

Postdoctoral Affairs

Welcome Packet



November 2024

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Congratulations on becoming a postdoc and welcome to NYU Grossman School of Medicine within NYU Langone Health! You chose a very special path, doing your postdoctoral training at NYU Grossman School of Medicine and living in New York City – one of the most exciting cities in the world. Our postdoctoral community counts about 500 postdocs, welcoming people from around the globe regardless of their background.

Your postdoctoral work at NYU Grossman School of Medicine represents an exciting step in transitioning towards a promising career. In addition to strong leadership, cutting-edge science, and innovation from postdocs, our institution also has a nation-leading Postdoctoral Affairs department that provides resources, guidance, and support. The Postdoctoral Affairs department will help you make the most of your postdoctoral training at NYU Grossman School of Medicine.

Whether you are planning your move or if you are a seasoned postdoc, please see below for information and guidance for your move to and stay here at NYU Grossman School of Medicine and NYC. We hope your unique postdoc experience at NYU Grossman School of Medicine will exceed your expectations and serve as a great transition into a successful career.



NYU Langone housing

NYU Langone housing options for postdocs:

1. [320 East 22nd Street](#) (one pet allowed)
2. [334 East 25th Street](#)
3. *Waterside Plaza (No longer available)*
4. [Greenberg Hall](#) (545 First Avenue)
5. [Lipton Hall](#) (564 First Avenue; one pet allowed)
6. [The Lanthian](#) (377 E 33rd Street; one pet allowed)



Applications for housing should be sent at least 3 months prior to your start date. If you received an offer less than 3 months before your start date, apply as soon as possible.

- If you are applying for **housing as a couple or family**, special documentation is required. Please see the [housing policy for couples and families](#).
- Send applications to postdochoosing@nyulangone.org; send all necessary credentials and appointment documents (i.e. CV and offer letter).

Housing rent will depend on which building you choose. Monthly rent ranges from \$1780-\$2600 for a studio, \$2400-\$3300 for a one-bedroom (couples and families only, except at

the Lanthian), and \$3000-\$4555 for two bedrooms (families only). Prices are updated as of 2024, subject to change.

- Rent increases: ~3% each year.
- Pay upfront: First-month rent and security deposit by check, money order, or credit card. Money orders can be obtained at the post office and other locations.
- Check with your department to see if they provide a security deposit waiver. If they do, make sure to get a signed copy to give housing instead of paying the security deposit yourself when you turn in your lease.
- Utilities: Some of these are included in rent; discuss with the housing office.

IMPORTANT

If you decide not to apply for NYU Langone housing, keep in mind that priority for housing is given to people not yet located in NYC. That means getting NYU Langone housing after moving to NYC will be extremely difficult. Also, for non-NYU Langone housing, you usually have to pay a high broker fee + security deposit + first month's rent upfront. See more information in section "[Off-Campus Housing](#)".

- Homeowners/Renters insurance: required upfront for NYU Langone housing, and highly recommended for off-campus housing. This will usually cover damaged/stolen property, temporary housing if disaster strikes, and damages to guests and their property. One company that provides it is [Lemonade](#).

Request a move-in date at least 7-10 days before your start date in your housing application. This will help make the transition easier.

Laundry: There is a paid facility in each building.

Furniture: Many people sell their furniture when they move out of a building. Check building laundry rooms for furniture for sale fliers. Ads are also listed on the postdoc [slack channel](#). Check with your lab mates who can access these sources for you before moving here.

- Note: in some buildings (e.g. Greenberg Hall), specific paperwork to receive packages can only be filled out after arrival. To receive furniture prior to arrival, plan an alternate address for delivery (perhaps labmates or friends in the city).

Terminating lease: If after the first Lease Term is completed, you wish to terminate your Lease prior to the stated termination date, you may request to vacate at the end of a calendar month by providing at least thirty days advance notice.

Useful links:

- [Housing for Eligible Employees & Faculty at NYU Langone](#)
- [Guide to living in NYU Langone Housing](#)

Off-campus housing

- You will most likely need a credit score and/or a guarantor in order to sign a lease. NYU Langone has a [lease guarantee program](#) for eligible postdocs.
- For work verification, you can provide your offer letter or download your official Employment Verification Form through InsideHealth (InsideHealth > HR > My Information/Employee Self-Service> Additional Links > Employment Verification Form)

Useful Links:

- [Off-campus housing resources](#) (from NYU Grossman School of Medicine).
- Public websites for recent listings: [StreetEasy](#); [Zillow](#); [Apartments.com](#)



International postdocs

Immigration Status: If you require sponsorship for a U.S. work-authorized immigration status, you should contact your departmental administrator. You must have proof of U.S. work authorization for employment as a Postdoc.

