

Stanford

Geophysics

GRADUATE STUDENT
HANDBOOK 2021-2022

*To be used in conjunction with the
Stanford University Bulletin*

Updated September 2021

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Welcome from the Department Chair

September 2021

To all of our new graduate students - Welcome to the Department of Geophysics.

This handbook is our attempt to make your transition period as easy as possible. I'm sure there will be some confusion in your first few weeks here, getting used to a new department, a new campus, a new stage in your life. The secret to success - starting Day 1 - is to ask questions! The faculty, staff and students all want to help, so please ask us if there is anything that's puzzling or confusing you. Once you're settled, I'm hoping that the following years will be rewarding, inspiring, and one of the best times of your life.

The School of Earth, Energy, and Environmental Sciences (SE3) covers enormous breadth in both teaching and research. Part of the challenge, and fun, of your first year is discovering all that is going on around you, in the Mitchell Building, in Green, in "Geo-corner" (the building on the corner of the original Stanford Quadrangle), and in Y2E2, the newest Earth Sciences building. The seminar courses that you will attend this autumn quarter will help: GP201 - Frontiers of Geophysical Research. The purpose of GP201, a series of seminar style lectures, is to introduce new students to current research carried out by Geophysics students, faculty and research staff. There is, of course, the rest of Stanford University too. Be sure to leave the Mitchell Building and explore what Stanford has to offer.

We're delighted that you decided to join us. I look forward to seeing all of you in September.

Biondo Biondi
Chair, Department of Geophysics

Directory Information

There are two main places where students need to maintain their contact information, each for a different audience:

- Stanford Who: <https://stanfordwho.stanford.edu> is the University's online directory. Students can restrict whether this information is seen by the public or by Stanford affiliates only.
- The School of Earth, Energy and Environmental Sciences is part of the Community Academic Profiles (CAP) system. CAP profiles are visible on both the SEEES and GP websites. All profiles can be updated at <http://profiles.stanford.edu>. NOTE: All student photos and basic bios will be set to public by GP; students wishing to adjust these visibility settings can do so directly in CAP.

Denise Baughman, SCITS/NGI Program Manager: Room 327, 724-9819

Denise is Responsible for all administrative and financial tasks related to the Stanford Exploration Project (SEP), the Stanford Center for Induced and Triggered Seismicity (SCITS), and the Natural Gas Initiative (NGI).

Stephanie Lettieri, Director of Finance and Operations: Room 311, 736-6607

Stephanie is responsible for the daily operations of the department, including budget development and management, cost analysis, staffing, personnel management, and space and facilities planning.

Rachael Madison, Assistant Director of Student Services: Room 351, 724-3293

Rachael manages and coordinates all aspects of student services in the department including: admissions, degree progress, advising, student funding, commencement, postdoc appointments, and course scheduling.

Rosalyn McCambridge, Research Administrator: Room 331, 725-4562

Ros is responsible for the administrative and financial management of research grants and contracts for Dustin Schroeder, Tiziana Vanorio, Jenny Suckale, and Howard Zebker.

Margaret Milia, Research Administrator: Room 323, 723-4890

Margaret is responsible for the financial management of research grants and contracts for Eric Dunham, Paul Segall, Gary Mavko, Tapan Mukerji, Lucia Gualtieri, and Greg Beroza.

Lingling Guo, Research Administrator: Room 329, 723-4746

Lingling is responsible for the financial management of research grants and contracts for Jerry Harris, Rosemary Knight, Simon Klemperer, Sonia Tikoo, and Norm Sleep.

Liliane Pereira, Administrative Associate: Room, 369, 723-1703

Liliane provides administrative support for Dusty Schroeder, Simon Klemperer, Jenny Suckale, Tiziana Vanorio, Mark Zoback and the SEP, SESSAI, and NGI affiliates groups.

Jared Gregory, Administrative Associate: Room, 369, 723-0839

Jared manages administrative and logistical aspects of the Stanford Rock Physics Program (SRB) and provides administrative support for SCITS, Greg Beroza, Eric Dunham, Bill Ellsworth, Lucia Gualtieri, Jerry Harris, Rosemary Knight, Gary Mavko, Paul Segall, Norm Sleep, Sonia Tikoo and their groups.

Roz Grayson, Administrative Associate: 3rd Floor Lobby, 497-3498

Roz is responsible for managing the departmental needs including: seminar/event coordination, TWIG (This Week in Geophysics), key inventory, maintenance requests, department roster/calendar and Mitchell building room scheduling.

