

**PRINCETON UNIVERSITY
SEEGER CENTER FOR HELLENIC STUDIES**

FOR YOUR INFORMATION

Postdoctoral Research Associates

**Princeton University
Center for Hellenic Studies
Scheide Caldwell House
Princeton, New Jersey 08544, U.S.A.
Telephone: (609) 258-3339
Fax: (609) 258-2137
Web: <http://www.princeton.edu/hellenic/>**

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PROCEDURES AND REQUIRED FORMS

In advance of their official appointment, all prospective fellows are sent an email from the Center Manager with documents attached. Fellows requiring visas are sent additional attachments of documents needing to be completed and returned to the addresses noted therein. This email memo includes: 1) memo from the Executive Director, with a request and deadline for submitting abstracts and bios, 2) memo from the Center Manager with instructions for obtaining and completing the Visa Information Form, 3) Computer Questionnaire, 4) Library Questionnaire, 5) and a “List of Acceptable Documents,” indicating what documents must be brought to Princeton in order to complete the necessary paperwork required to confirm your fellowship appointment and in order to receive your monthly payments.

Post-Docs are appointed as Postdoctoral Research Associates. Please use this title when and wherever completing University forms.

Although Fellowship appointments are full time and are not based on the University’s academic calendar, you may find it helpful to familiarize yourself with their schedule, so that you are aware of when to expect classes to be in session and when our faculty will be on campus during your fellowship terms. If you are interested in contacting a faculty member in advance of your fellowship, their information can be found by using the search option on the University website. Please note that Princeton’s academic calendar is slightly different than most other American universities and colleges with respect to the start and finish of academic years and breaks. Please see <http://registrar.princeton.edu/academic-calendar/>

Within the first three “workdays” of your arrival date you must go to the Human Resources office to verify your employment and complete an I-9 Form. You will be asked to fill out several forms, so please be prepared with your personal identification forms as per the “List of Acceptable Documents”. This document will be supplied to you by e-mail attachment prior to your departure for the States and Princeton University to make sure you bring the proper identification (original copies) for your visit.

Office of Human Resources

2 New South Building

Tell the receptionist you are a newly arriving Visiting Scholar in the Center for Hellenic Studies, and they will take it from there.

Office hours: 8:45 a.m. – 12:00 and 1:00 – 5:00 p.m., Monday - Friday

The New South Building is a seven-story University building located between coordinates D&E-4 on your campus map, and behind the Dinky (a small local train station) on University Place.

You do not need an appointment for this initial visit. Some of the paperwork you will complete is required in order for you to receive your monthly check.

VISA INFORMATION

(Non-US Citizens)

International scholars coming to Princeton from abroad have several resources available to ease the transition. Visa support as well as a more general welcome to the US and to Princeton is provided by [the Davis International Center](#). The staff at Davis can help answer questions regarding visas and transitioning to [life in Princeton](#). Davis also hosts Cheers Around the World, an opportunity to mix and mingle with international scholars. Please get in touch with Albert Rivera, (609) 258-9403, albertr@princeton.edu, with any questions pertaining to your visa, or for most practical questions about living in the US and in Princeton.

* Please note, all J-1 visa visitors should check in using the online system:
<http://www.princeton.edu/intlctr/scholars/new-scholar-check-in/>.

(US Citizens)

US citizens with American passports will be required to send their Date of Birth and Social Security Number to the Center Manager, once they've officially accepted the terms in their official letter of award, in order for their recommendation for appointment to be submitted for consideration and approval by the Dean of the Faculty.

OTHER FORMS

In order to be eligible to receive your stipend/salary, Fellows will be required to fill out an I-9, "Employment Eligibility Form." This must be done within the first three workdays of your arrival by visiting the Office of Human Resources. Both US citizens and non-US citizens, please refer to the "List of Acceptable Documents".

INCOME TAXES

Postdoctoral Research Fellows are responsible for paying income tax on all earnings received during their stay in the United States. While U.S. citizens and U.S. Permanent Residents are required to pay taxes, as the employer, Princeton University is not required to withhold taxes on fellowship and therefore will not withhold under any circumstances. Residents and US citizens' tax percentage for wage supplements is taken from their pay according to the Internal Revenue Tax Tables. Taxes may be as high as 35%, combining all the taxes for these types of payments. Foreign nationals receiving a Visiting Research Fellowship and being paid a salary, must select the option for "employee/faculty/staff" in Glacier and not "fellow or fellowship" because you are receiving compensation/wages/salary. U.S. citizens and residents can find the information about what taxes have been taken from their checks from the "year-to-date" listing on the last pay stub of the calendar year.

TAX REQUIREMENTS

All J-1 visa holders will receive an e-mail from Glacier (support@online-tax.net) requesting you to create your record. You will be required to enter your current visa and details for all prior visits into Glacier. The **Glacier** system will determine if you will be taxed as a resident alien or nonresident alien. Your tax status is based upon your days present in the U.S. which will include your visa and prior visits.

Additionally, the **Glacier** System will determine if you may apply for a tax treaty exemption to reduce your tax liability. If an individual is eligible to receive a tax treaty exemption, **Glacier** will produce a Form W-8BEN or 8233 that may be submitted. All nonresident aliens should complete their **Glacier** online forms within 10 days of arriving in the U.S. **Glacier** forms must be printed, signed and mailed interoffice to the Nonresident Tax Compliance and Reporting (NTRC) office at 701 Carnegie Center, Suite 441B. Questions relating to tax withholdings (percentage of withholding, etc.) can be addressed to NTRC by sending an email to ntcr@princeton.edu. Please note, tax treaty exemption is not guaranteed.

