



Kathleen Hutnik, Ph.D.

Associate Dean for Graduate Student Life

Office of Graduate Student Life

217 W. Packer Avenue, Bethlehem, PA 18015

Tel: 610-758-4722 | **Fax:** 610-758-6971

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GRADUATE GENERAL ORIENTATION, TEACHER ASSISTANT TRAINING, AND LAB SAFETY INFORMATION
Tuesday, August 17th , Wednesday, August 18th

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 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.

Please mark your calendars for the dates mentioned above. We will offer an in-person general graduate orientation on Tuesday, August 17th and TA training on Wednesday, August 18th. Please register [HERE](#). There is a non-refundable fee of \$25 which includes welcome materials and several meals.

We will share details with you about orientation at a later date. Conditions look promising and we hope to create a vibrant welcome for you so that you can learn about life as a graduate student at Lehigh and get to meet us and each other!

Please read below for some specific information that might be relevant to you.

INTERNATIONAL TA: If you are a TA, you may need to take and pass the [TOPSS](#) test or an OPI (Oral Proficiency Interview). Please contact your department Coordinator for more information.

LAB SAFETY TRAINING: If you'll be working in a physical lab, you'll be required to attend a virtual Lab Safety Training. The link for registration for [Lab Safety Training can be found here](#). The training must be completed before you work in your Lehigh lab. We expect that additional training will be required regarding safe practices due to Covid-19. We will keep you informed.

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](#).



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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 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 a 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. 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 50% subsidy in your May paycheck. Please click here for more information on the [Graduate Student Health Insurance Subsidy](#).

OTHER IMPORTANT INFORMATION:



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- 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 Education + Life](#) website for information and activities this summer.
- 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 me, Kathleen Hutnik, associate dean for graduate life (kaha@lehigh.edu), or Amy McCrae, 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 and Amy