



Kathleen Hutnik, Ph.D.
*Associate Deputy Provost for
Graduate Education*
Office of Graduate Student Life
217 W. Packer Avenue, Bethlehem, PA 18015
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**NEW STUDENT ORIENTATION, TEACHER ASSISTANT TRAINING,
AND LAB SAFETY INFORMATION**
Wednesday, January 18th from 9am-12pm in STEPS Bldg, Room 101

Dear New Graduate Student,

Congratulations on your acceptance into Lehigh University and welcome to the community of 2,000 graduate students! We are eagerly preparing to help you with your transition to graduate school and excited to help you thrive as you begin your studies. **There's a lot of information in this memo, so I suggest you take in the information step by step.**

The Graduate Life Office will assist you with concerns about living and learning at Lehigh. We are here to provide general advice, consultation, and information. We can direct you to academic, professional, and other support services, and we facilitate the building of a strong community among graduate students across the University.

[General Orientation](#) will be on Wednesday, January 18th from 9am to 12pm in STEPS room 101. Please register for orientation [here](#). If you are working in a lab, Lab Safety Training is mandatory. It is offered by the office of Environmental Health and Safety. Please check [our website](#) for details regarding signing up for this training.

If you've been awarded a Teaching Assistantship, please review the [TA training video](#) recorded in August. In Fall 2023, you are invited (and your department may require you to) to attend the in-person TA Training. These sessions will help prepare you to be an effective teacher. For example, sessions will include such topics as, how to craft an effective presentation, an introduction to educational technology, and how to think through assessments of learning.

If you are an international TA whose first language is not English, you will need to take and pass the [TOPSS](#) test. Please email topss@lehigh.edu or call 610-758-6099 for more information.

HOUSING: Please check out the [Lehigh Graduate Housing](#) for information and advice on finding on or off-campus housing. We also suggest checking out [Places4Students](#) and joining the [Lehigh Graduate Student Life Facebook group](#), [Twitter](#) and [Instagram](#). Check out [this page](#) for some helpful tips on finding housing.



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COMPUTING ACCOUNTS: New graduate students must establish their Lehigh computing account through the [Lehigh graduate application](#). Click on “View Your Decision” Letter and follow the link under “Next Steps.”

ID CARDS: Your Lehigh ID card provides you with access to several important services, such as access to academic buildings, the Fitness Center, the Health, Wellness, and Counseling Centers, athletic 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.

You must email your photo as a .jpg file to inideal@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.

HEALTH AND WELLNESS: Please click [here](#) to learn more about required health information for incoming students, especially regarding Covid-19, TB testing, forms, and the Pennsylvania State Law mandating either the [meningitis vaccine](#) or required declination form for students living on campus. Click here to stay up-to-date regarding Lehigh’s actions, policies, and procedures in light of the [COVID-19 Pandemic](#). We will communicate with you closer to the start of the spring semester regarding requirements upon arrival on campus.

HEALTH INSURANCE: Lehigh University offers high-quality [student health insurance](#) at a reasonable cost. **All graduate students must enroll in Lehigh’s insurance plan or waive coverage by confirming they have insurance of their own.** The cost for Spring 2023 is \$1,403 with coverage beginning the later of January 1, 2022 or upon submission of an enrollment form and premium payment to the Bursar’s

Office. Deadline to enroll is 4pm on February 3, 2023. Please click [here](#) to see if you qualify or are required to purchase this plan (all F-1 and J-1 visa holders are required to purchase this plan. Please consult with the Office of International Students and Scholars for exceptions.) If you are a funded full-time graduate student, you will be eligible for a subsidy in your May paycheck. Please click here for more information on the [Graduate Student Health Insurance Subsidy](#).

GRADUATE WRITERS' STUDIO - Welcome to Lehigh graduate writers! We hope that you are excited and looking forward to the opportunities the upcoming semester will bring. Here at the GWS, we offer everything from individual writing consultations, to periodic workshops, to Saturday Write-Ins and Weekend Writing Retreats. Please take a moment to familiarize yourself with our many support opportunities by stopping by [our website](#). We look forward to working with you!

OTHER IMPORTANT INFORMATION:

- You can expect to also have a program or departmental orientation. If you are an international student, you will also have orientation sessions pertinent to you.
- For questions regarding academics, course choices, and assistantships, please contact your program.
- If you are an international student and have questions about immigration-related issues, please contact the [Office of International Students and Scholars](#).
- Check out the [Grad Life](#) website for information and activities and the [Graduate Writing Studio](#), we are here for all your writing needs!
- Please join our [Facebook](#), [Instagram](#) and [Twitter](#) pages. For Facebook, Twitter and Instagram follow LehighGLO. This will be a great chance to find out what's going on and to ask questions to your fellow graduate students.
- Please refer to the [Lehigh COVID Information Center](#) for the latest information. In particular, we invite you to read the Question and Answer page especially for graduate students. [link when it's up]
- Please do not hesitate to reach out to us, Kathleen Hutnik, Associate Deputy Provost for Graduate Education (kaha@lehigh.edu), Jess Joseph, Assistant Director for Graduate Life



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(ilj217@lehigh.edu) , or Kathy Orrok, Coordinator for Graduate Life at gradlife@lehigh.edu or call 610-758-4722.

You will be hearing from us again soon. And, please be aware that things are subject to change!

Stay well, travel safely.

We can't wait to meet you!

Kathleen, Jess, and Kathy