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.

- Student ID: please visit https://ipo.rutgers.edu/bs/online-photo-submission for instructions on uploading photos for the student ID. Student IDs will be distributed at a later date.

- You can obtain a Parking Decal via the Rutgers website: https://ipo.rutgers.edu/dots/services-umdnj


  They must be completed as part of registration. Students who have not completed the health & 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. WAIVER DEADLINE IS February 25th. (NOTE: you cannot waive the health insurance until AFTER you register for classes)

- Review the SGS course schedule and contact one of the advisors regarding courses you would like to take: http://njms.rutgers.edu/sgs/current_students/docs/2020/Spring%202020%20Masters.pdf

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

  Laptop Requirements for Exam Soft: Please review the attached document.

During Orientation/Registration Period

  Orientation will be held on December 13th

  (Orientation/Registration packets will be distributed via email)

- Email course instructors to obtain proper approval for specified courses. Keep your records for verification.

- Registration Pins will be emailed to your gsbs email prior to registration. Online registration will open on Monday, December 16th.

- 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 portal. Please do not update multiple times.

- Complete the Emergency Contact Form on the myrutgers portal:

- 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, I-94 form, I20, or IAP-66 forms, and stamped visa. Items must be presented in person to the Student Affairs Office.