

About Notre Dame

a. Intro to Notre Dame

The University of Notre Dame was founded in November 1842 by Rev. Edward F. Sorin, C.S.C., a priest of the Congregation of Holy Cross, a French missionary order. It is located adjacent to South Bend, Indiana, the center of a metropolitan area with a population of more than 315,000. Chartered by the state of Indiana in 1844, the University was governed by the Holy Cross priests until 1967, when governance was transferred to a two-tiered, mixed board of lay and religious trustees and fellows. Notre Dame has grown from the vision of Father Sorin, who sought to establish a great Catholic university in America, and has remained faithful to both its religious and intellectual traditions. [Learn more about Notre Dame.](#)

b. Campus map

[Here's a handy campus map.](#) The highlighted letters A, B, and C, indicate parking permits (A=for administrators; B=for faculty and staff; C=for students).

Getting Around Town

a. Air

South Bend [has an international airport](#) (airport code “SBN”). It’s small but is serviced by four airlines and often has affordable flight options.

If you fly into the South Bend airport, you’ll need to take a taxi to get to Notre Dame (it’s about a 15-20 minute drive from the airport to campus). Both [Uber](#) and [Lyft](#) work in South Bend, or you can use a [traditional taxi service](#).

The other flight option is to fly into Chicago O’Hare (ORD) or Midway (MDW) and then take a taxi, [train](#), or bus to South Bend.

b. Train

If you are in Chicago, you can take the [South Shore Line](#) from Chicago to the South Bend airport. Once at the airport, you’ll then need to take a taxi to get to campus.

c. Regional Bus

There is a [Greyhound Bus](#) stop at the South Bend airport. Once there, you’d then need to take a taxi to campus.

d. Local Bus

Once you have your Notre Dame ID, you can ride the City Bus around town for free. Simply show your ID. [You can find the local routes here](#). Routes will change every now and then, however Bus #7 stops in front of the Hesburgh Library and has routes to and from downtown South Bend.

Living in South Bend

Chamber of Commerce

- a. Our local communities

South Bend

Visit South Bend Information

City of Mishawaka

- b. Getting around (Do I need a car?)

While we recommend the use of a car, some faculty, postdocs, and staff have found it possible to get by without one.

Bikes, in general, are nice to have whether or not you also have a car since campus is enormous. There are also some [nice biking trails](#) around town (though many are really only accessible if you also have a car and bike rack).

You can get very affordable bikes at South Bend Bike Garage, <https://www.sbbikegarage.com/>

[Uber](#) and [Lyft](#) both operate in South Bend. It can sometimes take a bit of time to locate a driver, but it's usually not a problem.

In sum, life in South Bend without a car will require some extra patience and planning, and it is not recommended if you are looking to do a lot of exploring off campus. If you are mostly looking to stay on campus, however it's possible to cobble together enough transportation resources to make it work

- c. Housing options

Here are some Housing options to consider.

- Contact Bradley Company (Vicki Divane <vdivane@bradleyco.com>) about University-owned houses near campus.
- <https://www.furnishedfinder.com/housing/us--in--notre-dame?move-in-date=2025-06-09&map-ne-lat=41.77218&map-ne-lon=-86.15092&map-sw-lat=41.62820&map-sw-lon=-86.32494&map-zoom=12.966>
- <https://offcampus.nd.edu/>
- <https://postdocs.nd.edu/current-postdocs/#southbend> (the Housing Resources section at the bottom of the page)

d. Health care

[South Bend](#)

[City of Mishawaka](#)

[Visit South Bend Information](#)

e. School options

[Schools in South Bend–Explore your Options](#)

[Catholics Schools–Diocese of Fort Wayne/South Bend](#)

[Trinity Academy](#)

[Stanley Clark](#)

f. Childcare options

[Search for Childcare Options](#)

[Family Services and Programs](#)

[Family Resource Center](#)

Some Particular Childcare Options

[Early Childhood Development Center](#)

[Friends Early Learning Center](#)

[Growing Kids Learning Centers](#)

[East Bank Learning Center](#)

[El Campito](#)

[La Petite Academy of South Bend](#)

[South Bend KinderCare](#)

[Early Childhood Development Center](#)

[Geminus: Child Care Resource & Referral Network](#)

Some Particular In-Home Childcare

[Semillitas Daycare](#): A licensed child care home.