The Basics

Computer Information

AXESS: Use AXESS to submit your study lists, adjust your tuition units, change your address, request transcripts, and see public information such as housing resources. Be sure to have your current local address and e-mail address updated at all times in AXESS. <https://axess.sahr.stanford.edu/>

University Student ID: Obtain your ID card at the Student Services Center: <https://uit.stanford.edu/service/campuscard/cardoffice>

Computer Policies: School computer resources are provided to support teaching, learning, and unsponsored research. No user may monopolize resources or use them for personal financial benefit. <https://earthsci.stanford.edu/computing/newusers/policy.php>

Connect to the Network: Connect your personal computer and/or your Stanford-owned devices. Register your computer and secure it against hackers before connecting to the network. <https://earthsci.stanford.edu/computing/newusers/>

E-mail: Check your email at webmail.stanford.edu. Your email account is based on your SUNetID (e.g. yourname@stanford.edu). Messages from the department and University will be sent there. You will not receive Stanford emails at other email addresses (e.g. Gmail etc.), unless you forward them.

Computer System Information: Free help for basic computer setup and for problems using the School servers and network. <https://earthsci.stanford.edu/computing/newusers/help.php>

Offices and Building Information

Student Offices: Students are assigned an office space in the Mitchell Building. Obtain your office keys from the the Administrative Associate Roz Grayson. The deposit for each key is \$20. SUID cards are required for exterior door access for the Mitchell building.

Mail: Student mailboxes are on the third floor of the Mitchell Building. Do not use the department as a mailing address for personal items such as insurance forms, credit cards, etc. There is a post office next to the bookstore for personal mailing transactions, or you can leave stamped mail in the department mailroom.

Photocopying: A photocopy machine is on the third floor of Mitchell. You will need a code (available from your advisor) to operate the machine. You can also buy copy cards to operate these machines. We will soon be transitioning to the Cardinal print and you will need your Stanford ID to print in any machine located at Stanford University.

Telephones: Telephones will be available in conference rooms and on the 4th floor area (to be installed)

Kitchen: There is a kitchen on the third floor with water, coffee machine and a microwave for department use. Student refrigerators are located on the fourth floor. Please remove your old food from the refrigerator by the end of each week.

Scheduling Rooms: To schedule Geophysics classrooms and conference rooms in Mitchell, please use the online reservation system. <https://earth.stanford.edu/geophysics/geophysics-room-reservation>

Purchasing: To purchase supplies for your experiments or lab see your research supervisor and group administrator. It is important to have permission to use an account for all purchases. The research group administrator needs to account for all funds spent and will help you with the ordering process.

Academics

This handbook augments the Stanford University Bulletin and other University publications and contains department-specific policies, procedures, and degree requirements.

Stanford Bulletin

<http://bulletin.stanford.edu>

The Stanford Bulletin is the official statement of University policies, procedures, and degree requirements. It is composed of two parts: Explore Degrees lists University requirements and regulations, degree requirements, and other information pertinent to acquiring a degree at Stanford. Explore Courses is the Bulletin's online course catalog and schedule of classes.

Graduate Academic Policies and Procedures (GAP)

<http://gap.stanford.edu>

The Graduate Academic Policies and Procedures handbook (the GAP handbook) is a compilation of university resources and other information related to the academic progress of Stanford graduate students – from their application and admission, to the conferral of degrees and retention of records. The information contained in the GAP is drawn from several sources, including: The Stanford Bulletin, various forms provided by the Office of the Registrar, and the record of actions taken by the Academic Senate and its Committee on Graduate Studies.

It is the responsibility of each student to become familiarized with the location and content of University policies and procedures that pertain to their degree program.

The Honor Code: Stanford has the distinction of maintaining its academic operations based on the Honor Code. It is expected that all aspects of student conduct will be in accordance with the

Fundamental Standard and the Honor Code described in the *Stanford University Bulletin*. By registering at Stanford, students indicate that they accept the provisions of the Honor Code. In particular, it is expected that students will be scrupulously careful neither to give nor to receive aid in any examination or homework.

<https://communitystandards.stanford.edu/student-conduct-process/honor-code-and-fundamental-standard>

Study List: You must submit a quarterly study list in AXESS by the deadlines in the academic calendar or you may accrue fees. You must enroll in 8-10 units approved by your adviser. The study list informs the University what courses you are taking each quarter.

Office of Accessible Education (OAE): Students with documented disabilities who need an academic accommodation must initiate the request with the Student Disability Resource Center (SDRC). Students should contact the SDRC as soon as possible since timely notice is needed to coordinate accommodations. The OAE is located at 563 Salvatierra Walk (phone: 723-1066, 723-1067 TTY).

