

## New Student Check List for PhD Students

### Prior to PhD 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: To obtain an ID, please visit the [Photo Submission](#) site for instructions on uploading photos.
- You can obtain a Parking Permit on the [Parking Portal website](#).

Complete medical evaluation forms, physical examination and Covid Requirements. These forms should be uploaded directly to the [Patient Portal](#). Students who have not completed the Covid, health & immunization requirements will not be allowed to register and risk being shut out of courses. Please refer to the [Immunization Packet](#) for Immunization & Covid requirements. **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 by **September 30<sup>th</sup>** 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. **Please note that you cannot waive the health insurance until AFTER you register for classes.** The [Acknowledgement Responsibility Form](#) is required of ALL students and can be emailed to [lucyle@gsbs.rutgers.edu](mailto:lucyle@gsbs.rutgers.edu).
- I-20 Processing for International Students: [Office of International Services](#) .
- [Fall 2023 Course Schedule](#): For advising of courses, please contact your advisor via email to set up an appointment.
- Laptop Requirements for Exam Soft: Please refer to *New Student Checklist* email for requirements.

### During Orientation/Registration Period

In-Person Orientation will be held on August 23<sup>rd</sup> thru August 25<sup>th</sup>  
(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 August 25<sup>th</sup> at 9am.
- 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](#)
- For Verification Purposes: All students are required to provide two forms of identification: birth certificate, 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 can be emailed to [lucyle@gsbs.rutgers.edu](mailto:lucyle@gsbs.rutgers.edu).