

Quick Start Checklist for Postdocs at CU-Boulder

Before Starting

- Obtain housing.
- Sign up for a local bank account.
- Obtain a Colorado driver's license, if desired.
- Postdoc Parents*: Enroll your child(ren) in school and/or daycare.
- International Postdocs*: Consult with your department and International Student and Scholar Services to complete your visa requirements for yourself and your family, if applicable, and to determine next steps before and after arrival in Colorado.
- Explore Boulder's parks, shopping areas and attractions.

First Day

- Activate your IdentiKey.
- Ensure your employee information is correct on MyCuInfo.
- Fill out your I-9 form (bring appropriate documentation with you).
- Fill out the appropriate tax withholding forms:
Domestic Postdocs: fill out W-4 on MyCuInfo.
International Postdocs: schedule a consult with an international tax specialist.
- Fill out your direct deposit information on MyCUInfo.
- Have lunch with your coworkers and/or mentor.

First Week

- Get your Buff OneCard and Eco Pass.
- Meet with your mentor to discuss your career and project plans.
- Explore the CU-Boulder campus.
- Complete your online New Employee Orientation, Information Security & Privacy Awareness and Discrimination and Harassment training on MyCUInfo.

First Month

- Enroll in benefits through MyCuInfo
- Fill out your Individual Development Plan (IDP) and discuss it with your mentor.
- RSVP for New Postdoc Orientation.
- Sign up for Responsible Conduct of Research training.
- Complete your Disclosure of External Professional Activities (DEPA) form.
- Determine and complete any other required project- or department-specific trainings.
- Attend a sporting or cultural event, visit a museum, or participate in an outdoor activity.