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.

KEY

- 🟥 Required
- 🟦 Additional Requirements for International Students
- 🟧 Recommended Tasks
- 🟩 As Applicable

*Please Note: The tasks in this checklist apply only to graduate students taking in-person classes on the Pittsburgh campus. Some tasks apply to graduate students on the Silicon Valley campus. **These checklist tasks do not apply to graduate students enrolled in online certificate programs.***

DUE DATE	TASK
VARIES	
🟩 ASAP	Complete the Financial Aid Process
🟧 ASAP	Visit Enrollment & Finances Webpage
🟦 ASAP	Review OIE's Pre-Arrival & Settling In Webpages
🟥 ASAP	Set Up Email & Personal Technology
🟥 At Any Time	Update Contact Information in SIO
🟩 At Any Time	Complete Voluntary Disclosure of Disability
JUNE	
🟦 6/15/24	Complete Information in MyOIE Portal
JULY	
🟥 7/1/24	Submit ID Card Photo
🟧 7/1/24	Manage Student Identity
🟧 7/20/24	Enroll in Online Banking
🟧 7/20/24	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
🟧 8/1/24	Plan Your Degree in Stellic (where available)
🟧 8/1/24	Enroll in Monthly Payment Plan
🟥 8/1/24	Submit Immunizations Records
🟥 8/15/24	Pay Fall Semester Invoice Balance
🟥 8/23/24	Waive or Enroll in Student Health Insurance *(opens July 1)*
SEPTEMBER	
🟧 9/1/24	Open Local Bank Account

TheHUB

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