



VICE PRESIDENT FOR ACADEMIC AFFAIRS OFFICE

Student and Exchange Visitor Program (SEVP)

Arriving on Campus

You will need to meet with the following people upon your arrival on campus. Please try to accomplish these meetings on your first day.

Colleen M. Kelly, Designated School Official/SEVIS

Alternate Responsible Officer for the Student & Exchange Visitor Program

Office of the Vice President for Academic Affairs

Palamountain Hall, Suite 4165704 or ckelly@skidmore.edu

Colleen will need to meet with you to photocopy your international travel papers: passport, visa, I-95 and any other papers you may have been issued at the Port of Entry. Please be sure to bring these documents with you. You will also receive a copy of the Student and Exchange Visitor Responsibilities and Information booklet.

William P. Fisher, Assistant Director of Financial Services

Barrett Center – First Floor 5827 or wfisher@skidmore.edu

Bill will meet with you to provide you with information regarding your payroll and tax information related to your assignment or appointment at Skidmore.

Leslie A. Miakisz, HRIS Coordinator, Human Resources

Barrett Center – First floor 5806 or lmiakisz@skidmore.edu

Leslie will meet with you to assist you with obtaining a Skidmore Identification Card and provide you with further information regarding New Employee Orientation, if that has not already been provided.

Your Department Chair

Your Department Chair is most likely your direct supervisor while you are here at Skidmore. Please be sure to let them know you have arrived, if you have not already done so by your first day on campus. You may want to stop at the department's main office to pick up any keys or other materials they have ready for you.

Randal Rosen, IT Technical Services (Telecommunications)

Under Library Walkway 5999 or rrosen@skidmore.edu

You will need your Skidmore Identification Card. Randy will set up both your Skidmore business long-distance 7-digit code and your personal long-distance 7-digit code. Set up will take only a few minutes, however, creation of your codes may take 24-48 hours. Your codes will be emailed to you.