located here and is worth visiting
- All of the Observation Decks (Empire State Building, Top of the Rock, One World Observatory, The Edge, SUMMIT One Vanderbilt)
- The High Line and Chelsea Market
- 9/11 Memorial site and museum
- Battery Park and Liberty Island
- Brooklyn Bridge and DUMBO
- Union Square
- Governor's Island
- Little Island

- American Sports:
 - Baseball at Yankee Stadium or Citi Field,
 - Ice Hockey or Basketball at Madison Square Garden,
 - American Football at MetLife Stadium
 - the US open held in Flushing Queens in August/September.

“I consider it important, indeed urgently necessary, for intellectual workers to get together, both to protect their own economic status and also, generally speaking, to secure their influence in the political field.”

-Albert Einstein

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If any of the information provided is not correct, or if you wish to suggest any change/improvement, please contact the EPA co-chairs through the email provided.