SOCIAL SECURITY CARD

All Fellows will be required to go to the Social Security Office in Trenton, New Jersey, to apply in person for a Social Security Number, if they do not already have one. This must be done by each individual personally and therefore cannot be taken care of until your arrival. You may obtain an application form at <http://www.socialsecurity.gov/ssnumber/> or by calling the Social Security Administration (SSA) office at 1-800-772-1213 to set up your appointment. You may view requirements and guidelines in advance at www.ssa.gov. For those of you arriving in September, the University does invite the Social Security Administration to campus, so you may apply here and do not have to travel to Trenton. To apply for a social security number, you should bring the **original and one copy** of the following:

- passport; if the passport is less than one year old, documentation with name and birth date that is more than one year old
- I-94 card (small, white card stapled into your passport)
- U.S. visa stamp
- DS-2019 if in J-1 status, I-797 approval notice if in H-1B status
- For international scholars, your Princeton appointment letter from the Dean of the Faculty

Denial letters will be provided to those not eligible for a social security number (J-2 and H-4 dependents). Applications will be taken on a first come first served basis so you should be prepared to wait in line. Additional information will be provided when you visit the Davis International Center and is available at <http://www.princeton.edu/intlctr/davis-ic-home/>

PRINCETON UNIVERSITY ID CARD

Princeton University ID Cards, called TigerCards, are required to enter Firestone Library and the Center building on off hours. TigerCards may also be used to make photocopies and as dining cards to pay for meals charged at Prospect House or the Frist Campus Center (see "Food" and "Library" section for more information). You will want to go to the TigerCard Office (located in New South on A floor; (609) 258-8300) directly after you meet with either Payroll or Human Resources. For more information see <http://www.princeton.edu/tigercard/>. Office hours are Mon-Fri 8:30 a.m.-4:30 p.m.

Bring your passport/visa papers or proper identification (as per the List of Acceptable Documents-see last page in the pdf - <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>)

Spouses, domestic partners, and children under 23 years of age are also able to receive identification cards under the University's Family Card, with each card costing \$7. For more information, please see: <http://www.princeton.edu/tigercard/famcard.html>.

Paw Points is a pre-paid declining balance account similar to the system now in use for Dining Points. The new system allows cards to be easily recharged by adding Points to the card's Paw Points account through different ways (see: <http://www.princeton.edu/tigercard/ppbuy.html>). These points can be used at various locations, including the U-Stores, all campus dining halls, and University Ticketing offices. For a complete list, please see: <http://www.princeton.edu/tigercard/locations.html>.

HEALTH INSURANCE

Please review the information available at <http://www.princeton.edu/hr/>. Select the "New Hires" option in the top panel. This information will also be provided to you in hard copy when you arrive. You have 31 days beginning on September 1 to apply online for health benefits. You must enroll within this 30 day period as you will not be permitted to do so past September 30. It would be wise to familiarize yourself with the available options as there are no exceptions.

Please direct any and all questions to one of the Health Benefits Specialists in the Office of Human Resources, (609) 258-3302, hr@princeton.edu.

ACCOMMODATIONS

Postdoctoral Fellows are responsible for finding and securing their own housing at their own expense. Please see <http://hres.princeton.edu/faculty-staff> for University Housing assistance with this. This must be done promptly, because there is a high demand for accommodations in and around Princeton. Another option for lodging is the Air BnB website: <https://www.airbnb.com/>. You can check for options near the University, whether long-term stay or until your permanent Princeton housing is ready for occupancy.

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TRAVEL AND NON-PRODUCTIVE TIME

While fellowship terms require fellows to be in residence at Princeton during the dates of their fellowships, the Center supports the need for travel to give papers or talks relating to their research projects at other institutions. Fellows are required to write to the Director, Dimitri Gondicas (gondicas@princeton.edu), in advance of their trip, to request approval for being away from campus. Please include the exact dates of travel, purpose for being away from Princeton, and include any related details when attending and participating in conferences, such as the title of a conference, if you are giving a paper, etc.

Visas for non-US citizens have specific guidelines for fellows wishing to visit other institutions, and require a letter releasing them from Princeton in order to attend, and in some cases they are ineligible to receive payment for those services. Please check with Visa Services (puvisa@princeton.edu), as soon as you begin discussions with anyone along these lines to make sure you are in compliance.

For information about compensatory time (non-productive days such as, vacation, sick, optional holiday) applicable to employees appointed as Postdoctoral Research Associates, please refer to http://www.princeton.edu/dof/policies/publ/res_spec/.

For anyone interested in auditing a class while you are here please refer to: <http://www.princeton.edu/community/learning/auditing/registration/>. Fellows interested in auditing a class should contact the professor directly to request permission.

COMPUTERS

Every student and employee at Princeton is assigned a NetID and a corresponding password that provide access to the Princeton network.

Postdoctoral Fellows are offered individual workstations in Scheide Caldwell House. It is **strongly recommended** that fellows bring their own laptop computers with them to Princeton. **Computers and office desk space provided by the Center are to be used by Post-Docs only. They are not for use by family or friends.**

There is a computer located in the Hellenic Studies Reading Room in Firestone Library, located in B floor (B-6-N); it is solely for library searches. The libraries of Princeton University have many workstations for both library and Internet research. Be informed that not all computer terminals are connected to printers, and thus, if you want to print from library computers, you have to look for the signs where printing is possible.

Refer to: <http://www.princeton.edu/clusters> for the list of where additional computers called “clusters” are located on campus for email and internet use. For additional information, see: <http://helpdesk.princeton.edu/kb/display.plx?id=3362> .

If you experience problems, please call the Computing Center Help Desk at 8-HELP (8-4357). You may also email questions to clusters@princeton.edu.

In addition to using the space in the Reading Room, you may want to apply for a carrel in Firestone Library. Fill out an application form in the Access Office at Firestone Library or complete the online application at <http://libweb5.princeton.edu/AssignedSpaceApplication/>.

Fellows coming from outside of the U.S. who wish to bring their computers can obtain an AC/DC transformer. You may purchase your own adaptor, if needed, at a nearby store (suggestion: closest store that usually carries them is the Radio Shack at the Princeton Shopping Center). Computers both in Firestone and Scheide Caldwell House are equipped with USB ports.

Once your computer’s identification has been entered into the computer hardware database, you may connect directly to the Princeton Network either through a hardwired Ethernet connection or wireless.

Please refer to the **IT Quick Start guide** published by OIT for information to help you get started. <http://www.princeton.edu/oit/oitpubs/StaffQuickStart.pdf>

COMPUTER SUPPORT

The University offers technology support through the Department of Computer Information and Technology (OIT), <http://www.princeton.edu/OIT> . **All computer hardware and software related questions should be directed to the Center computer support contact person, Mrs. Carolyn Hoeschele (carolynh@princeton.edu (609) 258-0808)**. Also available to help is the University Help Desk, <http://www.helpdesk.princeton.edu> , telephone number 258-4357.

Please, be aware that University policy does **not** allow anyone to install software on the campus computers. If you need a special font on one of our computers, please bring the font with you and then contact Carolyn and she can do the installation.

COMPUTER RESOURCES – “IT” TRAINING

The University will provide training in certain software Centers. Hands-on experience may be gained in PowerPoint, EndNote, Excel, Word and others. You may view the list of training classes that are offered on the OIT web page. For registration to attend classes please see: <http://www.princeton.edu/training>

GREEK FONTS

To switch layouts, press “alt” + “shift” together (left side of the keyboard), or click on the right corner at the bottom of the screen where the “En” (for “English”) sign appears.

