



HUMAN RESOURCES-C215  
333 COTTMAN AVENUE  
PHILADELPHIA, PA. 19111  
215-728-2763

**Welcome to the Fox Chase Cancer Center. As a visa holder, please be aware of the following:**

**OBTAINING A SOCIAL SECURITY CARD**

It is very important to go to the Social Security Administration Office. It is located at 2 Penn Center, 20<sup>th</sup> Floor, Suite 2000B, 1500 JFK Blvd., Phila., Pa. 19102. The Social Security Administration is now taking approximately two weeks to issue a social security card.

**ADDRESS CHANGES FOR FOREIGN NATIONALS**

All foreign nationals- primary visa holders, dependent visa holders and green card holders- residing in the United States, must formally notify INS of any changes to their home address. This is very important and must be done within 10 days of moving.

You can do this online or download form AR-11 from the INS website

<https://www.uscis.gov/ar-11>

**TRAVEL REMINDER– VISA HOLDERS**

If you are on a J1 visa and are planning to travel, please notify Human Resources in a timely fashion so we can do an employment letter. You will also need to have your DS2019 signed for travel. If your visa has expired in your passport you must go to the American Consulate in your home country and have it renewed. Please make sure you give yourself enough time to do so.

If you are on a H1 visa and have not had the H stamp put in your passport, please notify Human Resources in a timely fashion, for an employment letter to be done and a copy of your entire H1 package made. You must plan enough time when you travel to go to the American Consulate in your home country and have the stamp put in your passport.

**You must be aware that all visa holders are now interviewed. If you are interviewed and it is decided that a security check will be done on you, you may be held up for 8 to 12 weeks until the clearance comes from Washington.**

**Please, if you are planning to travel, see Holly Molle (Room R252/extension 2946) or Karen Johnston (Room C215/ extension 5339), so they may confirm your visa status, before you plan your trip.**

**DRIVERS LICENSE**

To obtain a drivers license, you must obtain a letter from Human Resources before applying and every time you reapply. Please contact Karen Johnston (Room C215/ ext.5339) to obtain this letter.

## **HOUSING INFORMATION FOR POSTDOCTORAL ASSOCIATES**

There is Center Housing available. For information, please contact Shana Winter 215-728-2214 for availability.

## **PAYROLL INFORMATION**

If you should have any questions regarding your paycheck or tax information, you may contact our Payroll Department at (215) 707-1568 or (215) 707-2717.

## **HEALTH INSURANCE**

You will be scheduled for a benefits “sign-in” when you arrive at Fox Chase Cancer Center. All necessary information and enrollment forms will be provided at that time. If you should have any further questions regarding your health insurance benefits, you may contact the Benefits Office, 215-707-2500 option 2.