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.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>TASK</th>
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<tbody>
<tr>
<td>Varies</td>
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**JUNE**

- **6/15/22**: Complete Information in MyOIE Portal
- **6/15/22**: Submit Affidavit of Support for Financial Sponsor *(fully funded PhD students do not need to submit an affidavit)*

**JULY**

- **7/1/22**: Submit ID Card Photo
- **7/15/22**: Waive or Enroll in Student Health Insurance
- **7/20/22**: Enroll in Online Banking
- **7/20/22**: 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)*
- **8/1/22**: Use NameCoach in SIO
- **8/1/22**: Plan Your Degree in Stellic *(where available)*
- **8/1/22**: Enroll in Monthly Payment Plan
- **8/1/22**: Submit Immunization Form
- **8/15/22**: Pay Fall Semester Invoice Balance
- **8/17/22**: OIE Welcome Session

**SEPTEMBER**

- **9/1/22**: Open Local Bank Account

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**KEY**

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