On most Windows computers, you can activate Greek keyboard functionality by following the instructions below:

- Go to **Start** and select **Control Panel**
- From control panel, select **Regional and Language Options**
- From there select **Languages** and then **Details**
- The select **Languages** or **Languages and Keyboards**
- Then either **Add** or **Change Keyboards**
- Find the language that you want and add

In the event there are certain documents that need to be translated from Greek to English, there is a business located on Nassau St. here in town that provides this service. Please check for pricing.

Inlingua Language Center
20 Nassau St
Princeton, NJ 08542, 609-921-2080
<http://www.inlinguapinceton.com/index.html>

WEB

In general, Fellows may access their Princeton email account by webmail. Please see your current email provider for specific instructions on accessing your account remotely. To access your Princeton email address over the web, you can go to the webmail interface at <http://www.princeton.edu/webmail>, and log in to your account using Exchange Webmail (OWA). You will need to set up the DUO Security system. You can read about DUO on our [Knowledge Base](#).

LIBRARY

Princeton University Library houses rich research collections and provides an extensive array of services. You are welcome to use these resources and services and to borrow as many books as you need during your stay. The main library, Firestone Library, is located in the center of the campus, but there are also several branch libraries that may be relevant to your research. Firestone Library's hours are generally 8:00 am to 11:45 pm, but the Library also provides an instant messaging service (<http://library.princeton.edu/help/ask-a-librarian>). Please browse through the Library's web site (<http://library.princeton.edu/>) in order to better acquaint

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yourself with the Library's collections and services. Within the first week of your arrival you will meet with the Librarian for Hellenic Studies, David Jenkins, for a full library orientation.

During the period of your appointment your University ID card is all you will need for full access and borrowing privileges. Should you arrive prior to your appointment, or stay past your end date, and would still like access to the Library, please bring your home institutional photo ID card to the Library's Privileges Office, which is located in the lobby of Firestone Library, to the immediate right as you enter. The Privileges Office will then extend your access to Firestone Library, but you will no longer have borrowing privileges.

LIBRARY ACCESS FOR ACCOMPANYING FAMILY MEMBERS

For access to the Library for your spouse or child, it will be necessary for them to obtain a Princeton University Identification Card in order to have borrowing privileges. However, they will need to bring their card to the Circulation Desk in Firestone to validate the card before they can borrow.

Spouses: ID cards for spouses and/or children of University employees should pick up an application form at the ID office. Spouses, bring the completed application form to the ID card office with the following: a marriage certificate; or a copy of the most recently filed Federal Income tax return (Form 1040 containing joint marital filing status information; or any of the documents listed under domestic partner). This will enable him/her to get an ID card to gain access to University facilities. Please review the ID Office website at <http://www.princeton.edu/tigercard/> or you may contact Kasia Hertz at (609) 258-9044, hertz@princeton.edu prior to your trip to Princeton to make certain you bring the required identification/information.

Domestic partners: ID cards for domestic partners (either same sex or opposite sex domestic partners), please refer to the ID website to make certain you bring the required identification or information with you to Princeton: <http://www.princeton.edu/tigercard/>, or you may contact Kasia Hertz at (609) 258-9044, hertz@princeton.edu

*Note: Partners are not eligible for medical benefits, etc.

People with no affiliation who wish to have access to Firestone Library, including visiting fellows who arrive prior to or remain past their fellowship term with us, must pay the regular library fee to gain access with no borrowing privileges. If they have an affiliation with another academic institution, then PU may have a reciprocal agreement to waive the fees. Refer to the Library web site for access fees and information. Borrowing privileges are at an additional charge.

ENGLISH LANGUAGE LESSONS

English as a Second Language (ESL) courses are offered at a number of locations, both within the University and in town. Contact Hanna Hand (hhand@princeton.edu) at the International Center <http://www.princeton.edu/intlctr/> .

You may also try the YWCA-Princeton, http://ywcaprinceton.org/ESL_Information.cfm, for more information. The Berlitz language center <http://www.berlitz.com/> on Alexander Road also offers adult English lessons.

TRANSLATION AND EDITING

In the event there are certain documents that need to be translated from Greek to English, there is a business located on Nassau St. here in town that provides this service. Please check for pricing.

Inlingua Language Center
20 Nassau St
Princeton, NJ 08542, 609-921-2080
<http://www.inlinguaprinceton.com/>

UNIVERSITY'S COPYRIGHT INFRINGEMENT POLICY

University Policy states: Members of the University community who engage in any activity that infringes copyright-protected materials may be subject to disciplinary action. Under circumstances involving repeated instances of infringement through the use of the University's computing network, such disciplinary action may include the termination or suspension of network privileges. Please see the University's website: <http://www.princeton.edu/copyright/>.

Further information about appropriate uses of University technology may be found in the University Guidelines (<http://www.princeton.edu/guidelines>). Additional information about copyright and technology at the University may be seen in "Guard against illegal use of copyrighted materials" (<http://kb.princeton.edu/9407>) and the University's Guidelines for Instructional Use (<http://www.princeton.edu/ogc/resources/copyright/>). More information regarding copyright may be viewed at the United States Copyright Office web site: <http://www.copyright.gov/>.

Fear of litigation should not be our reason for respecting the intellectual property rights of others. However, given the likelihood of increasingly aggressive legal action on the part of the entertainment industry, we encourage all members of the University community to be particularly mindful of our copyright policy and to consult the above-cited resources for further guidance as circumstances require.

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Thank you for observing University policy and, in advance, for your cooperation in helping to raise awareness among others who may need the reminder.

For further information regarding “fair use” and other aspects of copyright law:

<http://www.princeton.edu/ogc/resources/copyright/fair-use/>

For further information regarding legal sources of copyrighted material: www.educause.edu/legalcontent

LONG DISTANCE TELEPHONE CALLS

The Center does not provide long distance service for Post-Docs in their offices. There are several locations off campus where long-distance calling cards can be purchased. Past Fellows from Greece have stated that the OTENET cards in Greece are much cheaper than what we offer in the U.S. With this in mind, anyone coming from overseas may wish to buy a few international calling cards to bring with them. There is also a phone service called *Skype*. This offers free “Skype to Skype” calls and low cost calls to phones and mobiles in the US and abroad. You may sign up for “pay-as-you-go” or pay monthly. Their rates are very low with the cost for calls to Greece ranging being between \$0.021 and \$0.265/minute. For further information please see: <http://www.skype.com/intl/en-us/home?intcmp=wlogo>

VOICEMAIL

The Postdoctoral Fellows’ shared offices each have one wall telephone, which is set up with multi-line voicemail capabilities. For instructions for setting up your personal voicemail, please refer to: <http://www.princeton.edu/telecom/>, select “Faculty and Staff” in the horizontal bar, and follow the leads for setting up voicemail. Here are some other voicemail tips.