[Stay 'N' Play](#): Another licensed child care home.

[Angels Among Us Daycare](#): A family home providing childcare services.

g. Grocery stores

Martin's

Purple Porch

Famer's Market

Meijer

Bambers

Walmart

Costco

h. Restaurants

Here are some options to start:

- [Pinellia](#): good vegan Asian. Get the smoked teriyaki seitan. People mostly get take out here, but they have a few tables too.
- [Cre-Asian](#): a favorite for staff lunches. Recommendations include the Three Cups chicken and the green beans with tofu.
- [Roselily](#): maybe the best restaurant in South Bend. The 5-course tasting menu is a must.
- [Fiddler's Hearth](#): Irish staples—the fish and chips come wrapped in the pages of the local newspaper. Live music on the weekends.
- [Rocco's](#): a legendary South Bend pizza parlor decorated with Notre Dame and Catholic kitsch. The “veggie combo” pie is a classic. It doesn't have any meat... but also doesn't have any veggies.
- [Petra Middle Eastern Cuisine](#): authentic Jordanian cuisine in Mishawaka
- Royal Indian Grocery & Kitchen: located close to campus, great takeaway
- [Crooked Ewe](#): famous for brewing their own outstanding beers, but they also have great menus for omnivores and vegans. The brisket is as close as you'll get to Texas up here. The fried buffalo-style artichokes are incredible.
- [Venturi](#): the best authentic Neapolitan pizza in the area, and some say the state! You have to drive to Goshen (about 45 minutes), but it's totally worth the trip.
- [L Street Kitchen](#): a favorite brunch and lunch restaurant located in downtown South Bend.
- [Early Bird Eatery](#): another delicious breakfast and brunch place downtown. The best corned-beef hash and biscuits!
- [The General Deli & Cafe](#): a great spot for coffee or lunch located close to Howard Park
- [Java Cafe](#): a favorite coffee shop in South Bend. Nice people working there with lots of seating. Great place to work and sip on a bougie latte.
- [The Elder Bread](#): this is where you go to get a great loaf of sourdough. Part of the Cloud Walking Collective, you can also get local coffee, chocolate, macrons, and ceramics.

- [Ragamuffin](#): visit Abby for the best cookies, croissants, and cinnamon rolls in South Bend.
- [BFF Cookies](#): another great place to buy cookies in South Bend and for a wonderful cause.
- [The Chief Ice Cream](#): incredible homemade ice cream. Compare with [Vanilla Bean Creamery](#). Which do you like better? The debate continues.
- [Edible Michiana](#)

i. Things to do around town

South Bend was recently named one of the [10 Most Beautiful and Affordable Places to Live in the U.S!](#)

There are several good resources for things to do in South Bend (and neighboring Mishawaka), like [this one](#), and [this one](#).

Here are a few of the best places to visit:

1. [South Bend Cubs](#). South Bend has a minor league baseball team, and games are quirky and fun. On Saturdays they give out free TVs between innings. Good food and beer, bouncy slide and splash pads for kids.
2. [Fernwood Botanical Garden](#). Beautiful garden in Niles, MI. Nice lights display during the holiday season. Combo a visit here with the nearby [River St. Joe](#) restaurant.
3. [Biking Trails](#). There are several nice biking trails in the area, such as the [Pumpkinvine](#) trail and the [Bendix Woods](#) mountain biking trail. You can also bike river paths throughout South Bend, Mishawaka, and Niles.
4. [Studebaker Museum](#). South Bend used to be the center of Studebaker production. Learn all about the history at the museum.
5. [Morris Performing Arts Center](#). Regularly features Broadway-type shows, symphonies, and special guests. David Sedaris sometimes comes here.
6. [South Bend Civic Theatre](#). Always a great line-up of plays.
7. Any of the branches of the [St. Joseph County Public Library](#). Lots of programming on offer, especially at the downtown branch.
8. [Potawatomi Zoo](#). They have giraffes!
9. [St. Patrick's County Park](#), [Potato Creek State Park](#), [Central Park](#). Nice places for easy hiking and walking.
10. [Howard Park](#). Big park for kids. Ice skating in the winter. Restaurant adjacent.

