



# Molecular & Cellular Biology in Seattle

AN INTERDISCIPLINARY Ph.D. PROGRAM OFFERED THROUGH  
UNIVERSITY OF WASHINGTON and FRED HUTCH

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Welcome to the MCB Program! We're all excited you are joining our program. I'll cover a lot of information in this letter that will hopefully answer many of your questions. Please feel free to contact me, though, if you have additional questions or comments. First, some housekeeping:

## IMPORTANT THINGS TO DO RIGHT NOW

If you haven't done so, please take care of the following at your UW Application Status page:

<https://apps.grad.uw.edu/applForAdmiss/>

### **-Accept our offer of admission and pay your Enrollment Confirmation Deposit**

You will need your UW NetID to pay your Enrollment Confirmation Deposit (see below).

### **-Create your UW NetID**

<https://uwnetid.washington.edu/newid/>

Use the Private Access Code (PAC) and your student number from your application status page to set up your ID. With your UW NetID, you will get your uw.edu email and access to MyUW.edu, the university portal to many important tools and services. Please also keep your address and phone number up-to-date in MyUW.

### **-Submit your transcripts**

Once your final grades are posted, you must send original transcripts to both the Graduate School and the MCB Office. They *must* come in *separate envelopes* to the following addresses:

Graduate Admissions  
University of Washington  
Box 353770  
Seattle, WA 98195-3770

MCB Office  
University of Washington  
Box 357275  
Seattle, WA 98195-7275

### **-Submit your Proof of Measles Immunization**

All matriculated UW Seattle campus students are required to provide proof of measles immunity. Satisfying this requirement will allow you to register for classes. You will not be able to register in Autumn until this requirement is met. Here is a link to Measles Immunity Requirement portal:

<http://depts.washington.edu/hhpccweb/project/measles-requirement/>

The process includes getting a medical health provider's signature, so please plan ahead.

**-Send your email address to the MCB Office**

Please send me ([maialow@uw.edu](mailto:maialow@uw.edu)) your UW email address as soon as you set it up. UW and MCB will exclusively use that email address throughout your time in the program, so please be sure to link it to any email you use regularly.

## **SUMMER QUARTER START OPTION**

You have the option to begin the MCB Program during Summer Quarter. You'd complete one rotation and can join a permanent lab in Spring 2018. The MCB Program would begin your financial support beginning June 16, 2017. Your health insurance coverage would begin July 1, 2017. If you are interested, please contact me as soon as possible.

### **Summer Quarter Important Dates:**

Thu, June 1, 2017	Inform Maia you will be starting Summer Quarter
Mon, June 19, 2017	Summer Quarter begins
Tue, June 20, 2017	Mandatory Summer Orientation (time TBD)
Sat, July 1, 2017	Health Insurance Begins
Mon, July 10, 2017	First UW paycheck

Please also contact the Co-Directors Nina Salama ([nsalama@fredhutch.org](mailto:nsalama@fredhutch.org)) or Rich Gardner ([gardnerr@uw.edu](mailto:gardnerr@uw.edu)) with a list of faculty you'd like to rotate with. They will facilitate a lab for your summer rotation.

## **WHEN SHOULD YOU ARRIVE IN SEATTLE?**

Plan on arriving in Seattle at the end of August. MCB Orientation is Friday, September 1 and various UW Department and Fred Hutch retreats are scheduled in the first week in September throughout the rest of the month. I will send out a schedule of retreats and registration information later this summer. Retreats are an excellent opportunity to meet faculty, labs members and other students – please take full advantage of attending a lot of them!

## **IMPORTANT DATES AND UPCOMING EVENTS**

Fri, Sept 1, 2017	MCB Orientation
Sat, Sept 9, 2017	MCB Welcome BBQ
Sat, Sept. 16, 2017	Begin on UW payroll
Wed, Sept 27, 2017	First Day of Class
Wed, Sept 27, 2017	First Rotation Begins
Sun, Oct. 1, 2017	Health Insurance Begins
Tue, Oct. 10, 2017	First UW Paycheck

### **MCB Orientation**

**Fri, Sept 1, 2017**

**9:15 am-3:30 pm**

Orientation begins with breakfast and includes an overview of the MCB program from the Co-Directors, Staff and students. You will also sign up for UW Payroll, so please be sure to bring your passport or driver's license and social security card to Orientation. After Orientation you will have your formal photo taken and you'll receive your MCB laptop.

## MCB BBQ

Sat, Sept 9, 2017

1:30 pm

The MCB BBQ is hosted by last year's First-Year class. Family and friends are welcome.

