

## 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

### TASK





#### VARIES

 As Soon as Possible	Set Up Email & Personal Technology
 As Soon as Possible	Complete the Financial Aid Process
 As Soon as Possible	Visit Enrollment & Finances Webpage
 As Soon as Possible	Review New Foreign Student Webpage
 At Any Time	Complete Voluntary Disclosure of Disability
 At Any Time	Update Contact Information in SIO
 At Any Time	Open Local Bank Account

#### JANUARY

 Varies	Complete Form I-9, Section I (if on stipend) On or Before First Day of Appointment (see info)
 1/5/21	Enroll in Online Banking
 1/5/21	Provide Invoice Authorization
 1/8/21	Submit ID Card Photo
 1/11/21	Remote International Student Orientation Course (begins 1/11; required for students with a spring 2021 program start date who will study physically in the U.S.)
 1/15/21	Pay Fall Semester Invoice Balance
 1/20/21	Submit Immunization Form
 1/20/21	Use NameCoach in SIO
 1/20/21	Plan Your Degree in Stellar (where available)
 1/25/20	Enroll in Monthly Payment Plan
 1/29/21	Remote Welcome Session (recommended/optional)
 1/31/21	Waive or Enroll in Student Health Insurance

#### KEY

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