11. [East Race](#). Pretty much your only option for whitewater rafting in South Bend. Make sure to check them out early because they close for the season after the second weekend in September.
12. [Lake Michigan Beach Towns](#). About a 45-minute drive from South Bend, you find charming beach towns, wineries, and breweries. Swimming and surfing without the sharks. We recommend Three Oaks, Sawyer, and New Buffalo.
13. [Chicago](#). Instructions: go to the South Bend airport; get on [the train](#); get off in Chicago.

Policies and Procedures

a. Office of Postdoctoral Affairs

[Office of Postdoctoral Affairs](#)

b. Research funds

As a Provost's Postdoctoral Fellow, you have a one-time amount of \$15,000 of research funds that you can use to advance your research and professional development during your two years. Here are some examples of the sorts of items, activities, and services that you might use this account for. Please note that purchasing equipment (e.g., computers, cameras) is not an acceptable use of the research fund.

[Here is how to receive reimbursements.](#)

Examples:

Research related tools:

- Books
- Software
- Subscription to a database or journal

Travel:

- Travel for presenting at a conference (submit the conference program with receipts)
- Registration fee for conference where you are presenting (in-person or virtual)
- Travel for research trips

Professional Development:

- Society membership/annual dues

Publications:

- Images and image rights

Masterclasses and Work-in-Progress Sessions

c. Mail Delivery (not sure if this should go here or in the section above)

You may have your mail delivered to your department or institute, using the following address:

NAME

Department or Institute

University of Notre Dame
Notre Dame, IN 46556

Having your mail delivered to your department or institute is safe, fast (we receive deliveries on weekdays around midday), convenient, and carries no cost to you.

Alternatively, you could rent a mailbox at the U.S. Post Office on campus and have your mail delivered there. This option would affect only your personal mail; campus mail will still be delivered to your mailbox at your department or institute. Because of the requirements associated with post office box rentals, this alternative cannot be arranged until after you arrive on campus.

You may find it necessary to begin having your mail forwarded to Notre Dame during the summer, prior to your arrival on campus. Those of you who may need to do so can begin having mail (including parcels) forwarded/delivered to your department's or institute's address (see above) as early as July 15. If you need to have mail sent or forwarded earlier than July 15, please contact us.

The best way for you to seek reimbursements from your research accounts is that you should each go through TravelIND/Concur to submit your receipts and to submit for reimbursements.

Please seek guidance from your department or institute administrator who will tutor you on the use of TravelIND/Concur. This is the normal procedure for their faculty. The faculty member submits his/her receipts using the system, sending the request to the administrator, who then forwards it up the chain for final approval.

So, please reach out to them, and they will coach you through the system, and you will be ready to submit your receipts when they come across your desks.

Also, when in doubt, please ask Katie or Matt if a particular expense can be covered by your research accounts. (Typically, we will confer with the Dean's Office.) Please do this ahead of incurring the expense.

Meanwhile, each of the administrators and I (together with Katie) will share a Google Sheet in our attempt to keep track of your expenses so that your research expenses do not exceed the \$15K allocated for your work (as indicated in your letter of intent). You should keep track as well, so that you do not run over the amount.

Please let Katie, me, and/or the administrators, know if you have any questions or issues that we can assist you with.

What to do during your first days on campus

a. Human Resources

i. Filling out paperwork

Within a couple days of the start of your appointment, check in at [Human Resources](#) (200 Grace Hall–Grace). There you will need to do the following: fill out various forms: I9, W4, and direct deposit forms, if applicable.

