

# NEW RESIDENT CHECKLIST

## ... important tasks to complete in your first week as a resident:

Thank you for joining the International House community, we sincerely hope you will enjoy your stay with us. Below is a list of tasks that you will need to complete in your first week as a resident at I-House.

- Get Your Cal ID:** If you received a temporary I-House Key Card, please plan to get your Cal ID immediately as your I-House Key Card will stop working 5 business days after your move-in. This can be done at the CAL 1 ID Office. Please see the map below.



- Once you receive your Cal ID,** wait 48 hours then see our Assistant Director in the Admissions Office to get it activated for building access and to return your I-House Key Card. If you are unable to acquire your Cal ID within 5 business days, please email [ihres@berkeley.edu](mailto:ihres@berkeley.edu) BEFORE YOUR I-HOUSE KEY CARD EXPIRES so we can extend your access until you receive your Cal ID. The fee for a lost Key Card is \$50.

- Update your Contact Information** in the Profile section of your I-House account. Please add your new I-House address, your most current and frequently checked email address, and your new U.S. cell phone number should you choose to set one up. This is very important as the contact info in your StarRez account is used throughout your stay to keep you informed of upcoming events, deadlines, and other House business. These changes can be made at <http://ihouse.berkeley.edu/StarRezPortal/>

- Bookmark the I-House Resident Resources page** on your computer. This page will feature important announcements for residents throughout the year <http://ihouse.berkeley.edu/residents/>

- Access the I-House Internet Connection and Your Mailbox:** After you have checked into I-House, you can connect to the internet and get your mailbox combination by signing into your account via the StarRez portal: <http://ihouse.berkeley.edu/StarRezPortal/> Once you have logged in, click on "IHouseID and Mailbox" for detailed instructions.

- Review the [Payment Instructions and Schedule](#)** on our website.

- Register Your I-House Debit Account:** Your [I-House Debit Account](#) is used to manage your meal plan balance, I-House Café points, and funds for use in printing and the Resident Service Center purchases.

**If you have any questions or concerns, please call our Front Desk at (510) 642-9490 or the Admissions staff at (510) 642-9470.**

**Thanks for your prompt attention to these tasks and best wishes for a fantastic summer!**