Q: The message indicator light on the phone will not go out. What do I do?

- ✓ Access your voice mailbox and press 2 – Send a Message
- ✓ Record a message and send it to your 5-digit mailbox number
- ✓ Listen to and delete the message

Q: How do I report a non-working message indicator light?

- ✓ Complete the Telephone Repair Request form and be sure to indicate the extension indicated on the bottom button (key 1) of your telephone.

Q: How are vacation messages recorded? To record an extended absence greeting:

- ✓ Access your voice mail
- ✓ Press 4 – Personal Options
- ✓ Press 3 – Greetings

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- ✓ Press 2 – Extended Absence Greeting
- ✓ Record your extended absence greeting

When you return from leave, the system will prompt you to delete the extended absence greeting. Once you delete the greeting, the system will play your previous greeting.

ENABLED VOICE MAIL (EVM)

This system converts voice mail messages to audio files and then sends them to your e-mail inbox. This allows you to access your messages through your computer. To request this service send an e-mail to oitvm@princeton.edu and include your full name and 5-digit voice mailbox number. There is no charge for this service.

MYFAX SERVICE

MyFax is a convenient Internet service that lets you send and receive faxes through your e-mail. No specific hardware or software is required; all you need is Internet access, an e-mail address and a MyFax account. For an overview of the service and link to the MyFax account request form, please see <http://helpdesk.princeton.edu/kb/display.plx?ID=3216>.

CELL PHONES

Please note that not all European cell phones work in the United States. Anyone interested in using a cell phone while in the States may wish to research this before coming, to make sure they have this capacity with their current phone. Information regarding different cell phone service plans in the US can be easily found online (e.g. Google “cell phone service plans”).

MAIL

There is a U.S. Post Office located at 259 Nassau Street in Princeton for sending regular mail, and there are a few additional couriers in town for sending expedited mail. Outgoing and campus mail may be sent using the main office. Fellows are required to use their own postage for their personal off-campus mailings.

All Fellows are assigned a mailbox slot for receiving mail at the Center office. The address is: Princeton University, Center for Hellenic Studies, c/o (your name), 107 Scheide Caldwell House, Princeton, New Jersey 08544, U.S.A.

Fellows are responsible to arrange for their mail to be forwarded to their permanent addresses after their fellowship end date, before leaving Princeton.

SHIPPING BOOKS

One of the ways in which to ship books back home is using the US Postal Service “M-bags.” M-bags are direct sacks of printed matter to a single foreign addressee. The maximum weight is 66 pounds (including the weight of the sack). The clerks at your local post office may not know much about them, so please print off ALL the relevant pages from the United States Postal Services website to take with you to make things easier (<https://www.usps.com/international/mail-shipping-services.htm>).

Wrap your books separately in plastic and pack CAREFULLY in medium-sized sturdy carton boxes. Use those that will hold about 18-20 hardcover books (up to a max of 20lbs) and pad the gaps between the volumes and in the corners with scrunched up of shredded paper or foam peanuts, so the books won't slide around and damage each other in transit. The M-pages can hold up to 66 pounds weight so 3 boxes of 20lbs or so (or 4 boxes of 15lbs) are the best arrangement as you are packing.

Make a list of the contents of each box (you may need 3 copies) with your name and the full address it is being sent to. Label the lists as “Box 1 of 3,” “Box 2 of 3...” etc.

Place a copy of the list inside the box. Seal the box securely with as heavy duty packing tape as you can find, especially along the joins and corners. Mark side of each box as “Box 1 of 3,” “Box 2 of 3...” etc with good black marker pen. Type up some mailing labels in upper case text, in a fairly large font, with the full name and address of sender and of recipient. Print off twice as many labels as you have boxes, tape one on each of biggest sides of the box, again note as “Box 1 of 3,” “Box 2 of 3...”.

Re-printed matter, or printed matter in combination with merchandise items, must be placed into one or more individual packages bearing the name and address of the sender and addressee. Each package must be marked “Postage paid – M-bag.”

Use wide transparent tape to cover up the label completely, so it can't peel off. Before taking the heavy stuff to the post office go there with the paper work and your questions to make sure you have all the documents, labels, rates and stuff set up ready. Some post offices might allow you to have one of the bags to get it ready ahead of time, some make you come in with boxes and they are bagged and tagged by the staff. You may also need a smaller label with the sender and recipient information that is attached to the tag when the rope of the mail bag is tied and sealed (this can be handwritten, but having it on a 1 x 3” peel of address label will save time).

You will need to fill in a standard customs declaration form that is stuck on the tag as well and for this, your typed lists of contents will be useful. You will also need to declare the value (to find out how this affects any customs fees contact you consulate). However, make sure you identify them as ‘used books’ so they don't consider it a commercial shipment for import and know they are just your personal belongings.

Also, make sure you keep a copy of all the lists to check that all the packages and contents have been properly delivered. M-bags must be sent via Airmail and rates may vary. Please be sure to

inquire about the rate to the country you are shipping to. It is essential to remember that the bags are not treated very gently so sturdy boxes and good packing are essential.

For other international shipping options from the US, please refer to the United States Postal Service website: <https://www.usps.com/ship/mail-shipping-services.htm> , and click on the “International” tab.

OFFICE SUPPORT, SUPPLIES, AND STATIONERY

We try to make your visit here as pleasant as possible however, the Center does not provide secretarial services or office supplies to Fellows at any time. Please consider this when determining your expenses during your fellowship at Princeton. You will find some items at your desk and in your file drawers to assist you in getting started with your work, but additional supplies such as envelopes, paper clips, file folders etc. may be purchased at local merchants (i.e. Hinkson’s Office Supplies, Target, Wal-Mart, and McCaffrey’s Grocery Store, etc.).

Postdoctoral Fellows should make sure to bring letterhead stationery from their home institution for any correspondence that would require it. (*University policy is that Postdoctoral Fellows may use Princeton/Center letterhead for job applications only.*)

For coping, faxing and printing services, please refer to local resources, some of which are listed below. Please note that rates vary and present cost quotes are subject to change.