## First quarter rotations

Wed, Sept 27, 2017

September is spent attending retreats and various talks with faculty at the UW, Fred Hutch and South Lake Union. If you'd like to research ahead of time, faculty email addresses and fields of interest are on the MCB web page ([www.mcb-seattle.edu](http://www.mcb-seattle.edu)). You should have your rotation set up and ready to begin by the first day of Autumn Quarter, September 27.

## REGISTRATION

**Summer Start Students:** I will register you for your Summer 2017 credits. **Autumn Start Students:** You will register after Orientation, where we will cover the registration process and course selection. To maintain your payroll appointment, health insurance and tuition payment, you must be registered as a full-time graduate student with at least 10 credits in Autumn, Winter and Spring and 2 credits in Summer. Here are links to registration instructions and the 2017-2018 academic calendar, with important registration deadlines:

<https://www.washington.edu/students/reg/regprocess.html>

<http://www.washington.edu/students/reg/1718cal.html>

## HEALTH INSURANCE

There are 2 insurance programs for graduate students: Graduate Appointee Insurance Plan (GAIP) for UW citizens and International Student Insurance Health Plan (ISHIP) for international students.

### GAIP

You will automatically be enrolled in Student-Only GAIP coverage by the plan administrator, LifeWise Assurance Company, once your payroll appointment is in place and you are registered as a full-time student. LifeWise will send you a Welcome letter and an email confirmation which includes important instructions on enrolling dependents. **It is your responsibility to enroll your eligible dependents on or before the enrollment deadline.** Here are links with GAIP deadline information and a summary of GAIP benefits:

<http://www.washington.edu/admin/hr/benefits/insure/gaip/deadlines.html>

<http://www.washington.edu/admin/hr/benefits/insure/gaip/publications/gaip-highlights.pdf>

### ISHIP

You will automatically be enrolled for Student-Only coverage ISHIP each quarter you register for classes. Here is a link with more information:

<https://www.washington.edu/ship/international-student-insurance-health-plan/>

## SALARY AND PAYCHECKS

### Salary

Your salary is expected to be \$32,568 per year (\$2714 per month) before taxes and deductions. You will be paid twice a month as follows:

Pay Period	Pay Day
1 <sup>st</sup> - 15 <sup>th</sup> of the month	25 <sup>th</sup> of the month
16 <sup>th</sup> - end of the month	10 <sup>th</sup> of the month

### **Direct Deposit**

All students are required to set up direct deposit. You may do this on MyUW, Student Finances tab, Financial Aid, [Set up Direct Deposit](#). Your first paycheck will be sent to the MCB Program Office. Come by the MCB Office in Room T-466 of the Health Sciences Building, after 12 noon on payday to sign for your check.

## **TUITION AND FEES**

### **Tuition**

Your tuition will be covered for your entire graduate career as long as you are a student in good standing and enrolled for the required number of credits.

### **Fees**

You will be responsible for paying the following student fees each quarter: Service & Activities Fee, IMA Fee, FR Fee and the U-PASS fee. These fees total about \$300 per quarter. Your Enrollment Confirmation deposit will go toward your first quarter's fees. Here is a link with an explanation about the fees:

<https://f2.washington.edu/fm/sfs/tuition/components>

### **Unexpected tuition balance**

You may get a statement from Student Accounts with an unexpected \$4000 tuition balance. This may be due to a lag in processing your payroll form, which can take a few weeks due to the volume of new students in the fall. The payroll system will automatically remove the tuition owed and show it as paid by the MCB Program. You can log on to MyUW and check your tuition statement at any time.

## **UW ID CARD (HUSKY CARD)**

The Husky Card is the official UW identification card. It serves as your UW library card, U-PASS transportation card, and campus discount card. You can get your Husky card as soon as you arrive on campus. The Husky Card Account & ID Center is located on the ground floor of the Odegaard Undergraduate Library, next to the By George Café. It is open from 8 a.m. until 5 p.m., Monday through Friday, except University holidays. You will need to have your student ID number and state- or federally-issued photo identification (such as a driver's license or passport). Here is a link with more information about the Husky Card:

<http://www.hfs.washington.edu/huskycard/Default.aspx?id=349>

## **TRANSPORTATION**

### **U-PASS**

The U-Pass is a bus pass valid on all regular Metro and Community Transit routes as well as Sounder train service and light rail at all times and through all zones. The mandatory quarterly fee of \$80 will be included on your tuition statement even if you don't use it. Here is a link with information to activate your U-PASS:

<https://www.washington.edu/facilities/transportation/student-u-pass>

### **Commuting to campus**

There are many commuting options. Here is a link that can give you tailored options:

<http://www.washington.edu/facilities/transportation/commute-options>

Seattle Department of Transportation offers a Seattle Bicycling Guide Map free of charge to the public. You can request a printed map at this web site:

<http://www.seattle.gov/transportation/bikemaps.htm>

### **Shuttle Service**

There are several free shuttles that travel between UW, Fred Hutch, South Lake Union, and Harborview Medical Center.

