

Welcome Letter



Greetings and Welcome to Columbia University!

We're thrilled that you've chosen to take the next step in your career with us and join one of the world's most prolific research communities!

Columbia University spans five campuses across the New York City area and is home to over 2,000 Postdocs and Associate Research Scientists/Scholars who play a vital role in advancing our renowned research programs.

As the newest member of this vibrant community, we've prepared a guide to help you plan for your time here and make the most of your experience.

Office for Postdoctoral Affairs and Early Career Research

Contact Us:

CUIMC Campus Office and Mailing Address:

154 Haven Avenue, Suite 313
New York, NY 10032

Morningside Campus Office:

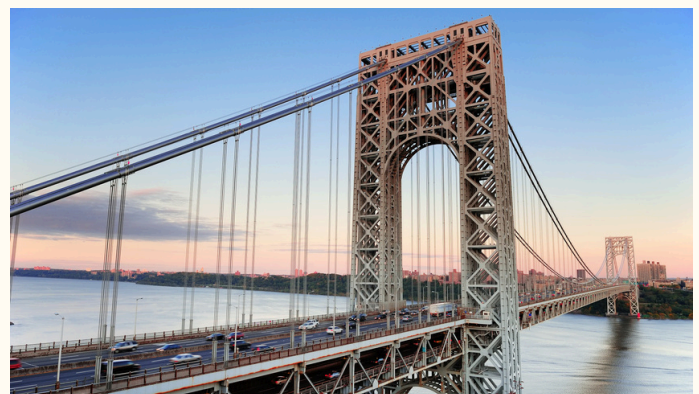
Chandler Hall, Room 351
(By appointment only)

Website: <https://research.columbia.edu/office-postdoctoral-affairs-and-early-career-research>

Calendar: <https://research.columbia.edu/office-postdoctoral-affairs-calendar>

Email: postdocaffairs@columbia.edu

Phone: [212.305.4073](tel:212.305.4073)



Prior To Your Arrival



Your Appointment

To be appointed at Columbia, you will need to sign an employment contract. Your Department Administrator (DA) will then assist you in submitting the necessary paperwork to the appropriate office. Once your appointment is confirmed, be sure to ask your DA for your UNI (University Network ID), which will grant you access to online resources and training before you arrive on campus. Additionally, take note of your appointment's end date, as reappointment paperwork should begin processing at least 90 days before your contract expires.



[Sign up for OPA's New Postdoc Orientation](#)



Planning Your Postdoc

Make sure to discuss expectations regarding work hours, project guidelines, departmental policies, procedures for scheduling vacation or taking sick days, payment schedules, and necessary keys to rooms/labs with your Principal Investigator (PI). As you plan your postdoctoral training, consider creating an **Individual Development Plan (IDP)**.



[Planning Your Postdoc](#)



Obtain Housing

It is advised that you begin your housing search at least three months before moving to NYC. If you are interested in on-campus housing, there are limited opportunities available to Postdocs on the Morningside and CUIMC campuses. Please note that housing is not guaranteed on either campus.



[Morningside Housing Office](#)



[CUIMC Housing Office](#)



International Postdocs

You will need to contact the **International Students and Scholars Office (ISSO)** to ensure that all appropriate forms have been completed. Also, make sure to request a letter from your DA to enable you to obtain a Social Security Number (SSN). Follow the instructions on ISSO's website about taxes and obtaining a SSN.



[ISSO](#)




[Obtain a SSN](#)

Upon Your Arrival



OPA Career Training

We encourage you to join OPA for career and professional development programs, including the **Individual Development Plan (IDP)**, the **Academic Application and Early Career Success Series**, the **Career Advancement Series**, and more!

 [OPA Career Programs](#)

Columbia Trainings

Complete your required research compliance training via **Columbia's Training Finder**. You will also receive an email regarding mandatory Anti-Harassment, Discrimination, and Title IX training.


 [Training Finder](#)




Well-Being

Columbia provides comprehensive well-being and mental health support through the **CopeColumbia**, the **Employee Assistance Program (EAP)**, and the **Office for Work/Life**. These initiatives offer 1:1 counseling, expert workshops, and collaborative group activities.

 [CopeColumbia](#)

 [EAP](#)

 [Work/Life](#)

Connecting

You can connect with the postdoc community through various channels, such as the **Columbia University Postdoctoral Society (CUPS)**, the **National Postdoctoral Association (NPA)**, which enhances the postdoctoral experience through professional development and networking, and the **New York Academy of Sciences (NYAS)**. As a Columbia postdoc, you are eligible for free affiliate membership.

 [CUPS](#)

 [NPA](#)

 [NYAS](#)

Upon Your Arrival



Columbia ID

To access Columbia resources, you'll need your UNI (provided by your DA) and a Columbia ID card.

- **Morningside Campus:** Once your nomination is at the Provost's Office, visit the ID Office in Kent Hall, Room 204.
- **CUIMC Campus:** Once your nomination is at Faculty Affairs, take a DA identification letter to the Public Safety Office (P&S Building, 630 W. 168th St.).



[ID Center @ Morningside](#)



[ID Center @ CUIMC](#)



Transportation & the Arts

For University travel, utilize the **Columbia Intercampus Shuttle**; additionally, New York City offers extensive transportation options via its subway and bus lines. For entertainment, **the Arts Initiative at Columbia** provides eligible faculty and staff with discounts for movies, Broadway, and off-Broadway performances, as well as access to cultural institutions throughout the city.



[Columbia's Shuttle](#)



[Columbia's Arts Initiative](#)

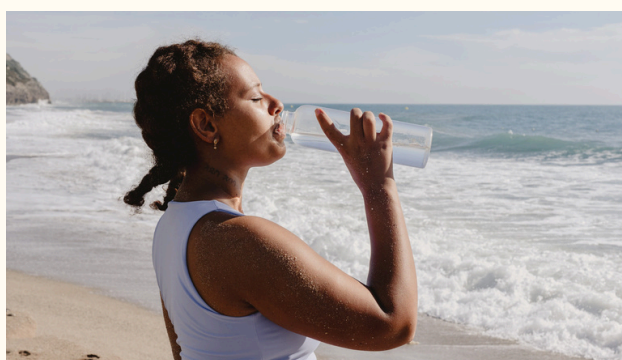


Funding Opportunities

GrantForward is a web-based tool that supports the discovery, tracking, and sharing of funding opportunities across all disciplines. It uses researcher profiles and keyword-based matching to deliver tailored funding recommendations.



[GrantForward](#)



Benefits

The University's benefits include programs that provide medical, dental, vision, prescription drug, life insurance, and tax savings accounts to eligible faculty and staff. Learn more by clicking "Columbia Benefits" below.



[Columbia Benefits](#)



Don't forget!

Once you arrive on campus, please make sure to attend an upcoming OPA Orientation for specific information about the benefits and resources available to Columbia Postdocs by checking the OPA Calendar.

In the meantime, you can review the Postdoctoral Handbook (please use your UNI credentials to access this document), Faculty Handbook, and essential policies for the Columbia community.

Also, remember to mark your calendar 3 months before your appointment ends to initiate reappointment paperwork, if appropriate.



[Faculty Handbook](#)



[OPA Handbook](#)

Joining the team of researchers at Columbia University is an exciting next step in your career. Congratulations on this accomplishment. We look forward to supporting you during this phase of your career.

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