Units Required: All supported students must register for 8-10 units per quarter including Summer quarter, if you remain on campus engaged in your research. Tuition is paid for by the Department and the units required are related to visa requirements and provisions of grant and contract funding. Students can register TGR with reduced tuition after they have completed their course work with no incompletes, met the residency requirements as listed in the Bulletin and established a reading committee.

Thursday Department Seminar: All graduate students are expected to attend the Department seminar held every Thursday afternoon. Speakers present on a variety of topics which can be a good source of inspiration.

GEOPHYS 385, Research Seminar: Each research group has a weekly meeting to discuss research projects related to their specialty. Students are expected to attend these meetings.

GEOPHY 201, Frontiers of Geophysical Research at Stanford: GEOPHYS 201 takes the form of faculty presentations. It is strongly encouraged for all incoming students. It's a great way to get to know the faculty.

General Program Requirements

Teaching Assistantship (TA)

As a program requirement, PhD students are required to complete **two** (25%) TA-appointments. Consult with your advisor on any potential TA assignments or if you are asked directly by another faculty member. If faculty members or graduate students have any special requests regarding TA-ships, they should make them known to the Assistant Director of Student Services in advance.

PhD Graduate students are required to complete the University-mandated TA training. In addition, students must confirm their appointment with the Assistant Director of Student Services before the end of the first week of classes so that an evaluation can be generated at the end of the Quarter, their name can be listed on the Schedule of Classes, and the source of funding can be accurately recorded.

Annual Review of Progress to Degree

Each year, the department evaluates students to assess progress to degree, identify areas of strength, provide helpful resources, and note potential issues or areas of concern. This Annual Review includes a record of accomplishments presented by the student, written evaluations by the faculty advisor of the student's progress, and committee feedback on the academic and research progress of the student. The student should have no "I" grades in core courses, must maintain at least a 3.0 grade-point average, and show evidence of productive and sustained research progress, with no conflict of interest or conflict of commitment.

Annual Reviews are required for all PhD students, including first-year PhD students. In the first year, the Annual Review is conducted between the student and the PhD advisor(s) (prior to forming a doctoral committee). After the first year, the Annual Review must be conducted between the student and their doctoral committee. In all years, the written Annual Review form must be completed and signed by both the student and the advisor.

In the year in which students are undertaking their Candidacy Exam ("Research Qualifying Exam"), that exam will serve as the Annual Review. In addition, any student who has scheduled the Dissertation Defense and petitioned to graduate in Axess may elect not to hold an additional Annual Review meeting. Annual Reviews that are NOT the Qualifying Exam or Dissertation Defense should take place in the Autumn (pre-candidacy) or Spring Quarter (post-candidacy).

Breadth Requirement

The purpose of the breadth requirement is to add breadth to Ph.D. study and give the student the opportunity, ability and confidence to carry out research in multiple areas. Students may choose to complete a separate piece of research work or a coursework breadth option. Consult with your advisor on guidance and options. More information about the breadth project can be found on the Geophysics website.

Graduate Advising Expectations

Each adviser meets with each advisee in Autumn or Winter quarter, beginning in the advisee's first year, to develop/update a document entitled the "expectations agreement" that records the agreed upon approach to a number of topics for each individual advisee. Please refer to the Geophysics bulletin for the complete list of topics: <https://exploreddegrees.stanford.edu/schoolofearthsciences/geophysics/#graduateadvisingtext>. The document, signed by both the adviser and advisee, is submitted to the Assistant Director of Student Services. If the adviser-advisee discussion would benefit from the involvement of an additional person, either the adviser or advisee can request the presence of a faculty or staff member of the school. The expectations agreement is reviewed by the Assistant Director of Student Services and the Director of Graduate Studies, with follow-up as needed. If there is change in adviser, the expectations agreement must be completed with the new adviser within the first quarter after the change.

Milestones

The Geophysics Milestones can be found on the department website:

<https://earth.stanford.edu/geophysics/academic-resources>

Master's Degree Milestones

Masters students are required to complete at least 45 units:

<http://exploreddegrees.stanford.edu/schoolofearthsciences/geophysics/#masterstext>

1. Fill out the Graduate Petition Authorization in AXESS to add the Master's degree to your program
2. Submit Master's Program Proposal: <https://stanford.app.box.com/v/progpropma>
3. Submit signed Master's Oral Presentation form
4. Apply to graduate in AXESS

PhD Degree Milestones

PhD students are required to complete at least 135 units of coursework and research units:

<http://exploreddegrees.stanford.edu/schoolofearthsciences/geophysics/>

Year 1

- Consult your advisor for recommended courses and research planning

Year 2

- Attend the required VPTL TA orientation
- Complete annual review meeting autumn quarter
- Take qualifying examination spring quarter
- Complete Application to PhD Candidacy form after you pass your qualifying examination

