Hours of Operation & Key Contacts

The Reception Desk, located through the main entrance of Fuld Hall, is open for most services from 10 am to 1 pm and 2 pm to 4 pm Monday through Friday (except during holiday closures).

The Public Safety Officer is on duty at the Reception Desk Monday through Friday between 5 pm and 9 am, and 24 hours a day on weekends and during holiday closures.

Linda Munro
Receptionist
(609) 734-8000
lmunro@ias.edu

Public Safety
(609) 947-5940 (by cell)
or IAS ext. 5460
publicsafety@ias.edu

Please note: to allow time for the safe transition of staff using a shared space, services and/or staff may not be available during the hours of 9-10 am and 4-5 pm.
SERVICES AT THE RECEPTION DESK

When approaching the Reception window - please wear your mask and maintain social distancing.

ITEMS THAT CAN BE PICKED UP AT RECEPTION AT ANY TIME

• Key packet envelopes upon arrival
• Lost and found items

ITEMS LIMITED DURING BUSINESS HOURS (10am-4pm)

• Send or collect fax transmittals from the main fax machine
• Stamps — purchases will be charged directly to your IAS ID card. Please bring your card with you
SERVICES

ID Cards

• Family ID card request: Email a photo, preferably with a light background, to idcards@ias.edu

• Access to academic areas: Please contact your School Administrative Officer

Report being locked out of your office or members housing apartment

• Contact Public Safety directly at (609) 947-5940 (cell) or IAS ext. 5940

Report a problem with telephone service or request a change of service

• Send an email to the following address with your request: telephone@ias.edu
SERVICES – Modifications

Payments for services (rent, laundry, etc.)
  • Payments will not be accepted at Reception
  • Payments can be handled in the following ways:
    • Placed in inter-office mail to the attention of Accounts Receivable
    • Left in the drop box outside of the Comptroller’s Office (ECP Building)
    • Mail payment via US Postal Service to the following address:
      • Institute for Advanced Study, Accounts Receivable,
        1 Einstein Drive, Princeton, NJ 08540

Accounts Payable Payment Requisitions
  • Requisitions will not be accepted at Reception
  • Payments can be handled in the following ways:
    • Placed in inter-office mail to the attention of Accounts Payable
    • Email invoice and all backup to acctpay@ias.edu
    • Left in the drop box outside of the Comptroller’s Office (ECP Building)

Merchandise Sales and Purchases
  • Will take place online in the future