

GSBS-Newark New Student CHECK LIST

- _____ Activate UMDNJ Email account. Mandatory for all incoming students. Note: Orientation and Registration materials are sent to your UMDNJ email address only.
- _____ Complete medical evaluation forms and physical examination (previously emailed and mailed). These forms should be mailed to Student Health Services. They must be completed as part of registration. Students who have not completed the health and immunization requirements will not be allowed to register and risk being shut out of courses. **DUE DATE July 1st.**
- _____ Submit all official documents. Students who are missing official documents that were required for acceptance will not be allowed to register and risk being shut out of courses. If you are unsure of the missing documents please contact the office at 973-972-4511. **DUE DATE July 1st.**
- _____ Follow directions in the student health insurance information packet based on whether you are accepting or waiving the insurance. If waiving, you **MUST** complete the on-line waiver or you will be billed for the premium. It is your responsibility to print the verification before exiting the waiver form on the UHP website. GSBS-Newark is not immediately notified by UHP when students waive the insurance. COMPLETION **DUE DATE August 15th.** (Note: Health Insurance packages to be distributed via mail in July)
- _____ Check UMDNJ email account for registration materials (**anticipated distribution date late July**)
- _____ Email course instructors to obtain proper approval for courses. Keep your records for verification.
- _____ Complete registration forms with the assistance and signature of your Program Director or Advisor.
- _____ Obtain on-line registration pin from your Program Director or Advisor.
- _____ Complete the stipend application packet for stipend checks and tax purposes.* (FOR Full-time Ph.D. STUDENTS ONLY) ***NOTE: Doctoral students should bring enough monies with them to cover a two month period. Checks will not be issued until the second pay in September.***
- _____ Obtain a University ID card from Public Safety in ADMC 5, Room 531. Bring a photo ID for verification.
- _____ Obtain a library card (application packages will be provided on the day of orientation).
- _____ Update your address and/or telephone number if it has changed since the time of your acceptance, give the Graduate School your new address and telephone number. Personal Information/Address change forms are available on-line and at the Graduate School administrative office.
- _____ International students must give the Graduate School a copy of their I-20 or IAP-66 forms, stamped visa, passport and I-94 form.*
- _____ Mail or email proof of identity and citizenship prior to registration. All students are required to provide two forms of identification and proof of citizenship. You may submit the following: valid passport, birth certificate, naturalization certificate, alien registration card with photograph, social security card, U.S. military card or valid drivers license.* (We will not accept fax copies. Only clear copies sent via mail or email)
- _____ Provide the Graduate School with your social security card for photocopying. (MANDATORY for Ph.D. students only. International students must obtain ITIN if you do not already hold a social security card. Students who do not obtain an ITIN by October 1st are subject to the mandatory tax withholding of 30%)

* Items to be completed and returned prior to orientation.