Note the Hours: The NDHR front desk at 101 Grace Hall is open from 10:00 a.m. to 2:00 p.m., Mondays through Fridays. This change is part of a broader NDHR strategy to modernize how support is delivered across campus, as well as adapt to retirements in the current hiring freeze. For quick access to services, including I-9 verification, visit the Self Service Center 24/7. The HR team is still available when more help is needed. [Contact them](#) for further assistance.

ii. Benefits enrollment

The Office of Human Resources offers a new [Knowledge Base Article](#) tailored specifically for onboarding faculty and postdocs. The HR Employee Experience & Strategic Operations team will offer in-person benefit sessions where individuals may ask specific benefits questions of the NDHR team every other Monday from 1 - 2 pm in 400 Grace Hall, beginning June 3, 2024 for benefits-eligible scholars.

- Note that benefit enrollment must be completed within 30 days of your eligibility date. Login to [MyBenefits.nd.edu](#) on or around your start date to complete the process. Please have any original documentation you will need to complete payroll and/or tax treaty forms, please open the following link for additional details: [Form I-9](#). All I-9 related questions can be emailed to the I9 compliance team at askhr_i9compliance@nd.edu.

b. Visiting card services

Visit Card Services, where you will get your [University ID](#) (AKA Irish1 Card). Spouses are also eligible for a [spousal ID](#) (which provides access to the library, gym, etc.), so if you have a spouse, you may want to bring him/her with you when you first check in at HR. You will also need to bring your marriage certificate to obtain a spousal ID.

c. Getting key/access to office

Contact your department or institute, and they will inform you about how to obtain the keys to your office. Be sure to ask how to access your office after hours. The department or institute can help enter you into the building system so that you can gain entry.

d. Activating NetID

Ask in your department or institute how to set up your after-hours PIN so you can research in your office non-stop. IMPORTANT: if you forget your PIN, you can [reset it here](#).

e. Email

Notre Dame faculty members receive their Notre Dame email addresses automatically after being entered into the university's system and assigned an active role. This email address, typically in the format of "[first initial][last name]@nd.edu" (e.g., jsmith@nd.edu), is linked to their NetID. The official email system is Gmail.

Here's a more detailed breakdown:

NetID Activation:

Faculty members' NetIDs are created when they are entered into the university's system and assigned an active role.

Email Address Assignment:

Upon NetID activation, an email address (@nd.edu) is automatically assigned, usually based on their first initial and last name.

Accessing Email:

Faculty can access their Notre Dame email through the Gmail interface.

Multiple Email Services:

While Gmail is the official email system, other services like Emma and Google Groups are also available for specific purposes.

f. Getting on WIFI

To connect to the Notre Dame campus WiFi, you should use the eduroam network and follow the instructions provided by the university. For devices that don't have a browser or are not compatible with eduroam, you may need to register them using their MAC address.

Connecting to eduroam:

Run the eduroam setup utility: Download and run the eduroam utility from eduroam.nd.edu on each of your devices. This utility configures your device with the necessary security certificate for the eduroam network. Use the Safari browser to run the utility on iPhones and iPads.

Connect to the eduroam network: Once the utility is run, select the "eduroam" network from your device's available Wi-Fi networks.

Enter your credentials: Use your NetID (username) and password to log in.

Repeat for all devices: Repeat these steps for every device you plan to use on campus.

For devices that can't use eduroam (or if you have issues):

1. Register the device:

Devices like gaming consoles or smart home devices may need to be registered using their MAC address.

2. Connect to ND-guest:

If you are a guest or need a network connection without a NetID, connect to the ND-guest network.

3. Check wired connections:

If you are in a dorm or building, you can also connect to the wired network using an ethernet cable.

Troubleshooting:

- If you have trouble connecting, try restarting your device or moving to a different location on campus.
- You can also try deleting the network from your settings and reconnecting.
- For further assistance, contact the [IT Service Desk](#).

g. Parking

i. Getting parking pass

Fortunately, Postdoctoral Fellows are eligible for a FREE (!) year-long parking permit. [See these instructions](#) for how to get one.

If you want to learn all the ins and the outs of parking at Notre Dame, [start here](#).

ii. Map of parking

[Here is a map to research nearby parking options.](#)