On Campus:

[Firestone Library](#) : 1 Washington Rd., Princeton, NJ 08542 – (609) 258-1470. There are black and white and color photocopiers located on B Floor.

[Frist Campus Center](#) : Washington Rd., Princeton, NJ 08542 – Color photocopier located next to ATM machines.

[Digital Print Center](#): 201 Nassau St., Princeton, NJ 08542- (609) 258-5560;
Mon-Fri: 9 a.m.-5 p.m. This location provides walk-in print and mail services for faculty, staff and students.

For any of the above services, feel free to take advantage of the free local pick-up and delivery service. Place your order via phone or e-mail (listed below) to inquire about this service.

[U-Store](#) – University Place, Princeton - .5 miles S, (rates vary from .06 cents/page for self-serve to \$1.25/page for color copies made by them for you). The U-Store hours are 9:00 -7:00 p.m., telephone #: 921-7888.

[MyFax](#)- As noted previously, this option is for regularly sending and/or receiving faxes through your email.

Off Campus:

[Pequod](#) – color copies, binding, posters and postcards, and digital work. Pequod can also print personal letterhead or business cards and provide design service. Orders are accepted through fax, phone, and e-mail in no particular order.

[The UPS Store](#) – 174 Nassau St., Princeton, 08542 – (609) 924-0759

[Princeton Printer](#) (formerly Triangle Repro Center) 150 Nassau St., Princeton (609) 921-9525

You may find more copy centers around town by searching the Yellow Pages on line or using a Yellow Pages Directory (copies stored at the office and/or in the Center apartments). All photocopying of handouts and/or scanning required for your individual lectures, however, will be done through our office by the Events Administrator in advance of your talk.

BUSINESS CARDS

Postdoctoral Fellows may place personal orders for their own business cards with Princeton University logo on them. Place your order through the Printing and Mailing Office's website at <http://www.princeton.edu/printing/businesscards.html>. You will need to obtain an account number from the Center Office Assistant in order to place the order and make payment, and then reimburse the Center by check or cash.

OFFICE HOURS AND BUILDING ACCESS

The Hellenic Studies office is open during the day during normal business hours (8:45 a.m. – 5:00 p.m.). All Hellenic Studies Fellows' Tiger Cards will be programmed for access into the building when the alarm is armed (metallic strips on cards are scanned at the black box beside the entrance door) to enable you to use your office and retrieve your mail on off hours. For the University's holiday schedule, please see:

<http://www.princeton.edu/hr/working/schedules/holidays/>

OFFICE ASSIGNMENTS

Fellows are provided with desk assignments in shared offices. The offices are fortified with one shared printer for limited use; one scanner; and one telephone line with multiple voicemail boxes for receiving messages. These offices are strictly for the use of the fellows. Please schedule meetings with family, friends, and associates elsewhere, so that a quiet study atmosphere can be maintained at all times.

SMOKING REGULATIONS

Please be advised that most buildings in the University are smoke-free. Smoking is allowed only in designated areas. Smoking is not permitted inside public buildings in and around Princeton, unless designated. For more information on the University's smoking policy, please see: <http://ehs.princeton.edu/health-safety-the-campus-community/smoking-campus/smoking-policy-faqs>.

FOOD

There are many restaurants in the Princeton area, as well as lounges on campus (First Student Center, Prospect House, Robertson Hall, and Chancellor Green Café). Please refer to the maps of town and campus that are included in the welcome package.

Please, be advised that in addition to using the Tiger Card for access to the Library, you may use the Princeton University Dining Services "Paw Point" System to pay for purchases for food/meals made at Prospect House (upstairs formal/downstairs is a café), or at one of the Frist Campus Center eateries (1 point = \$1). The Frist Student Center and cafeteria(s) accept cash payments, while Prospect House does not.

To charge points by credit card go to: <https://services.jsatech.com/login.php?cid=69&> sign in and select "Make a Deposit" and follow the prompts. Dining Services can be revalued online, at the TigerCard office or at the Value Transfer Station located on the 100 level of the Frist Campus Center.

Food and grocery stores (supermarkets), pharmacies –

There are many places that one can go within walking distance to buy bread, dairy products, fruit and vegetables etc. A short walk on Nassau and Witherspoon Streets will help you to find what shops are available (e.g. "Olives" on Witherspoon for bread and products imported from Greece; D'Angelo's Italian Market on Spring Street for fresh foods and gourmet prepared meals; "WaWa" is a convenience store on University Place Road for milk, bread, lunchmeats, etc.; "CVS" has a pharmacy in the back of the store and is a convenience store in the front). The Princeton Shopping Center is located on Harrison Street, approximately four miles from main campus. The shopping center offers more options (McCaffrey's Supermarket, large grocery supermarket with some prepared foods, salads, etc.) and several other stores for laundry services, restaurants, pizzeria, hair and nail shop, etc. Some places on campus, such as the U-Store or the Frist Campus Center, also sell some convenience items from pens to laundry detergents and pharmacy.

SHOPPING

Books, Tapes, Videos, DVDs -

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There are many book stores in the area (e.g. the U-store, 114-116 Nassau Street), where you can go to find or order books you may need. Refer to the map included in your package. The Princeton Public Library on Witherspoon Street offers one free hour of Internet use and has videos, tapes, and DVDs available for loan to Princeton residents. Please see the Office Assistant for a letter supporting your term of residence, if it is requested by the library.

General shopping -

Within walking distance of the campus, there are many stores that can supply your shopping needs. For more options, and perhaps better prices, you may travel to the malls of the greater Princeton area (Mercer Mall, Quakerbridge Mall, etc.). You will need to drive or take a bus. There are bus stops on Nassau Street, in front of the main entrance to the University. Please be aware that the schedules are subject to change, depending on the season, so you should ask at the kiosk in Palmer Square for more details and an up-to-date bus schedule. There are also larger shopping outlets. For the Liberty Village Premium Outlets in Flemington, NJ please see <http://www.premiumoutlets.com/outlets/outlet.asp?id=13>. For the Jackson Premium Outlets see <http://www.premiumoutlets.com/outlets/outlet.asp?id=54>.

MONEY AND BANKING

Once your paperwork is completed, you will receive a check on the last day of each month. If the last day of the month falls on a weekend, you will get the check the Friday before. December and June checks arrive earlier, usually between the 15th and 20th.