Years 3, 4, 5

- Continue annual review meeting during spring quarters
- File TGR once you reach 135 units of completed course work and have completed all Geophysics PhD requirements (courses, breadth requirement, TA-ships)
- Complete Reading Committee form:
- Complete TGR form: <https://stanford.app.box.com/v/tgrreq>
- University Oral Examination:
http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_orals.pdf
- Email your defense date, room number and thesis title to the Assistant Director of Student Services.
- Apply to graduate in Axess. If you are staying an extra quarter to edit your thesis, turn in the Petition for Graduation Quarter form. Graduation quarter is only allowable for students who have successfully defended and need a quarter for dissertation revisions. Please review the Grad quarter form for full details.
- If you plan to participate in commencement, notify the Assistant Director of Student Services.
- Post flyers in the SES building, TWIG and SE3 online calendar.
- Turn in Certification of Thesis Draft form two weeks before your defense date. Also complete your Oral Examination form for the Assistant Student Services Director to review two weeks before your defense. You will also be provided ballots to attach to your Oral Examination form.
- Turn in University Oral Examination Schedule after your defense chair signs on your defense day.
- Submit your dissertation electronically with the Registrar's Office:
<http://studentaffairs.stanford.edu/registrar/students/dissertation-thesis>
- Update your mailing address in Axess.
- Complete the exit survey form sent by the Assistant Director of Student Services.

Candidacy for the Ph.D. Degree

Timing

University policy requires completion of the department qualifying procedures and application for candidacy by the end of the second year in the Ph.D. program. Geophysics students are expected to schedule their qualifying exam by Spring quarter of their second year, or before the end of their 6th (non-summer) quarter. University policy on candidacy: <https://gap.stanford.edu/>

Forms

Please submit the following to the student service manager at the conclusion of your exam (found on the Geophysics Website: <https://earth.stanford.edu/geophysics/grad-milestones/>):

- Application to Candidacy
- Qualifying Exam

Candidacy Qualifying Exam

The exam is a presentation of the proposed research, including both primary and secondary projects by the student. Four committee members are recommended, minimum of 3 required. At least 2 members should be Geophysics faculty.

Admission to Candidacy (Documenting Pass)

Passing to candidacy occurs on the date the student “passes” the candidacy exam. The Principal Dissertation Advisor and the committee members will then sign off on the “Qualifying Oral Exam” form and “Application for Candidacy for Doctoral Degree”. The form is available at: <https://earth.stanford.edu/geophysics/graduate-student-milestones>

Failure to Pass the Ph.D. Qualifying Exam

A doctoral student in any Earth, Energy and Environmental Sciences department or program who fails the qualifying exam may appeal (within the same quarter as the exam) to the chair of the department or director of the program for a new examination. The chair or director shall seek advice of the graduate committee, executive committee, or committee of the whole, before deciding whether to permit a new exam or to deny the request. The department chair or program director will base his/her decision solely on the examination process itself, i.e., whether the examination was conducted in a fair and equitable manner.

If the request for a second exam is approved, the chair or director will work with the examining committee to arrange for a second examination. In some cases, new committee members may be identified with input from the student.

If the request for a second qualifying examination is denied, the student may be dismissed from the doctoral program after careful evaluation of the student’s academic record. This decision must be communicated orally and in writing to the student (see University policy regarding dismissal of doctoral students, below.) If appropriate, the student may apply for a terminal M.S. degree (see below) or is entitled to file an academic grievance following the procedure described below.

Department specific policies regarding applying for the M.S. degree after failing the qualifying examination:

If the department or program feels after careful evaluation that the graduate student is eligible for the terminal M.S. degree, the student will complete and submit the Graduate Authorization form for approval.

University Policy regarding dismissal of doctoral students:

Before Candidacy—The committee may vote to dismiss a student who is not making minimum progress or completing requirements in a timely and satisfactory way before review for admission to candidacy. Before considering dismissal, the committee should communicate with the student (which may include a meeting with the student) concerning his or her academic performance and how to correct deficiencies, where such deficiencies are deemed correctable.

A Full review of the Student Academic Grievance Procedure can be found on the Stanford Bulletin:
<http://exploreddegrees.stanford.edu/academicpoliciesandstatements/-studentacademicgrievanceproceduretext>

Delay of Candidacy Exam

Ph.D. students wishing to delay their candidacy exam must seek written approval from their advisor before submitting a request for delay to the Graduate Committee. This request must be submitted before the start of the 6th quarter. Under exceptional circumstances, the Graduate Committee will recommend approval of a delay to the Chair of the department, who has final authority. A maximum delay of one year may be granted. Students who fail to petition for a delay of candidacy before the start of the 6th quarter and who do not schedule a candidacy exam during the 6th quarter will not be allowed to continue in the Ph.D. program.

