

## PhD New Student Check List

### Prior to 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 <http://iam-ipo.rutgers.edu/photosub.php> for instructions on uploading photos for the student ID. Student IDs will be distributed at Orientation (**if you were previously a student at Rutgers, you must turn in your old ID or pay a \$20 replacement fee before your new ID will be issued**).
- Campus Parking: You can obtain a Parking Decal at <http://rudots.rutgers.edu/legacy.shtml>
- Complete medical evaluation forms and physical examination. **These forms should be submitted to Student Health Services through the** RBHS Student health portal: <https://patient-rbhs.medicatconnect.com>. 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/>). 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 September 30<sup>th</sup>. If you are waiving the insurance, you must first register for courses and wait at least one week before going online to waive the insurance.**
- Review the SGS course schedule and contact your track director regarding courses you would like to take: [http://njms.rutgers.edu/gsbs/current\\_students/docs/new/Fall2018PhD.pdf](http://njms.rutgers.edu/gsbs/current_students/docs/new/Fall2018PhD.pdf)

### During Orientation/Registration

Please note that Orientation will be held on August 22<sup>nd</sup> through August 24<sup>th</sup>.  
(Registration/orientation packets are forthcoming and will be distributed via email)

- Email course instructors to obtain proper approval for courses. Keep your records for verification.
- Registration Pins will be emailed to your GSBS email prior to registration. Online registration will open on Monday, August 27<sup>th</sup>.
- Library Access: You will need to present your student ID for usage of the Library.
- If your mailing address, telephone number and/or email address have changed since the time of your acceptance, update your information on the *my.rutgers* portal.
- Complete the Emergency Contact Form on the *my.rutgers* 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. These items can also be emailed to Leslie Lucy at [lucyle@rutgers.edu](mailto:lucyle@rutgers.edu).