Education Credentials: If you received your graduate degree from an institution outside the United States, you need to provide an evaluation from a professional credentials evaluator, ideally with reference to the AACRAO EDGE database, that states the United States educational equivalence of your degree. If your degree is not in English, you will need to provide a certified translation of it. Many credentials evaluation services are available, including: [Trustforte Corp](#), [International Education Research Foundation](#), [Foreign Credential Services of America](#), and [Educational Credential Evaluators](#).

Applying for a social security number: Temporary workers and those in a nonimmigrant status who are authorized to work in the United States by the Department of Homeland Security (DHS) should get a Social Security number (SSN). Please visit a local Social Security Administration (SSA) Office in person and apply for a Social Security Number. The SSA's website includes details about:

- The [form required](#) to apply for an SSN
- [How to find an SSA Office](#)
- [Documentation required](#) to apply for an SSN



After you have received your Social Security Number from the SSA, please contact #HR_Transactions@nyulangone.org so that it may be updated in NYU Langone Health's system for payroll and benefits purposes.

Obtaining a Driver's License/Non-Driver Identification: While securing a Driver's License is not required, you may wish to consider obtaining one to serve as a convenient form of government-issued identification and proof of address while in the U.S. The State Motor Vehicle Departments also issue Non-Driver State Identification Cards, which you may alternatively wish to secure. Information about securing a Driver's License, including required documentation, as well as Non-Driver Identification, is available from the website of the State Motor Vehicle Department where you reside: [New York](#), [New Jersey](#), or [Connecticut](#).

Taxes: Please be aware that the U.S. generally requires affirmative annual (at a minimum) tax filings. For questions concerning filing your taxes, please see the Foreign National Tax Resource under the Payroll section of the NYU Langone Health intranet, InsideHealth or contact the Finance Help Desk at: 212-404-4200 or <mailto:foreignnationaltax@nyulangone.org>. Read more about taxes in the section "[Financial information](#)".

Establish a credit score (this is very important - more information below in "[Financial information](#)").

Useful links:

- [Quick Guide to Visas \(from the National Postdoctoral Association\)](#)
- [Information for International Postdoctoral Fellows at NYU Grossman School of Medicine](#)
- [Detailed Guide to Social Security Numbers](#)
- [U.S. Citizenship & Immigration Services](#)
- [U.S. Department of State](#)
- [U.S. Embassies](#)
- [Resources for spouses to find jobs at NYU Langone](#)



Childcare

The [NYU Langone Child Care Center](#) (One Park Avenue, Manhattan) provides care for children ages 6 weeks to 5 years. Locations are also available in [Brooklyn and Long Island](#).

- There is limited space in all age groups. Apply to the daycare months in advance! The registration process can start right upon acceptance of the fellowship offer from NYU Langone.
- You can schedule a virtual tour of the center by completing this [form](#).
- Childcare costs for NYU Langone daycare are dependent on household income (typically ~\$2000/month for a 5-day schedule). See 2024 tuition rates [here](#).
- Prior to enrolling, you will need to provide a copy of your 1040 tax filing as evidence of your Household Income.
- To register, complete the [Registration Form](#) and send it to Childcare@nyulangone.org.

Other Daycares in Manhattan can be over \$3000/month.

- NYU Langone employees have access to preferred enrollment at [Bright Horizons Centers](#) or tuition discounts at other Childcare Centers which participate in the Bright Horizons network.
- The [14th Street Y](#) offers a mix of programs which include virtual early childhood programs, in-person preschool for children 2 to 5 years, and a new youth center to support school aged children with virtual learning. NYU Langone Health employees may be eligible for discounts for a limited period of time.