Fellows' checks are mailed to the Center Office address at the end of the month (this includes direct deposit stubs). Please be prepared upon arrival with start-up money in order to cover your personal expenses for your first month at Princeton (food, rent related fees, etc.).

Your salaries are prorated on a per diem basis. Therefore, each month's pay may differ slightly, but at the end of your full term of appointment the total should equate to the full committed salary you were awarded. Please be advised that United States taxes may be withheld from your salary (percentage of income taxes withheld varies by country of citizenship). **Make sure to retain your last check stub (if not all) for reference and to include with your income tax return.**

It is possible to set up Direct Deposit at a local bank but first you will need to open an account with one of the local banks. Several banks are located within walking distance to the campus, most of which are located right on Nassau Street (e.g. PNC Bank, Sovereign Bank, Bank of America). For further information, please refer to the Yellow Pages or The Yellow Book. There are many possibilities regarding the types of accounts that are available. A bank employee will be able to help you open an account. The simplest type of account tends to be a checking account in most financial institutions, which includes both the use of a checkbook and an ATM card. Paychecks are issued from the Bank of America and so you may wish to establish your account there.

You may sign up for Direct Deposit using **ePay**, which is the confidential payroll component of the HR Self Service system:

<http://www.princeton.edu/hr/progserv/sds/applications/selfservice.html>. Using **ePay**, you may make secure changes to your payroll information online, update your W-4 marital status and exemptions, add/ change or stop you banking information for Direct Deposit and request to “Go Green” by suppressing the printing of your pay statement. In addition, you may now view and/or reprint your current or prior pay statements and your current or prior year W-2 Forms.

To Use **ePay**:

1. Log onto People Soft Through the HR Self Service
2. Select the link for Self Service
3. Select the link for the Payroll and Compensation page
4. Follow the Direct Deposit Link to enter your banking information

You may opt to look into using the University Credit Union instead of opening an account with a nearby bank, which can also be set up with direct deposit. See <http://www.princetonfcu.org/>

These options of Direct Deposit and/or the credit union may be of particular importance with respect to your last month's check. Since most fellows leave before or on the day that their last check is delivered to our Center, they are not able to pick it up and cash it before they leave. The direct deposit enables you to have your finances in order.

If you set up Direct Deposit with either one of the above options, please make a note for yourself to make arrangements with them to have your last month's check wired from your Princeton account to your home bank account. Since most all visiting fellow appointments end a few days short of the end of the month (to allow for cleaning and laundering between tenants), they are not in Princeton when the last check is issued. If you do not opt for one of the above options, the alternative is to have us mail your last month's check to your permanent address once received and after you've left - which we would be happy to do. The disadvantage is that there would be some delay before you would have access to your money.

Note: If you are planning on bringing a credit card and/or a cash card, please remember to make sure in advance it can be used in the United States.

REIMBURSEMENT POLICY

Requests for reimbursement for expenses, such as books and materials, travel expenses when presenting papers at academic conferences, should be sent to Dimitri Gondicas at least one week in advance of an intended trip. Please include all related details (purpose of trip, exact dates involved, whether it's for research or if you are giving a paper and the title of your talk, destination, etc.). Once the reimbursement has been approved by the Executive Director, the Center Manager will send you an e-mail outlining the university requirements for payment of reimbursements and what procedures need to be followed. *Note: Please be advised that there is a 60-day time frame from the date of the receipt that we have to turn in for reimbursements.*

ADDITIONAL TRAINING

The McGraw Teaching and Learning Center offers workshops on teaching and course preparation and will assist with teaching statements. Please see <http://www.princeton.edu/mcgraw/> for a schedule of workshops. While generally focused on the undergraduate and graduate, Career Services, <http://careerservices.princeton.edu/> offers help with resume and cover letter writing, power point presentations, and also has online job listings.

PARKING

There is no fee for an on-campus daytime parking permit. To obtain one, take your Tiger Card ID to the Parking Office, located in New South Building, A (1st) Floor. Make sure to have your license plate number ready, with the model and year of your car

TRAVEL TO PRINCETON

Fellows are responsible for providing their own transportation to and from the airport.

If you should decide to take a taxi, please be aware that the taxi services charge approximately \$145 from Newark Airport to Princeton and \$195 from JFK to Princeton (travel, tolls, tips, taxes included). This is subject to change; please make sure you are aware of the rate, before making a commitment. For ground transportation to the university, please see:

<http://travel.princeton.edu/suppliers/ground-transportation>. From here the university lists different companies that are familiar with traveling to the campus. In addition to these, [Uber](#) is another affordable option, but as always, check the rate when reserving. You should also be aware that there may be a charge, if your plane is delayed or if there is an inordinate amount of wait time for a limousine/car service. Please clarify this with the service.

To get from JFK, LaGuardia, Newark, or Philadelphia Airports to Princeton see:

<https://www.princeton.edu/meet-princeton/visit-us#air-train-travel> or

<https://travel.princeton.edu/guests>.

TRAVEL AROUND PRINCETON

Generally, a public transportation system is not well developed in most of the United States, including Princeton. Unless you are in major cities, such as New York, Philadelphia, Boston, etc., do not count on public transportation for commuting. A car is needed if you are planning to live further than one half to one mile distance from campus, and sometimes closer if it is a main road with heavy traffic and there are no sidewalks. Please see the car-free guide at <http://www.princeton.edu/transportation/goingplaces.pdf> published by Princeton.

For information about options for transportation during your stay, you can refer to either the University Travel webpage at <https://www.princeton.edu/meet-princeton/visit-us#shuttles-local-transit> or check the kiosk at Palmer Square in town for the 605 & 606 bus schedules that run through Princeton and nearby vicinities (limited to specific venues), or check the [NJ Transit](#) website for specific train routes and schedules. There are a couple that have been used by people associated with the Center, **1**) Rent-A-Wreck, <https://www.rentawreck.com/cheap-car-rental-princeton-NJ.htm> (732) 438-1220 – just as it sounds, older cars but should get you to your destination **and** **(2)** Zipcar rentals, www.zipcar.com , 1-866-494-7227. You may want to ask about insurance coverage prices when you make reservation. Please be aware that you may have to take a taxi to pick up a car at these locations.

For details regarding Princeton University's WeCar Center, you may visit: <https://www.enterprisecarshare.com/us/en/programs/university/princeton.html>.

For information about mileage and distances between locations, consult the internet (suggested link "MapQuest" at www.mapquest.com).