Expiration/Extension of Candidacy

All requirements for the PhD degree must be completed before candidacy expires. Candidacy is valid for five calendar years, unless terminated by the department (for example, for unsatisfactory progress). The time limit is not automatically extended by a student's leave of absence. Failure to complete the academic requirements, including university, department, or program requirements, within the established time limits may lead to dismissal.

Extensions of Ph.D. Candidacy beyond the 5-year limit are granted on a case-by-case basis. Students should obtain approval by their advisor, Graduate studies chair, and if needed, department chair.

Financials

Employment Forms: Fill out ALL forms completely. Stanford's online forms may include: Employment Eligibility Verification Form 1-9, Patent Agreement, SU-32 Tax form, and other tax forms if your country has a tax treaty with the U.S. Payroll will e-mail if you are eligible for tax treaty information. The I-9 form establishes eligibility to work in the U.S. Be sure to give copies of your I-9 documents to the Assistant Director of Student Services.

Paychecks: Students are encouraged to sign-up for direct deposit of their salary via AXESS. If you are receiving departmental funds, you will work as a Research and/or Teaching Assistant and you will receive paychecks on the 7th and the 22nd of the month, beginning on October 22*. Plan accordingly until your first paycheck. Your salary is taxable income, and applicable taxes and deductions will be withheld in accordance with the W-4 Tax form completed by each student on AXESS. If you do not receive a check on payday, see the Assistant Director of Student Services. If you received less money than anticipated, look at AXESS for your account and/or check with the Student Financial Services Office.

Assistantships are for all four quarters, unless on paid summer internship. Academic pay periods are as follows:

Autumn Quarter 10/1-12/31

Winter Quarter 1/1-3/31

Spring Quarter 4/1-6/30

Summer Quarter 7/1-9/30

Stanford Graduate Fellowship (SGF): If you were awarded a SGF, stipends disburse the first day of each quarter after you enroll in 8-10 units. SGFs are expected to use their funds within five years. Refer to the SGF website for guidelines.

Campus Health Service Fee: This fee covers many services provided by Vaden Health Center, including primary care medical visits, psychological evaluation and short-term therapy at Counseling and Psychological Services (CAPS), and access to health and wellness programs. The mandatory fee applies to all students enrolled on campus.

Stanford Support programs and Financial Aid: Please view the Financial Aid office for information regarding support programs and financial aid: <https://financialaid.stanford.edu/grad/funding/index.html>

Cardinal Care and Health Insurance Subsidy: Cardinal Care is an annual enrollment insurance plan. In the first quarter of each academic year, students decide whether or not to waive Cardinal Care coverage for that year. Students who are on a 50% RA-ship or TA-ship are eligible for a health subsidy paying up to half of the health insurance fee per quarter. More information can be found on the [Vaden Health Center Website](#).

Student Online Bills & Statements: All students have an online bill or statement viewable in AXESS. Those who are employed as research or teaching assistants also have an online pay statement, which is separate from the online bill. Log into AXESS to view billing history and balance due. The online bill lists financial aid (e.g., stipends and loans), expenses (e.g., housing and dining), and payments (e.g., credit card or check payments). The tuition allowance from assistantships, health subsidy, and student loans will appear as “Anticipated Aid” in the online statement at the start of each quarter. Once those funds are disbursed, they move from the Anticipated Aid to the Payments section. Salary from assistantships does not appear as Anticipated Aid. Students can pay their bills via ePay in AXESS. <https://sfs.stanford.edu/student-accounts/pay-your-bill>

Online Pay Statements: Salary appears in the online pay statement in AXESS only after the pay has been disbursed. You can verify that an assistantship is in the system by looking for tuition allowance in the Anticipated Aid section of the online bill. Assistantships will not appear in the online pay statement prior to the first pay date. You cannot view the online pay statement after you are no longer employed by the University (e.g., during quarters in which they are not working). Therefore, it is recommended that you print online statements if you anticipate needing a hardcopy. Otherwise, hardcopies can be ordered directly from the University Payroll Office for a charge.

Payroll Deductions: Students can apply for payroll deductions via AXESS. Questions should be submitted online via the HELPSU system. Questions should be directed to the Student Financial Services at the Student Services Center, or online: <https://sfs.stanford.edu/student-accounts/pay-your-bill/payroll-deduction>

Student Travel Reimbursements: Students traveling to official events (i.e. presenting a paper), and with PRIOR approval from their adviser may be reimbursed for normal expenses. **All original receipts must be kept and reported! Booking of flights, hotels, car rental etc must to be processed through Stanford Travel/Egencia, no exception.**

Research Assistantships: If you have accepted Department financial support, there are certain obligations associated with the award. Most assistantships are supported by government grants or industrial affiliate programs. You should meet with your adviser for your source of support during the first week of the academic year. You will be assigned a project and progress on the assignment will be noted. Continued financial support is contingent upon satisfactory progress of your assignments, coursework and research. Appointments are 20 hours per week of project/research work and the rest of the time should be devoted to course work.