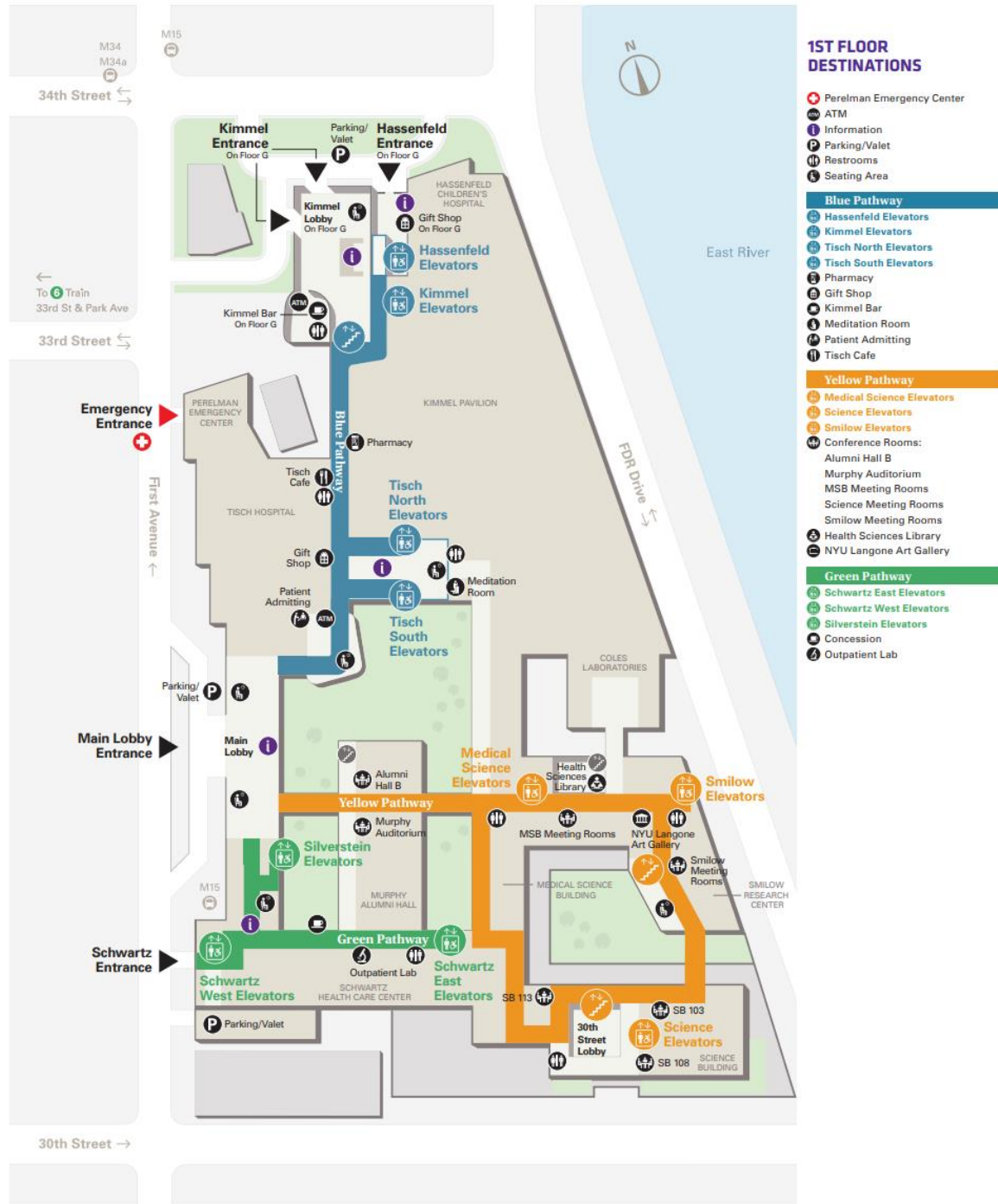
Backup Care & Drop-in Care (not available to remote employees): You have access to 50 emergency backup care days per year through Bright Horizons Family Solutions. Only 7 backup care days from your 50 day allotment can be used at the NYU Langone Health Child Care Center at One Park Avenue.