Anyone interested in taking the student-led campus tour, referred to as the Orange Key Tour, can find information here: <https://www.princeton.edu/meet-princeton/visit-us#tours-information-sessions> (select "Tours & Information Sessions" on the left). An additional option includes the University transit and shuttle system, TigerTransit, which can be found here: <http://www.princeton.edu/transportation/tigertransit.html>.

Also, please be aware when walking through town. Princeton Township has now been issuing tickets for people that do not use the crosswalk when crossing streets, as well as crossing against traffic lights. The range for these tickets is \$60-\$150.

If travelling to other parts of the United States during your fellowship, you may wish to consult <http://www.princeton.edu/travel>. This website is a very good resource for Princeton's travel policies and also offers assistance in travel planning and what do should you encounter and emergency while travelling. Amtrak also has a Railpass system for travel within the Northeastern, Eastern and Western regions of the US.

The Spouse/Partner Travel Grant Center provides travel funds to assist first- and second-year postdoctoral researchers whose spouses or domestic partners are full time graduate students or postdoctoral researchers at another university that is at least 150 miles distant from Princeton. Awards from this Center may be used by recipients for their own travel to visit their spouses/domestic partners or for travel by their spouses/domestic partners to visit them at Princeton. Questions about the Spouse/Partner Travel Center should be addressed to Gilda Paul (email: gilda@princeton.edu; phone: 258-2922). **First- and second-year postdoctoral research associates and postdoctoral research fellows are eligible for this Center.**

ACCESSIBILITY INFORMATION

Disability and Accessibility Policies

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Princeton University is committed to providing access to its programs and facilities to all students, faculty, staff, and visitors in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

For more information about the University's disability and accessibility policies and helpful campus resources, please visit: <http://inclusive.princeton.edu/policies/disability>.

Transportation

Transportation is provided throughout campus via the TigerTransit transportation system. Accessible campus shuttles provide different routes to administrative and academic buildings, as well as student housing (Merwick and Lakeview) and shopping in the neighboring community. For more information and to view the TigerTransit routes/map, please see:

<http://www.princeton.edu/transportation/tigertransit.html>.

Princeton municipality has also initiated the accessible freeB shuttle for additional travel throughout town. The bus runs from 5:30-9:30 a.m. and 5:30-9:00 p.m. For additional information, please see: <http://www.princetonnj.gov/freeB-jitney-shuttle.html>.

Buildings and Parking

The University has identified accessible buildings, walkways and parking areas on the attached map, which is also available at: <http://www.princeton.edu/ada-map>.

For additional information about parking throughout the campus, please visit the Transportation and Parking Services website: <http://www.princeton.edu/transportation/index.html>. Information is provided regarding hours of use, accessible parking, and how to obtain a permit. Information is also available at the traffic booth on Elm Drive (off of Faculty Road) for directions to accessible parking for University venues.

SAFETY AND EMERGENCY

Please review "Crime Prevention Tips and Things to Think of" on the Princeton University Public Safety webpage: <http://publicsafety.princeton.edu/>. Even though these tips are designed for students they will nevertheless provide useful information.

For emergencies (fire, police, and health problems) call **911 (both on and off campus)**.

CHILDCARE

The Office of Human Resources publishes a “Child Care Resource List” to assist faculty and staff in the search for child care services. Please refer to the Human Resources link <http://www.princeton.edu/hr/benefits/worklife/child/>.

The [University League Nursery School](#) is located close to campus at 171 Broadmead in Princeton. The school offers two, three and five day morning Centers on a cooperative basis for children two and a half years through four years old, as well as extended and full day non-cooperative care for children from three years through four years of age. The school is accredited by the National Academy of Early Childhood Centers and is open from 8:30am to 6:00pm.

[University NOW](#) is another choice for childcare also located at 171 Broadmead. Children from 3 months to 5 years old may attend. Please email: unow@princeton.edu or contact Director, Susan Bertrand at (609) 258-9600 for more information.

For backup/ emergency care, the University has partnered with [Bright Horizons](#) for their Back-up Care Advantage Program. For more information, please visit: <http://www.princeton.edu/hr/benefits/worklife/backup/>.

The Employee Child Care Assistance Program (ECCAP) is designed to provide assistance to eligible faculty and staff with pre-kindergarten children to help meet the cost of childcare. To qualify, your total household income may not exceed \$130,000. The awards are portable and can be used to pay for a wide range of possible arrangements from in-home care to day care centers.

Please see <http://www.princeton.edu/hr/benefits/worklife/eccap/> for further information such as eligibility guidelines and application deadlines for upcoming years, or contact Lynn Herbine, ECCAP Coordinator at (609) 258-9118 or lherbine@princeton.edu.

The Dependent Child Care Fund http://www.princeton.edu/dof/policies/publ/fac/dependent_care/ covers the costs of dependent child care for postdoctoral researchers who are attending learned society meetings or other conferences, workshops and professional development opportunities. Awards from the fund may be used by recipients for dependent care at a conference, or at an alternative location (including at home), and may include those expenses incurred in transporting a caregiver. Questions about the Dependent Child Care Travel Fund should be addressed to Jennifer Widdis (email: jwiddis@princeton.edu; phone: 258-3023). **All postdoctoral research associates and postdoctoral research fellows are eligible for this Center.**

ARTS, EXHIBITS AND OTHER EVENTS

The University web page is updated regularly regarding the upcoming art events in the Princeton area, and recommended as one of the best resources. Refer to:

<http://www.princeton.edu/main/campuslife/arts/> . For further information, you can refer to local newspapers. Cinema postings in town: <http://etc.princeton.edu/films/>

For general events calendar please refer to: <http://www.princeton.edu/events/>

In the following page there are also links to lists of restaurants, arts and cultural resources, athletic events and media: <http://www.princeton.edu/main/visiting/region/>

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SPORTS AND RECREATION

Refer to <http://www.princeton.edu/main/campuslife/athletics/> for information of both on and off campus resources and events. For information about buying a membership at Dillon Gym, please refer to their website at <http://www.princeton.edu/campusrec/dillon-gym/membership/>. Spouses may also join Dillon Gym. Once you have your Princeton ID, you may go to the TigerCard office and request a "Kin of Employee Card". Your spouse can then go to Dillon Gym (Room 103) and request a membership. They must apply for either a full-year (\$212) or half-year membership (\$120). Be advised that there is an extra charge for classes.