Teaching Assistantship: Working as a TA for two quarters is a requirement for all PhD students whether or not they are financially supported by the Department. New students are required to attend Teaching Assistant Training before they begin TAing.

Vacations/Time off: Our financial support is based on your work and the timely continuation of our funded research projects. You may be away from campus during breaks between academic quarters. Over the summer, students have options of working in industry, taking the summer off without pay, or working on research in the department. Discuss your plans with your adviser. It is important that your absences are coordinated with others in your group. If you will be away from campus for an entire quarter, you must inform your adviser before you leave and file a leave of absence form with the Assistant Director of Student Services.

Additional Financial Support: We encourage students to apply for additional general funding or awards. The Geophysics Department’s policy is to allow students to keep up to \$4,000 per year of such additional funding, per advisor discretion and approval. In some cases, once a student obtains more than \$4,000 in such funding, the department may reduce the amount of funding we provide to the level of our regular funding plus the \$4,000. This gives the student an incentive and also allows the department funding sources to stretch further. Please report outside awards to the Assistant Director of Student Services.

McGee Grant & Shell Fund: Students can apply for the McGee Grant which can be used on research projects that include doing experimental work that has material costs involved. Application requires a proposal describing the

research and a budget for materials. Students can also apply for the Shell travel fund which can be used towards travel expenses where students are presenting papers.

Working Elsewhere - US Citizens: The University has a strict policy about working while a registered student. Regardless whether supported by the Department or self-supported, students who are US citizens are not allowed to work off campus for more than eight hours a week.

Working Elsewhere - International Students: Foreign students supported by the Department are not allowed to work more than 20 hours per week. Self-supported students are expected to devote all of their time to their studies. International students cannot work at all in the US, except on summer internships. Rules are established by the US government, and are part of your visa agreement. If you have questions, check with Bechtel International Center.

Export Controls

What You Need to Know Before Traveling Abroad



Stanford research policy requires all international shipments and hand-carried Stanford-owned or loaned property taken abroad to be documented for export controls. *This includes laptops and smartphones.* Stanford faculty must follow the steps below and be aware of export control regulations *before* traveling internationally. Temporary international travel and export control regulations are discussed at: <http://doresearch.stanford.edu/research-scholarship/export-controls/temporary-exports>.

STEP 1: COMPLETE ANNUAL TMP CERTIFICATION

<http://www.stanford.edu/group/export/forms/TMP-annual.html>

- a. Determine if you qualify for the TMP Licensing Exception by completing the Temporary Export Property Checklist at:
<http://doresearch.stanford.edu/research-scholarship/export-controls/temporary-exports#temporary-export-property-checklist>
 - ∨ If you determine you do *not* qualify, proceed to Step 2. If you *do* qualify.
- b. Determine if your travel will allow you to meet the terms and conditions set forth on the Annual TMP Certification for items 1 through 5; by signing the form you become personally accountable for complying with those terms and conditions.
 - ∨ Once Steps 1a. and 1b. are met, complete and submit the Annual TMP Certification.
 - ∨ If all requirements are *not* met, proceed to Step 2.

STEP 2: CONSULT THE EXPORT CONTROLS DECISION TREE

<http://doresearch.stanford.edu/research-scholarship/export-controls/export-controls-decision-tree>

If your travel will *not* allow you to meet the Annual TMP Certification's terms and conditions, consult the Stanford Export Controls Decision Tree to determine if your travel qualifies for "No License Required" (NLR) status.

ALWAYS SAFEGUARD YOUR DATA

- ∨ When traveling internationally, the safeguards provided by Stanford's computing environment are not available.
- ∨ Examples of data that should be left on campus or afforded exceptional protection include information that might be construed as sensitive by the host government, and any non-public data listed in the table on the Stanford Data Classification Guidelines page:
http://www.stanford.edu/group/security/securecomputing/dataclass_chart.html

COUNTRIES REQUIRING PRIOR APPROVAL

- ∨ Any plans to travel on behalf of Stanford to the following countries – Cuba, Iran, North Korea, North Sudan, and Syria – must be reviewed and approved by University Export Control Officer Steve Eisner *in advance of travel*.
- ∨ Upon pre-approval for travel to these countries, the Export Control Officer will issue an email to the traveller prior to departure.
- ∨ The traveller must submit the dated pre-departure approval email as a required document for travel expense reimbursement. *Stanford will not reimburse travellers to these countries without the Export Control Officer's written pre-approval.*