- Center-Based Back-Up Child Care: \$15 per day, per child (with a maximum of \$25 per family, per day).
- In-home Child and Adult/Elder Back-Up Care: \$6 per hour for in-home care. There are no registration fees.
- Register at the [Bright Horizons website](#) to make reservations. Username: NYULangone • password: Benefits4You
- Drop-in-Care is available to eligible employees who have already used 7 days of emergency backup care at the NYU Langone Health Childcare Center.
- Drop-in-care for each child is \$160 per day. Payment is due at drop of

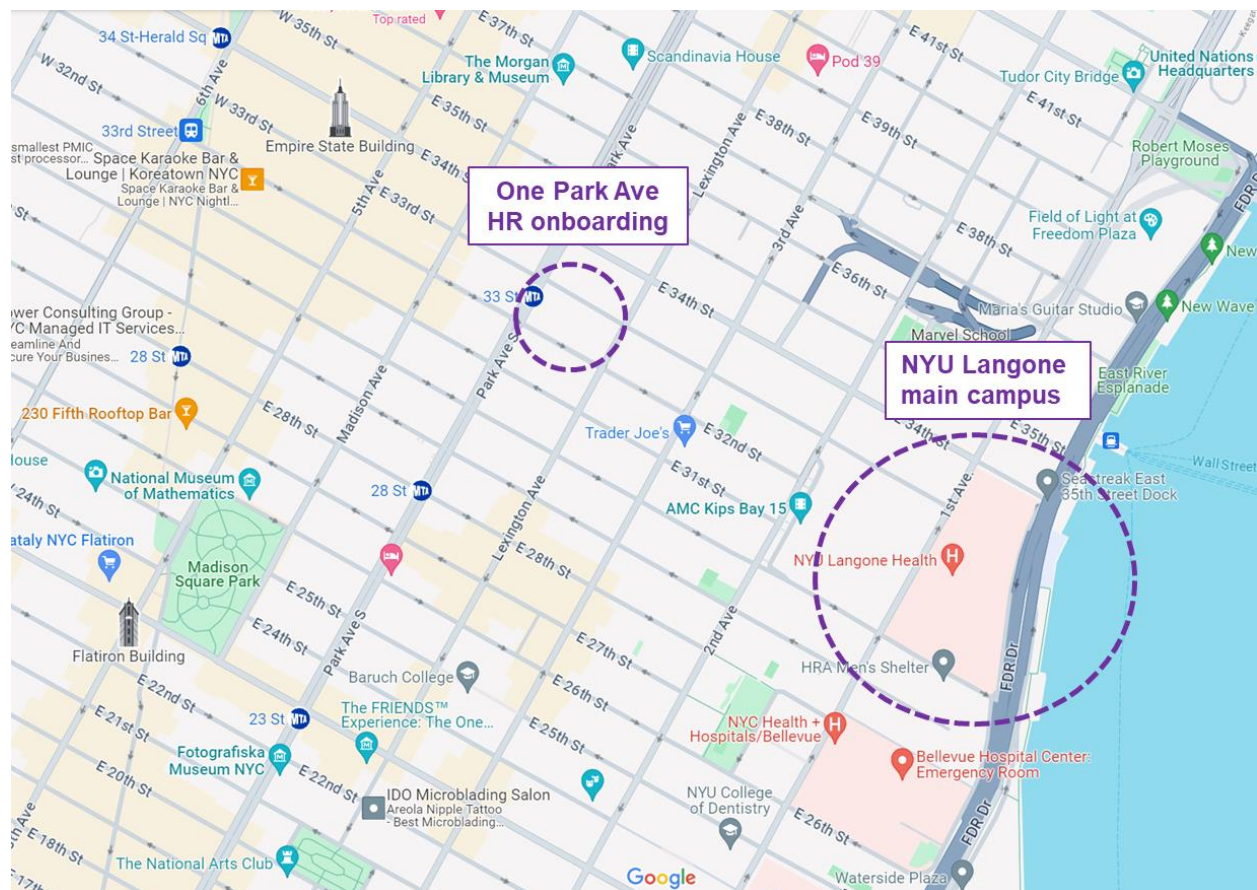


NYU Langone main campus

The main entrance to the NYU Langone campus is located at 550 1st Ave, 10016 New York, NY.



Onboarding (HR orientation/health visit)



Onboarding takes place at One Park Avenue, New York, NY 10016, 3-5 days before you start your first day of work.

Health visit: Come with your immunization records and you will get some blood drawn and a flu shot.

Background check: come with passport, birth certificate, ID, and any other paperwork they request.

