

GSBS-Newark New Student CHECK LIST

Prior to Doctoral Student Orientation/Registration

- _____ Check activation of Rutgers Email account. Mandatory for all incoming students. Note: All Rutgers and GSBS correspondence is sent to your Rutgers 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 DATE July 31st. (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 DATE July 31st.
- _____ 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. Please note that GSBS-Newark is not immediately notified by UHP when students waive the insurance. COMPLETION DUE DATE September 30th.

During Orientation/Registration

(please note that Orientation will be held on August 19th August 21st and that registration/orientation packets are forthcoming and will be distributed via email)

All Doctoral Students must attend all orientation sessions as they are mandatory!

- _____ Email course instructors to obtain proper approval for courses if needed.
- _____ Doctoral student's pins will be given to you by your class advisor/track director when you meet with them on August 19th. Online registration will not open until August 19th.
- _____ Obtain a library access (application packages will be provided on the day of orientation).
- _____ If your address, telephone number and/or email address have changed since the time of your acceptance, update your information by completing a Personal Information/Address Change Form. These forms are available on-line and at the GSBS Student Affairs Office.
- _____ In order to obtain a university ID card you will need to participate in the photo ID session that is listed on your orientation agenda. You will need to verify your identification by presenting a valid government photo ID.
- _____ All students are required to provide their security card and one of the following government photo 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 give the Graduate School a copy of their I-20 or IAP-66 forms, stamped visa, passport and I-94 form.*
- _____ International students must attend the orientations session as listed on the orientation schedule.

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