FOR MORE INFORMATION

- ∨ **DoResearch:** <http://doresearch.stanford.edu/policies/research-policy-handbook/export-controls>
- ∨ **Fingate Export Controls:**
http://www.stanford.edu/group/fins/fingate/staff/travel/policy_notes/trade_sanctions.html
- ∨ **Sensitive International Shipments:** Tigers Global Logistics (SF) is Stanford's preferred export forwarder.
<http://export.stanford.edu/documents/StanfordTigerscontactlist.pdf>
- ∨ **Additional Questions:** Contact Steve Eisner, University Export Control Officer at steve.eisner@stanford.edu or 650-724-7072.

Export Controls FAQs

What You Need to Know Before Traveling Abroad

WHAT IF...	PROCEDURE TO FOLLOW
<p>1. ... I am a Stanford researcher and need to travel outside of the U.S. with my Stanford-owned laptop, cell phone, PDA or Flash Drive?</p>	<p>a. Review the Temporary Export Property Checklist: http://doresearch.stanford.edu/research-scholarship/export-controls/temporary-exports#temporary-export-property-checklist and the Annual TMP (Laptop) Certification: https://www.stanford.edu/group/export/forms/TMP-annual.html</p> <p>b. If all requirements are met, complete and submit the Certification.</p> <p>c. If the requirements are not met, consult Stanford's Export Controls Decision Tree: http://export.stanford.edu/tree/index.html.</p>
<p>2. ... I have to ship or hand-carry Stanford or 3rd party equipment, components, materials, software on media, or other items to countries outside of the U.S.?</p>	<p>a. Review the Stanford Export Controls Decision Tree at http://export.stanford.edu/tree/index.html to determine if your item is on an export controls list.</p> <p>b. Contact Steve Eisner, Stanford's Export Control Officer at steve.eisner@stanford.edu or 650-724-7072 if your item is on a list or for assistance.</p> <p>c. Screen your recipient and your recipient's organization (when applicable) against U.S. export control Restricted Party Lists: http://export.stanford.edu/rps</p> <p>d. Document your export by filing the appropriate export controls form: http://doresearch.stanford.edu/research-scholarship/export-controls/forms</p>
<p>3. ... I am shipping a dangerous or hazardous good outside of the U.S.?</p>	<p>a. Review the EH&S Dangerous Goods Decision Tree: http://www.stanford.edu/dept/EHS/prod/enviro/waste/documents/ShippingDecisionTree_02.pdf and follow the instructions.</p>
<p>4. ... I need to sign a Non-Disclosure or Confidentiality Agreement to make sure I'm export control compliant?</p>	<p>a. Review Stanford's webpage on the Handling of Non-Disclosure or Confidentiality Agreements: http://export.stanford.edu/nda1.html.</p> <p>b. If the Export Control Officer approves your receipt of Export Controlled Information (ECI), you will need to document your agreement to protect the ECI for export control purposes by submitting Stanford's Certification on the Handling and Use of Export Controlled Information: https://www.stanford.edu/group/export/forms/nda.html.</p> <p>c. Review Stanford's Export Controls Forms Page at http://export.stanford.edu/forms.html for other applicable documentation requirements.</p>
<p>5. ... I have to travel to Cuba, Iran, Syria, North Sudan or North Korea on Stanford University business?</p>	<p>a. Contact Stanford's Export Control Officer Steve Eisner at steve.eisner@stanford.edu or 650-724-7072 and he'll help determine if you can travel to these countries without an export license. Cuba, Iran, Syria, North Sudan and North Korea are subject to U.S. trade sanctions. Travel to and transactions with these countries are tightly regulated.</p>
<p>6. ... I want to hire a foreign national to work at Stanford under an H1-B visa?</p>	<p>a. Review Stanford's H1-B Deemed Export Certification webpage: http://doresearch.stanford.edu/research-scholarship/export-controls/h1-b-deemed-export-certification</p> <p>b. A PI/faculty supervisor (research positions) or Senior HRM (all other positions) will need to complete ORA-1130 as a one-time requirement.</p> <p>c. PI/faculty supervisor or Senior HRM will also need to submit the required Deemed Export Questionnaire found within Bechtel's H1-B Workflow.</p>

Student Resources at Stanford University

Geophysics Resources:

This Week in Geophysics (TWIG): Look for the flyer in the Mitchell elevator and walls for Department topics and seminars.