You will get a Kerberos ID (NYU Langone specific-username), which gives you access to NYU Langone devices, email, and the intranet (Inside Health).

Compensations and benefits

As of December 1, 2023, the minimum compensation for postdoctoral fellows at NYU Grossman School of Medicine is \$70,000 (**Salaries are negotiable. Discuss with your PI before signing the offer letter**).

You must enroll in a benefits plan within 30 days of the date on the benefits worksheet. If you do not, you are assigned default benefits coverage, which does not cover dependents. A benefits representative will reach out to you as soon as you arrive to schedule an orientation.

Did you know?

NYU Langone healthcare plans cover fertility and family building benefits, managed by Progyny services, which covers up to a lifetime maximum benefit of \$25k.

Some of the services are:

- Fertility preservation (egg or sperm freezing, IVF, etc.)
- Adoption reimbursement (\$10k per child, up to 2 children)
- Surrogacy reimbursement (\$10k per child, up to 2 children)

See more details at [InsideHealth > HR > Life & Wellness > Family Building Benefits](#)

Most postdocs are eligible for health insurance including dental, vision and prescription drugs. These can be extended to dependents (spouse, children, etc).

You will need to take action to renew your benefits choices every year in early November. If you do not, you are assigned default benefits coverage, which does not cover dependents.

You may also change your benefits within a special enrollment period of 31 days after a [Qualifying Life Event](#) (e.g. changes in a household).

If your postdoctoral work is sponsored by an external institution/fellowship, you cannot be covered by NYU Langone group health insurance. You may be eligible for different types of health benefits than those offered to postdocs who are considered NYU Langone employees. Check with your department or reach out to the Postdoctoral Affairs team if you have questions about your eligibility.

Flexible Spending Accounts (FSA) provide you with a way to save on healthcare and dependent care while reducing your taxable income. If you are on a tax treaty, an FSA will not be useful for you.

- [Healthcare FSA](#): As of 2024, participants can contribute up to \$3,200 of tax-free income annually to be used on yourself and your dependents for eligible healthcare expenses. The pledged amount of pre-tax dollars is determined during open enrollment only, and a limited amount can be rolled over to the next year (as of 2024 - \$660 can be rolled over, subject to change).
- [Dependent Care FSA](#): As of 2024, you may contribute up to \$5,000 in pretax dollars annually per household towards dependent care. The pledged amount of pre-tax dollars is determined during open enrollment only and cannot roll over to the next year.



Vacation and sick time:

- New employees have a probation period of 6 months before they can use vacation and sick days. Exceptions are at the discretion of your PI.
- You get 21 vacation days per academic year (academic year is Sept 1 - Aug 31).
- You get 30 sick days and disability leave.

Retirement plan: TIAA is the company that offers NYU Langone's retirement plan. You can schedule an appointment with their representatives for free and start your savings plan any time of year. Postdoc contributions are currently not eligible for employer matching (when the employer makes a matching contribution to your retirement plan), though this may be available in the future.

Paid Family Leave (PFL) is a period of 12 weeks that can be used to (1) bond with a child after birth or adoption within 12 months after birth or placement, (2) care for a family member with a serious health condition, or (3)

assist family members deployed abroad on active military duty. PFL is not meant for your own personal illness/injury/condition.

There are two ways PFL is covered: through **employer-paid PFL** (NYU Langone Health PFL) and **state-paid PFL** (New York State PFL). NYU Langone Health PFL covers PFL first and the remainder is paid by New York State PFL.

- NYU Langone Health PFL: pays for 3 weeks after 1 year of service, or 5 weeks after 5 years of service (at 100% of your paycheck)
- Before being paid by New York State PFL, any remaining vacation days (at 100% of your paycheck) must be used.
- New York State PFL: will then pay you at 67% of your paycheck for additional weeks until your total leave has totaled 12 weeks.

Example: 3 weeks NYU Langone Health PFL (100% paycheck) + 4 weeks of paid vacation (100%) + 5 weeks of New York State PFL (67%) = 12 weeks total of PFL

For birthing and non-birthing parents taking leave:

Birthing parents take a combination of leave that commonly ranges from 18-20 weeks, depending on a number of factors, including time for recovery, your employment status, and scheduling time off with your supervisor. Prior to using PFL, birthing parents take six to eight weeks for recovering post delivery (sick time and vacation/short-term disability), and then have up to 12 weeks of PFL (which may include unused vacation time).

