

Maximizing a Successful Transition to Columbia University Things to Consider Before Leaving Home and Upon Arrival*

Advanced planning and collaboration with the Office of Work/Life can simplify the transition to Columbia University for prospective and recently appointed faculty; postdoctoral research scientists, scholars, and fellows; graduate students; and their families. Columbia University offers comprehensive programs to assist with finding housing, child care, K-12 schooling, and spouse/partner employment.

Housing

The Housing Information and Referral Service assists with finding off-campus housing in the New York City Metropolitan area and provides information on purchasing and rental options. The service also provides individual consultations to explore general real estate and housing information, including neighborhood information and contacts for real estate professionals. Even if Columbia housing is offered, other types of housing options can be explored here.

Access Columbia University housing resources:

- o Visit <http://worklife.columbia.edu/housing-relocation> to learn about off campus housing options.
- o Consult with the Housing Specialist about renting or purchasing apartments and homes within commuting distance of Columbia University campuses.
- o Visit Columbia's Off-Campus Housing Assistance (OCHA) website <http://facilities.columbia.edu/housing/intro-ocha-3> (with a “Uni” or temporary access) for information on rental housing lists (geared toward students) and sublets.

Important documents and monies to be immediately accessible for renting apartments and homes:

- o Application fees (i.e.- rental buildings: \$65-\$100; condos: \$300 - \$1,000; co-ops: \$600 - \$1,500)
- o Income requirements - gross annual income needs to be 40 – 50 times the monthly rent (i.e. gross annual income=\$120,000 / monthly rent=\$3,000).
- o If using a real estate broker, fees are typically 12-15% of the annual rent (i.e. monthly rent=\$3,000; annual rent=\$36,000; 12% of annual rent=\$4,320).
- o At lease signing, certified checks are required for the first month’s rent, the security deposit (typically 1-2 month’s rent), and the broker’s fee (if applicable).
- o Documents required when applying:
 - Letter from the employer stating position, salary, and start date
 - Last two pay stubs (if applicable)
 - Last two years’ tax returns (or proof of consistent income)
 - Last two months’ bank statements
 - Name, addresses and phone numbers of previous landlords
 - Two personal and two business reference letters
 - Verification of other assets (real estate, securities, etc.)
 - Photo identification (driver’s license, passport, etc.)
- o Credit checks will be conducted on all apartment applicants. An international recruit without a credit history may need to provide additional security deposit, or consider other options, such as subletting.

***This document is designed to be used by Columbia University faculty and administrators involved in recruitment efforts. Please check websites referred to in this document for the most up to date information.**

Child Care and Schooling

The School and Child Care Search Service helps families navigate their children's educational options in the New York City metropolitan area. This service covers children who require care/schooling from birth through 18 years old. Individual consultations are available for families needing assistance with finding quality and appropriate child care, schooling, early intervention and special education, and out-of-school time (including after school options and vacation/holiday programs).

Access Columbia University child care and schooling resources:

- o Visit <http://worklife.columbia.edu/child-care-and-schooling> to learn more about child care and schooling options.
- o Consult with the specialists in person or by email, phone or Skype.

To learn more about Child Care/ Day Care options on the New York City Department of Health and Mental Hygiene Child Care/Day Care website, visit <http://www.nyc.gov/html/doh/html/dc/dc.shtml>.

- o Note that there are a variety of child care options, including center based early child care programs, in home care, and family and group family child care.
- o Many types of child care require advance arrangements and most child care centers start their enrollment process one year in advance.

To learn more about enrollment in a free of charge, New York public school, visit <http://schools.nyc.gov/ChoicesEnrollment/NewStudents/Peak+Enrollment.htm>.

- o A child must reside in New York City to enroll in a public school; however, school options should be learned about in advance.
- o Documents needed for enrollment:
 - Child's birth certificate or passport
 - Child's immunization record (in English, with vaccination dates)
 - Child's report card or transcript (in English)
 - Individual Education Program(IEP) or accommodation plan for a child with special needs, if applicable
 - Obtain proof of residence, including rental lease and utility (gas and electric, phone, cable) in New York City, once housing is secured.

To learn more about many tuition-based, independent schools in New York, visit www.isaagny.org.

- o Many private schools start their admissions process a year in advance. Therefore, Child Care and Schooling requests should ideally be submitted one year in advance to provide the best opportunity for admissions to an independent school in New York.
- o Most private schools offer financial aid to qualifying accepted applicants. A recruit may be eligible for a Columbia University tuition benefit (link) if "Officer" is in their Columbia University title.

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Spouse/Partner Dual Career Search

For the spouse/partner of a faculty member who is being recruited or has been recruited recently from outside the New York City metropolitan area, consultations with the **Spouse/Partner Dual Career Service** are available to assist with the challenges of conducting non-academic job searches in a new location and can offer resources for the academic search.

Access Columbia University spouse/partner dual career search resources:

- o Visit <http://worklife.columbia.edu/faculty-recruitment-relocation#section2> for more details about eligibility for this service.
- o Consult with the Spouse/Partner Dual Career Service Specialists about job market assessments and referrals (for non-academic careers).
- o Spouse/Partner Dual Career requests should ideally be made when the faculty and/or partner/spouse come to campus for their recruiting visit.

Career postings to assist spouses and partners of faculty and staff to secure area employment:

- o For non-academic careers at Columbia University, search the Jobs at Columbia (JAC) application site for job listings: <https://jobs.columbia.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1341934518407>.
- o For academic careers at Columbia University, search the Recruitment of Academic Personnel System (RAPS) application site for job listings: <https://academicjobs.columbia.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1341934566307>.
- o For both academic and non-academic career postings in institutions of higher education in the greater New York metropolitan and southern Connecticut area, visit: http://www.mnyscherc.org/site/672/about.cfm?site_id=672.

International scholars and students can learn about obtaining work permits at <http://www.us-immigration.com/form-i765-employment-authorization.jsp> and should become acquainted with treaties (between their country and the United States) on the handling of income tax. International scholars and students should also be encouraged to learn how to access healthcare in the United States. Additional resources for international scholars and students are provided by Columbia University's International Students and Scholars Office <http://www.columbia.edu/cu/isso/isso.html> and the Office of Postdoctoral Affairs <http://postdocs.columbia.edu>.

*Please visit the **Work/Life website** to learn about additional programs and services such as backup care (pending eligibility), breastfeeding support, the electronic bulletin board, the events calendar, wellness discounts, and kindergarten and wellness **LISTSERVS**.*

Low Memorial Library,
535 W. 116th Street, New York, NY 10027
Email: worklife@columbia.edu
Phone: 212-854-8019
Fax: 212-854-6323
Website: worklife.columbia.edu

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Columbia University's Office of Work/Life fosters the well-being of the Columbia community and its people in their pursuit of meaningful and productive academic, personal and work lives.