

Information for 2008 REU participants

The Physics Department is located in Small Hall, #74 on map.

<http://www.wm.edu/physics/reu/2008Forms/2008map.pdf>.

Our phone number is 757-221-3501 or Fax 757-221-3540.

You will receive \$3500.00 paid semi-monthly over four pay periods. **Federal, State, and Social Security tax will be withheld from the stipend (unless you qualify for exemption from withholding for state taxes--see reverse side of yellow VA-4 form)**. Please come with enough money to cover your expenses until your first pay date.

Please **complete and return** the following forms as soon as you receive them. Use the list below to "check off" each item as it is completed and **RETURN ALL 5 no later than May 1, 2008. Housing Form is due April 15, 2008.**

- _____ 1. W4 - Federal Tax <http://www.wm.edu/physics/reu/2008Forms/fw42008.pdf>
- _____ 2. VA4 - VA State Tax <http://www.wm.edu/physics/reu/2008Forms/va4.pdf>
- _____ 3. **I9 - Employment Eligibility Verification -**
<http://www.wm.edu/physics/reu/2008Forms/I9.pdf>
- _____ 4. Personal Data form <http://www.wm.edu/physics/reu/2008Forms/PersonalData.pdf>
- _____ 5. Direct Deposit Form <http://www.wm.edu/physics/reu/2008Forms/directdeposit.pdf>
- _____ 6. Housing Form <http://www.wm.edu/physics/reu/2008Forms/houseapp08.doc>
- _____ 7. Student Health Form <http://www.wm.edu/physics/reu/2008Forms/SummerHealthForm.pdf>

Photo copy of Social Security Card is MANDATORY and one other document from List B on the I9 form.

Please note: all signatures must be done in ink!

Health Forms must be completed and received by the Health Center before you stay in the dorm.

2008 Summer Research Housing: Jefferson, Reves, Taliaferro – Halls- Information on dorms at the below web pages:

<http://www.wm.edu/reslife/residenceHalls/jefferson.php>

<http://www.wm.edu/reslife/residenceHalls/reves.php>

<http://www.wm.edu/reslife/residenceHalls/taliaferro.php>

Lounges, Kitchen Facilities, and Vending Machines are available in the hall. Microwaves, dishes, and cooking utensils **are not** provided. Research students will be assigned to double occupancy rooms. If research students wish to live with a specific person during the summer, **both** persons must request each other in writing by April 25, 2008 in order to be placed together. Students who have no preference, you will be assigned a random roommate.

- Summer Research students may check into housing beginning Sunday, May 25, 2008 between 1:00p.m. - 7:00p.m.
- All Summer Research students must be checked out of the Residence Hall by **Noon** on Saturday, August 2, 2008, no exceptions.

Parking: You will be able to purchase a Resident parking pass while you are here. The pass is \$68.75. Their website is: <http://www.wm.edu/parking/>

I.D. Card (you will go to the I.D. office Tuesday morning)

I.D. cards are prepared for each entering student by the [I.D. Office](#) (169 Campus Center, (757) 221-2105). Student I.D. cards serve as a "key" for access to the residence halls equipped with I.D. card readers. Building access is maintained by the [Campus Police](#). In addition, the student I.D. card provides access to meals, vending machines, Swem Library, the Recreation Center, Student Health and the W&M Express Account. If lost or stolen, immediately contact the I.D. Office during normal business hours or Campus Police (757) 221-4596 after 5 p.m. or on the weekends.

Telephones

[Analog telephone service](#) is provided to student rooms with both on-campus and local Williamsburg calling capabilities. Students must bring their own telephones.

Cable TV

[Cable television](#) access is available in all College residence halls. Bring your own TV!!!

Internet Access

Each residence room has a high speed data network that allows students to access the College's mainframe computers, the library's on-line card catalog, electronic mail, the World Wide Web and the Internet. [Connection to the network](#) requires purchase of a network interface card (or ethernet card). Wireless connections are available in hall residence halls.

Kitchens

Most buildings are equipped with kitchens. Residents are free to use the kitchen facilities but must clean up after themselves. Specific policies regarding kitchen use/cleanliness can be addressed in [Community Agreements](#).

Laundry

Most of the residences are equipped with coin operated and/or debit card access washers and dryers. The laundry facilities are under the auspices of the Residence Life Office and are currently contracted out. Any problems with machine malfunction can be reported by phone (1-800-927-9274), e-mail service@caldwellandgregory.com or on the web http://www.caldwellandgregory.com/report_service_form.htm. The College is not liable for any damage or loss caused by the washers or dryers. Please note that we currently use high efficiency front loading washers in the residence halls. Manufacturer's guidelines recommend **liquid detergent** instead of powdered detergent. Detergent 'cakes' should not be used in these machines.

Meals

Questions or information regarding meal plan information should be directed to Dining Services at (757) 221-2110 or <http://www.wm.edu/dining/>.

Postal Service/Mail

The Campus Post Office is located in the basement of the University Center and the window hours are 8:00am – 4:30pm Monday through Friday and 8:00am – 1:00pm on Saturday.

Address to use for your mail:

For Postal Services:

YOUR NAME
Department of Physics
College of William & Mary
P.O. Box 8795
Williamsburg, VA 23187-8795

!!!!!!DO NOT USE THE BELOW ADDRESS FOR U.S. POSTAL SERVICES!!!!!! They will return to sender..... TO BE USED FOR UPS/FED EX, ETC.

For Package Delivery: (cross streets-- Landrum/Ukrop Drives)
Department of Physics
College of William and Mary
Small Hall Room 119
300 Ukrop Drive
Williamsburg, VA 23185

Recreational Sport Center

See <http://www.wm.edu/recsports/> for information.