Non-birthing parents can take up to 12 weeks of PFL.

We encourage expecting parents to schedule a meeting with the postdoc office to discuss details.



Mental health resources: Your NYU Langone healthcare plan covers cost for Top Tier NYU Langone mental health specialists ([NYU Langone Psychiatry Associates](#)) at a low copay or no copay. Request a referral to a specialist through Dr. Ariela Vasserman (ariela.vasserman@nyulangone.org).

Some other resources include:

- Corporate Counseling Associates (CCA) offers confidential counseling at no cost (www.myccaonline.com; access code: NYULH).
- [Cobalt](#) is an online platform available to all employees with resources like articles, videos, group sessions, and podcasts to support your mental well-being.
- NYU Langone Health also provides complimentary access to [Wellbeats](#), a virtual platform with on-demand, expert-led fitness, nutrition, and mindfulness classes.
- Check out [this link](#) for upcoming wellness events and webinars offered by NYU Langone.

Commuter benefits: A provided debit card (the same one used for a healthcare FSA account) is loaded with tax-free money from your paycheck, which you can use to spend for traveling (subway/trains, ferry, shared rides etc.). The amount you load can be adjusted monthly.

Discounts:

NYU Langone offers [gym discounts](#) around the city. These discounts are pretty similar to the discounts that anyone can get when gyms are having a promotion.

- See our gym recommendations based on quality, price, and location in the [Navigating New York City](#) section.

Plum Benefits can be used to save on movie tickets, theme parks, hotels, car rentals, Broadway & Vegas shows & more. Discounts vary by event and venue.

- Go to plumbenefits.com and create an account using company code **ac0224287**

NYU Box Office offers discounts on NYC events through the downtown Washington Square office.

- You will first need to activate a NetID to access downtown NYU resources. To do so, visit <https://acctclaim.nyumc.org/UniversityID> and login with your Kerberos ID and password to retrieve your University ID. Once you have your University ID number, you should be able to activate your NetID yourself by visiting <https://start.nyu.edu/>, clicking on “Activate NetID”, then following the instructions on that page. Navigate to NYU Life→NYU Box Office.

Useful links:

- [General information on benefits and compensation for NYU Langone postdocs](#)
- [Information about NYU Langone health insurance](#)
- [Basic information on how health insurance works in the US](#)
- [What a co-pay is](#): A fixed amount (e.g. \$20) you pay for a covered healthcare service after paying your deductible
- [Glossary of Health Coverage and Medical Terms](#)
- [How to find a doctor at NYU Langone Health](#)

Financial information**Establishing credit for internationals:**

Your credit score is a number that indicates to lenders your capacity to repay a loan. This is crucial to life in the US, so start to build it as soon as you can. For instance, you will need to provide a credit score if you want to rent an apartment ([off-campus housing](#)). Without it, you will need 2 guarantors vouching for you for the amount exceeding 1 year's rent.

- Open a bank account and get a credit card. Since you don't have a credit score yet, you can apply for a prepaid credit card, which will be transformed to a regular credit card after a few months if you pay your debt responsibly. Credit unions can also give credit cards with lower credit score requirements.
- Some credit cards (e.g. American Express) allow you to use a foreign credit score from certain home countries when applying ([see list of countries](#)), so you can get a better card when first moving here.
- Some credit cards give you a statement credit if you apply through a referral from a friend (e.g. Discover cards).
- Note: A debit card is NOT a credit card. It is similar to a credit card, except the

money is immediately transferred from your bank account to pay for a transaction.

Getting a bank account: You'll need a bank account for direct deposit of your paycheck. Banks sometimes offer deals for new clients of around \$200-500, and many banks offer a free account (no fees) if you have a direct deposit linked to it. Check out: Chase, Citibank, Bank of America, Wells Fargo, etc.

Taxes will be deducted from your income.

- When you first arrive, you will be asked to complete a [Form W-4](#). Form W-4 ensures that the correct amount of federal income tax is withheld from your paycheck. If you don't withhold enough, you may face penalties and interest when you file your tax return. If you withhold too much, you'll receive a refund when you file your return, but your paycheck will be smaller throughout the year. Consider completing a new Form W-4 whenever your personal or financial situation changes (e.g. filing status, change in dependents, etc). The form can be found in [InsideHealth](#) → Human Resources → My Information/Self Service.
- You can decrease your taxable income by contributing pre-tax dollars towards FSAs or commuter cards – see "[Compensation and benefits](#)".
- "Tax season" is the time of the year when you have to file your tax return. You will receive your W2 form in January and need to complete your tax return by "tax day" April 15.

