

School of Historical Studies Fall 2025 Member Arrival

Photo ID Card and Family/Partner Resources

Your Photo ID Card, issued upon arrival, serves as your key card for academic buildings, your office, and your apartment. Please carry your ID card on campus at all times. ID cards can also be used to purchase food in the Dining Hall, stamps at Reception, and use of the washing machines in the Activities Center (<https://www.ias.edu/using-your-ias-id-card-purchase-campus>).

Family members staying with you can request an ID card via <https://www.ias.edu/familycards> and will receive an email when the card is ready to be picked up.

Research Support for Partners/Spouses: <https://www.ias.edu/research-support-partnersspouses>

IAS Email Account

Official emails will be sent to your IAS email account. Please check your IAS account at least once per week, or set up email forwarding to an account that you check regularly:

<https://www.ias.edu/itg/configuring-email-forwarding>

Office and Phone

The default pin number for your office phone (to set up voicemail and check messages) is your 4-digit extension. Kindly keep communal spaces (ie: lounges and hallways) quiet for all scholars. If you have any maintenance issues with your office, please submit a ticket via SchoolDude.

Residency Requirement

Absences of two or more weekdays during a term should be cleared with a faculty member in your discipline, or the Executive Officer, in advance and reported to the School's Administrative Officer. Absences of more than 5 total weekdays during each term may result in a stipend reduction. The dates of Terms I and II are September 22 – December 19, 2025, and January 12 – April 10, 2026. Visit <https://www.ias.edu/hs/residency-requirement> for more information.

SHS Research and Travel Support Fund

SHS Members will be granted an allowance to be used for research purposes. More information will be given in the fall.

Visa Services

If IAS is sponsoring your visa, please make an appointment with our Visitor & Visa Services Coordinator, Jennifer Hansen, by emailing her at hansen@ias.edu.

Health Insurance

Visit the Health Insurance Information page for the most up-to-date information. If you have any questions, please contact Cindy Pearce at cpearce@ias.edu.

Stipends and Apartment Rent Payments

For any questions regarding your stipend or rent payments, contact the Comptroller's Office at compoff@ias.edu or visit <https://www.ias.edu/campus-resources/working-at-ias/comptrollers-office>

Fitness Center

To access and use the Fitness Center, Members and their adult family members must complete a waiver: www.ias.edu/fitness-center-waiver

SHS Staff Support

The staff of the School of Historical Studies is available to assist faculty and members with a variety of administrative services (ie: proofreading, photocopying, scanning, etc.). Please reach out to HSPool@ias.edu or fill out a request form (VPN required) at hs.pool.ias.edu.

Please note we do not copy/scan entire books

Room Requests Room reservations can be requested by writing to HSPool@ias.edu with at least 3 days' notice.

Office Supplies, Printers and Scanners

Supplies are available in the Hans Kohn room, the 2nd-floor closet in the West Building, and the 1st-floor hallway closet in Building B. Shared copier/scanners are located on every floor.

Mail Service and Postage

Mail is delivered and picked up every morning Monday through Friday.

SHS will cover postage for first-class standard letters. Members are responsible for the cost of large envelopes and packages. The IAS Mailroom (Mon-Fri, 8am – 4:30pm, ext. 8220) is located in the basement of Building B, and handles US postal mail, FedEx and UPS. There is also a mailbox in the front vestibule of Fuld Hall.

Stamps for personal mail are available for purchase at the reception desk in Fuld Hall.

IAS Shuttle Service

The IAS Shuttle operates on a reservation system. Please consult the schedule before booking your trip. <https://www.ias.edu/campus-resources/transportation>

Dining at IAS

During each term, the Dining Hall and Rubenstein Commons are open Monday through Friday for breakfast, lunch, and dinner on select evenings.

For dining hours and menus: www.ias.edu/dining

Tea Time

Tea, coffee, cookies, and fruit are available in the Fuld Hall Common Room, Monday–Friday from 3:00-4:30pm.

For additional information:

IAS Campus Resources: <https://www.ias.edu/campus-resources>

SHS Resources: <https://www.ias.edu/hs/resources> [hs members](#)