RECYCLING AT PRINCETON

Princeton University has a comprehensive recycling and sustainability Center. We ask that all visitors to the Center participate. For recycling guidelines please see, <http://www.princeton.edu/sustainability/plan-in-action/resource-conservation/solid-waste/>

TIPS TO FIRST TIME VISITORS TO THE U.S.FROM FORMER FELLOWS ABOUT SMALL EVERYDAY LIFE CULTURAL DIFFERENCES

Self service:

In almost any market or food store or café there is a line, like the banks in Greece keep a line. You may even see a line extending out of a café! If you jump the line and go directly to the register, you will be told to go to end of the line and this can be quite embarrassing. Most of the food stores and cafés are self service and you are expected to return your own paper goods, dishes, cups to an appropriate place. Individuals and invited guests are expected to clear their own trash using the trash bins and recycle bins provided when food and drink is served at University activities and events such as receptions, lunches, and dinners surrounding University lectures, talks, etc., unless it is an event where there are caterers serving tables.

Streets:

Pedestrians have the right of way in Princeton. There is usually a button on the light pole to change the light to red, or use the white painted lines on the street (at the cross-walk areas) designated for pedestrian crossing. Please be aware when walking through town. Princeton Township has now been issuing tickets for people that do not use the crosswalk when crossing streets, as well as crossing against traffic lights. The range for these tickets is \$60-\$150. Always use caution! Also, cars may turn right at red lights, if there are no pedestrians.

Transport to NYC/Philadelphia:

NJ Transit trains offer service to New York and with SEPTA, to Philadelphia. You begin from the station on campus and take the small train ("the Dinky") to the main station at Princeton

Junction: <http://www.njtransit.com/> gives station-to-station directions and schedules. If you are interested in travelling by train to other parts of the US you may wish to investigate the Amtrak Railpass. You may purchase passes for anywhere from 15 to 45 days. There are routes through the Northeast, Eastern and Western Regions and are available to foreign passport holders.

Electricity and Automation:

Bring with you a plug-cable converter - you will find them here but you may lose valuable time before making your purchase.

There are many automatic machines, mainly to buy tickets that accept coins and paper bills and credit cards. Sometimes you have no choice but use them (at the Dinky train station in Princeton, for example).

Common Courtesy Practices:

There is no dress code, per se but there is some kind of social hierarchy, different than Greece, particularly in some restaurants and lecture places.

Laundry:

You can purchase detergent and dryer sheets from the local CVS store or grocery market for your clothes washer.

Restaurants:

A tip is customary in restaurants and cafés when waiter or waitress services are offered (not in self-serve, cafeteria-type restaurants). 10-15 % is typical. Be careful though, because for groups larger than 6 people an 18% gratuity may be automatically included in your bill. In most of the individual prices of food and drink selections on the menus, tax is not included, but added later to the total check. For a guide to local restaurants please see:

<http://www.cs.princeton.edu/~wayne/princeton.restaurants/>.

Mealtimes:

Lunchtime and dinnertime are different and much earlier than Greece; lunchtime being 12:00 noon-1:00 and dinnertime anywhere from 5:00 p.m. through 8:00 p.m.

Most of the restaurants in Princeton do not sell or serve liqueur (wine or beer), but you may buy them from a liqueur store and bring them with you and they will open and serve it for you. It is much more expensive to pay for wine and beer in restaurants that have their liqueur licenses. Be sure to ask the price of the house wine by the glass, which can be more expensive than selecting one that is served by the glass. It is against certain ordinances to drink alcohol outside, unless you are on restaurant or private property. You could be issued a citation, if you were carrying an open bottle of beer or wine around with you drinking while walking along the streets in Princeton or sitting at a parked bench.

Shopping:

Many shops are open on Sunday. The U-Store (Princeton University's supply store) is open 24 hours, 7 days/wk. The CVS (172 Nassau St.) is similar to a Greek "periptero" and has a

pharmacy in the back of the store. Ace Hardware in the Princeton Shopping Center on Harrison St. carries small appliances, gadgets, cookware and kitchenware.

Besides "junk food" and GMOs, there are a lot of healthy, organic foods to buy, much more than in Greece, easy to find and cheaper!

Whole Earth Center Natural Foods
360 Nassau St
(609) 924-7377
www.wholeearthcenter.com

Whole Foods Supermarket (*Organic, locally grown foods*)
Windsor Greene Shopping Center, Route 1 South
(609) 799-2919
www.wholefoodsmarket.com

Halo Pub (best and cheapest ice cream, espresso)
9 Hulfish St
(609) 921-1710
<http://www.palmersquare.com/shopping/halo-pub>

Where to buy local/national newspapers:

Palmer Square Kiosk
Starbucks
Small World
CVS

Frist Student Center
U Store
McCaffrey's Supermarket

Local Radio and TV News Centers

Radio: National Public Radio (NPR) broadcasts progressive news and information Programming all day with national and international broadcasts in the morning (6am-9am) and afternoon (4pm-7pm). It is 90.9 FM.

TV: Channels 12 and 13 are Public Broadcasting System channels for the Princeton area. In-depth news Centers run from 6-7 pm on Channel 12 and 7-8pm on Ch 13 each weekday. This would be an alternative to CNN. BBC Worldnews comes on at 11pm. For a satirical look at US and world news try the "Daily Show" or "The Colbert Report" on comedy Central network, Channel 72.

Apartment Hunting:

Here are names of a few places where you can inquire about renting or purchasing used furniture:

Skillman Furniture (*Used furniture dealer*)

212 Alexander St.

609-924-1881

www.skillmanfurniture.com

Everything from tables, chairs, beds, desks, lamps and they will deliver.

Tiger Trade

<http://point.princeton.edu/tigertrade/>

You can look online for furniture, appliances, books, bikes etc.

Surplus Warehouse

755 Alexander Rd., Door 4, Princeton Junction, NJ 08550

609-258-2347

<http://www.princeton.edu/facilities/info/services/surplus/> When the University no longer needs furniture or equipment they send it to this warehouse. The warehouse is open to University personnel on Tuesdays, 9 a.m. - 12 noon and the general public for personal purchases on Thursdays, 10 a.m.-1 p.m. For further information, please contact Daron Groce, dgroce@princeton.edu.

**Only forms of payment are MasterCard and Visa (effective May 1, 2013)*

Boys & Girls Club Bike Exchange (Used Bicycles):

Capitol Plaza Shopping Center

1500 N. Olden Avenue

Ewing, NJ

<http://www.bikeexchangenj.org/>

Additional comments, tips and/or updates are welcome! Please submit them to the attention of the Center Manager (Room 107B). Thank you.

Last updated 4/5/16