Health Sciences Express – UW Medical Center, Harborview Medical Center

<http://www.washington.edu/facilities/transportation/uwshuttles/hse>

UW/Fred Hutch South Lake Union Shuttle

<http://www.washington.edu/facilities/transportation/uwshuttles/slu>

SCCA Shuttle – Seattle Cancer Care Alliance (SCCA), Seattle Children's, UW Medical Center

<http://www.seattlecca.org/transportation.cfm>

UW Shuttles

<http://www.washington.edu/facilities/transportation/uwshuttles/>

## **BUILDING ACCESS**

You will need a building Access card and a photo ID badge to access the Health Sciences Building and Foege (pronounced fay-ghe) Hall after hours. After MCB Orientation on September 1, we will take you to have a photo taken for these IDs and will email you when the cards are ready for pick up in the MCB office. You will also be issued a badge at Fred Hutch if you rotate there.

## **ESTABLISH WASHINGTON STATE RESIDENCY**

Graduate and Professional students are required to establish bona fide domicile. This is important for future funding with training grants and support by your PI. You have to follow certain steps now to establish your residency. Here is a link with how to establish your bona fide domicile:

<https://registrar.washington.edu/students/residency/graduate-and-professional-students/>

Once you have established your residency, you must apply for residency through the UW Residency Office. The application approval process can take several months. Here is a link with information about that application:

<https://registrar.washington.edu/students/residency/application-process/>

## FINDING HOUSING IN SEATTLE

There are a lot of options for housing in Seattle. Below is a quick guide, but feel free to contact us with questions.

### **Campus Housing**

Campus housing is available for graduate students. We have several students who live in campus housing. The campus housing tends to cost a little more, but can come with a lot of amenities. These are nice clean apartments and a good place to land for a year before you decide where you want to live in Seattle. Apply early if you are interested in campus housing. Contact me if Housing needs any type of confirmation of your status in the MCB Program. Here is the link to graduate campus housing:

<https://www.hfs.washington.edu/housing/Default.aspx?id=184#gsc.tab=0>

### **Off-Campus Housing**

Our current students recommend these neighborhoods because of easy access to UW and/or Fred Hutch: University District, Wallingford, Greenlake, Wedgewood, Capitol Hill, Fremont, Montlake, Eastlake, Sandpoint, Lake City, Ballard, and Greenwood.

Students have had good luck Craig's List and rent.com to find an apartment. In the past, some students started looking in July which was too early to get a definitive answer about fall vacancy. Check to see if you can put your name on a waitlist and keep in touch with the apartment manager. It might be easier to get into an apartment complex. Smaller establishments (like a duplex) seemed disinclined to rent an apartment sight unseen. If you come to Seattle to find housing, bring your cell phone, laptop and your checkbook. Please use me for a reference for apartments. People are very impressed when I say, "Molecular and Cellular Biology" and that you are guaranteed a pay check for the next 6 years.

## INTERNATIONAL STUDENTS

### **Registration**

International Student Services (ISS) helps with F-1 and J-1 student visa regulations. Here is a link to the ISS website:

<http://iss.washington.edu/new-students>

All new international students are required to complete the ISS Online Information Session before registering for classes. You will not be able to select classes until you have completed and submitted the quiz at the end of the information session. The information session includes important information you will need to know throughout your stay in the U.S. You will need your UW NetID and password to access the online information session. You can complete this online session at any time. There will be a delay of two business days between your completion of the information session and the removal of the ISS office registration hold. You should complete the session as soon as you confirm enrollment at UW. It is one of several steps required before registration; the other steps are described in the online information session.

<https://catalysttools.washington.edu/webq/survey/torre/79003>

### **Insurance**

All international students must maintain adequate health insurance while attending the University of Washington and are required to purchase the UW International Student Health Insurance Plan (ISHIP) designed for UW students and their dependents.

<http://www.washington.edu/ship/international-student-insurance-health-plan/>

## CLASS CONTACTS

After April 15, I will send you a list with the names and email addresses of your fellow MCB classmates. I'll also include a photo array.

Please let me know if you have any questions about MCB, housing or your move to Seattle. I look forward to meeting you all again in the fall and summer!

Most sincerely,

A handwritten signature in black ink that reads "Maia Low". The signature is written in a cursive, flowing style.

Maia  
Graduate Program Specialist

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