

Carnegie Mellon University

New Graduate Student Onboarding Checklist

Review this page for required and recommended tasks to complete in the summer before you start your Carnegie Mellon University experience.

Check off the items as you complete them, or simply print this list as a reminder.

DUE DATE

VARIES

- ASAP
- ASAP
- ASAP
- ASAP
- At Any Time
- At Any Time

TASK

- Complete the Financial Aid Process
- Visit Enrollment & Finances Webpage
- Review OIE's Pre-Arrival & Settling In Webpages
- Set Up Email & Personal Technology
- Update Contact Information in SIO
- Complete Voluntary Disclosure of Disability

JUNE

- 6/15/23 Complete Information in MyOIE Portal

JULY

- 7/1/23 Submit ID Card Photo
- 7/1/23 Manage Student Identity
- 7/20/23 Enroll in Online Banking
- 7/20/23 Provide Invoice Authorization

AUGUST

- Varies Complete Form I-9, Section I (if on stipend) On or Before First Day of Appointment (*click to view info*)
- Varies OIE Welcome Session & Mandatory Check-In
- 8/1/23 Plan Your Degree in Stellic (where available)
- 8/1/23 Enroll in Monthly Payment Plan
- 8/1/23 Submit Immunizations Records
- 8/15/23 Pay Fall Semester Invoice Balance
- 8/25/23 Waive or Enroll in Student Health Insurance

SEPTEMBER

- 9/1/23 Open Local Bank Account

KEY

- Required
- Additional Requirements for International Students
- Recommended Tasks
- As Applicable



Carnegie Mellon University
Enrollment Services
5000 Forbes Ave., Warner Hall
Pittsburgh, PA 15213

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