Useful links:

- [Financial well-being resources](#) from NYU Langone
- [NYU-affiliated credit union](#)
- Budget using a [cost-of-living calculator](#)



From left to right: Teneisha Olivierre, MPH (Project Coordinator); Pamela Hirschberg, PhD (Administrative Postdoc); Keith Micoli, PhD (Associate Dean); Arthee Jahangir, PhD (Director); Katherine Peng Mackie, PhD (Project Manager)

Postdoctoral Affairs

Postdoctoral Affairs is part of the Office of Science and Research (OSR), reporting to the Executive Vice President and Vice Dean for Science, Dafna Bar-Sagi, PhD.

Our team oversees training, career development, social events, and workplace well-being for postdocs. We aim to shorten the amount of time you spend in training, while giving you a comprehensive view of the current job market.

Our office space is located in the Medical Science Building (MSB) 4th Floor, Room 4-120, 550 First Ave, New York, NY 10016.

Make sure that you receive our weekly newsletter and are added to the postdoc listserv to get regular updates and information about your postdoctoral experience.

We also encourage new postdocs to attend one of our postdoc orientations (every 3 months).

Career development

Check our [Course Catalog](#) for a list of upcoming offerings, and join “[What can you be with a PhD?](#)”, a large career symposium hosted by Postdoc Affairs every other year.

More resources are listed below:

- [NYU Langone Academy](#) offers professional development courses
- **Virtual courses** are also offered by NYU through the [Health Sciences Library](#) and [NYC Career Centers](#)
- **LinkedIn Learning courses** are offered through your [FOCUS](#) page. Search in the upper right toolbar.
- Check out the **National Postdoctoral Association’s** [Guide to the Postdoc Timeline](#) and [A Postdoc’s Guide to Career Development](#).

Postdoctoral Association (PDA) Council

The PDA Council works with the Postdoctoral Affairs to organize postdoc events and advocate for postdocs. It is made up of 10-15 postdocs, elected by postdocs, for 2-year terms. There is an election every year to replace half of the members. Applications to run for council elections begin in the Fall to serve on the next two years of the council.

Social activities

Postdoctoral Affairs and the PDA Council host many social events throughout the year to build a strong sense of community.

- Postdoc coffee hours every Tuesday.
- Game nights and happy hours hosted every other month.
- Seasonal events include ski trip, ice skating, hiking, surfing, beach trips, kayaking, and many more!

- Cultural celebrations held throughout the year.
- Pride celebrations held throughout the month of June.



Social media and Slack

Slack: [Join the postdoc Slack workspace](#) to stay up to date. There are channels covering a variety of topics like housing, visas, team sports, or family matters, etc.

Instagram: [@NYULH_postdocs](#)
X: [@NYULH_postdocs](#)

Getting around

New York City subways and buses: Tap your contactless card, tap your phone or smart device, or get an [OMNY card](#) to pay for NYC Transit subways, local buses, select buses, and express buses. [See maps, schedules, and fares.](#)

New York City Ferry offers options to move in and out of Manhattan. This is part of the public transportation, but not included in your OMNY options.

NYU Langone Ferry and Shuttles: NYU Langone’s free [Manhattan shuttle](#) and [Brooklyn ferry/shuttle](#) services are for employees only. You will need to tap your NYU Langone ID badge when boarding.

Citibike: there are frequent discounts on the website - 15% off your first year with IDNYC and 10% discount off any yearly membership for using Citibank card.