Student Mentors: Incoming students are assigned a mentor their first year. Use your mentor to help you settle into the department and learn your way around.

Friday Socials by GSAC: Friday socials is a tradition and opportunity to chat with faculty, staff, and students. You do not need to drink alcoholic beverages. "Equally Attractive Non-alcoholic Beverages (aka: EANABs)" are always available.

Student Services Center

Located at the Tressider Memorial Union, 2nd Floor, this Center represents University Offices such as the Office of the University Registrar, Student Financial Services, Financial Aid, and Student ID Card Services.

Graduate Student Advisory Committee (GSAC)

GSAC is a school-wide body linking graduate students, the Dean's Office, and department administration regarding graduate student issues: <https://gsac.stanford.edu/>

Graduate Student Life Office (GLO)

Serves students and student families who live on and off campus. Administers the residential program, helps students manage personal difficulties, participates in campus-wide initiatives addressing student needs and sponsors University-wide welcomes. <https://glo.stanford.edu/>

Office of Vice Provost for Graduate Education

450 Serra Mall, Building 310, First Floor Stanford, CA 94305--2102 Phone: (650) 736-0775 Fax: (650) 723-7237 <http://vpge.stanford.edu/>

Office of Community Standards

The mission of the Office of Community Standards is to promote the mutual responsibility of members of the Stanford community to uphold the Honor Code and Fundamental Standard. The office coordinates the student conduct system, including administering the formal disciplinary processes and the informal resolution of concerns. <https://communitystandards.stanford.edu/>

Office of the Ombuds

An impartial dispute resolver who strives to see that faculty, staff and students are treated fairly and equitably. <https://ombuds.stanford.edu/>

Bechtel International Center

The Center provides services for international students, including assistance with social security numbers, tax questions and visa issues. Workshops and events are hosted throughout the year. <https://bechtel.stanford.edu/>

Stanford Support Programs

The University has created programs specifically for graduate students dealing with challenging financial situations. Please view the [Financial Aid Office website](#) for more information.

Vaden Health Services

Most services are free of charge to registered students year-round. Spouses and domestic partners are permitted to use most services, however, charges will apply. <http://vaden.stanford.edu/>

Emergency & Crisis (Physical and Psychological Health Related): Both Medical Services and Counseling and Psychological Services at Vaden Health Center are available 24 hours a day. For life-threatening

emergencies, first call 911 or go to the nearest hospital emergency room.
<https://vaden.stanford.edu/get-help-now>

Office of Accessible Education

Students who may need an academic accommodation based on the impact of a disability must initiate the request with the Student Disability Resource Center (SDRC) located within the Office of Accessible Education (OAE). SDRC staff will evaluate the request with required documentation, recommend reasonable accommodations, and prepare an Accommodation Letter for faculty dated in the current quarter in which the request is being made. Students should contact the SDRC as soon as possible since timely notice is needed to coordinate accommodations. The OAE is located at 563 Salvatierra Walk (phone: 723--1066, 723--1067 TTY).

Diversity and Access Office

The Diversity and Access Office (D&A Office) ensures University-wide compliance with federal, state and local regulations concerning non-discrimination and disability access. <https://diversityandaccess.stanford.edu/>

Stanford Career Education (BEAM)

Career and professional development resources, and employment search services.
<https://beam.stanford.edu/students>

Housing Information & Off-campus links

There are a number of options for housing. Please refer to Stanford's housing website or visit the housing office. Areas to consider beyond Palo Alto and Menlo Park are Mountain View, Sunnyvale and Redwood City.

- Stanford Housing: <https://rde.stanford.edu/studenthousing>

Parking and Transportation

Parking permits, maps and schedules are available at Parking and Transportation Services. Inquire about the Clean Air Credit Program and other alternative transportation.

<http://www-facilities.stanford.edu/transportation/>

Biking

Bicycles must be licensed through Parking and Transportation Services or any fire station. Bikes are permitted on CalTrain and other types of public transportation. Bike shops are located on and off campus

Marguerite: Stanford's free shuttle system:

<http://transportation.stanford.edu/marguerite/MargueriteShuttle.shtml>

Libraries

Branner Earth Sciences Library (Mitchell Building, 2nd floor) provides tours to help you get started. More information about campus libraries can be found on their website: <http://library.stanford.edu/>

Child Care

The Office for Campus Relations is an excellent resource for childcare and other family related issues.

<http://www.stanford.edu/dept/ocr/worklife/>

Banking

There is a Wells Fargo and a Stanford Federal Credit Union (SFCU) office located on the second floor of Tresidder. ATMs for Wells Fargo, SFCU, and Bank of America are also located on the second floor of Tresidder and a generic ATM is located in the Stanford Bookstore.