

## New Student CHECK LIST

### Prior to Master Orientation/Registration

- Check activation of Rutgers email account. Mandatory for all incoming students. Note: All Rutgers and SGS correspondence is sent to your Rutgers GSBS **domain** email address only.
- Complete medical evaluation forms and physical examination (previously emailed). **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 IMMEDIATELY (matriculated students only).
- 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 IMMEDIATELY
- 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 (<http://www.universityhealthplans.com/>) 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. SGS-Newark is not immediately notified by UHP when students waive the insurance. COMPLETION DUE DATE September 30<sup>th</sup>
- **DOWNLOAD THE EXAM SOFTWARE:** <http://support.examssoft.com/h/i/349164865-download-and-install-examplify-on-windows> (school homepage is: <https://ei.examssoft.com/GKWeb/login/RUbiomed>)
- Review the SGS course schedule and contact one of the advisors regarding courses you would like to take: [http://njms.rutgers.edu/gsbs/current\\_students/docs/years/Fall2017Masters.pdf](http://njms.rutgers.edu/gsbs/current_students/docs/years/Fall2017Masters.pdf)

**Note: please contact advisors via email to set up an appointment time. Appointments may be done in person or via the phone.**

### During Orientation/Registration

(please note that Orientation will be held on August 7<sup>th</sup> and August 8<sup>th</sup>. registration/orientation packets is forthcoming distributed via email)

- Students IDs can be obtained at the Public Safety Office, located on 30 Bergen Street, ADMC 5, Room 531. Bring a photo ID for verification when picking up your student ID.
- You can obtain a Parking Decal via the Rutgers website: <https://rudots.t2hosted.com/cm/aut/auth.aspx>
- Email course instructors to obtain proper approval for courses. Keep your records for verification.
- Masters student's pins will be emailed to you prior to registration. Online registration will open on Wednesday August 9<sup>th</sup> until Thursday August 31<sup>st</sup>.
- Library Access: You will need to present your student ID for usage of the Library.
- If your address, telephone number and/or email address have changed since the time of your acceptance, update your information on the *myrutgers* portal. You must update your mailing address.
- Complete the Emergency Contact Form on the *myrutgers* portal
- International students must give the Graduate School a copy of their I-20 or IAP-66 forms, stamped visa, passport and I-94 form.\*
- All students are required to provide their social security card and one of the following government picture IDs: valid passport, U.S. military card or valid driver's license.\* **Permanent residents** of the US must submit their alien registration card with photograph. International Students must provide a valid passport and I20.

\* **Items to be completed and returned at orientation.**