Groceries

Grocery shopping is expensive! The best and cheapest options are:

- Trader Joe’s: 200 E 32nd St
- Target: 512 2nd Ave
- Fairway: 550 2nd Ave
- Morton Williams: 313 E 23rd St

Grocery Delivery:

- [Instacart](#)
- [Fresh Direct](#) (Free 3-month trial)
- [Amazon Fresh](#) (Free 1 month trial)

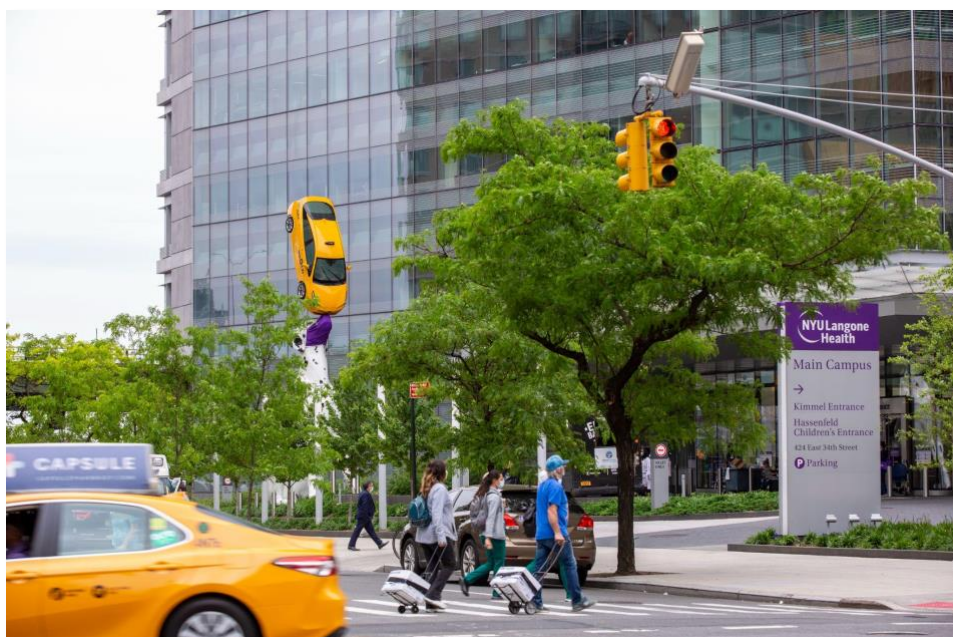
Fruits and vegetables:

- In addition to grocery stores, there are street carts with cheaper (but still good quality) products. The closest one is on 33rd and 2nd Ave.

Cultural experiences

By getting the [NYC ID](#) (not a replacement for the State ID), you can get discounts for most of the museums in the city, along with other perks.

The [NYPL Culture Pass](#) is available through a (free) NY public library card and allows you to reserve free passes to 100+ cultural institutions across NYC.



Gyms

Gym	Price*	NYU Discount?	Proximity to the main hospital	What's it best for?
Blink Fitness	\$	yes (One Pass Select)	14 min walk 0.6 mi 39th St and 3rd Ave	Lifting weights and using gym equipment
Chelsea Piers Fitness	\$\$\$\$	no	22 min walk 0.9 mi 23rd St and Park Ave	Luxury fitness club with coworking space
Crunch	\$\$\$	yes (One Pass Select)	6 min walk 0.3 mi 34th St btwn 2/3rd Ave	Close by, mid-priced gym with all the amenities and group fitness
Equinox	\$\$\$\$	yes	11 min walk 0.4 mi 34th St and Park Ave (One Park Ave)	Luxury fitness club
Healthtrax	\$\$	yes	Not near Manhattan location, in Garden City (Long Island)	Full amenities gym with pool at NYULH Long Island
Lifetime Fitness	\$\$\$\$	yes (One Pass Select)	31 min walk (23 min train) 1.3 mi 23rd St and 6th Ave	Full amenities gym with pool
NYC Dept of Parks and Rec (Asser Levy)	\$	no	13 min walk 0.6 mi 23rd St between 1st Ave and FDR	Basic gym equipment and pool
NYU Athletic Facilities (Palladium and others)	\$\$	n/a (only for NYU)	To Palladium: 28 min walk (19 min train) 1.2 mi 14th St and 3rd Ave (near Union Sq)	Full gym and pool access during school schedule (NYU's gym)
YMCA (14th Street Y)	\$\$\$	yes	22 min walk 1.0 mi 14th St and 1st Ave	Full gym, classes, and pool

There are also many independent and boutique gyms (e.g. cycling, pilates, barre) and so check out One Pass Select within HR's gym discount page or use apps like ClassPass to explore.

* \$ = Less than \$50/month; \$\$\$\$ = more than \$100/month