

## New Student Checklist



### Before You Arrive on Campus

- Obtain a University Identification Number (UID). You should have already received one, but if not, please contact [regis@caltech.edu](mailto:regis@caltech.edu).
- Activate your Caltech email account
- Update your contact information on [access.caltech.edu](http://access.caltech.edu)
- Review the Orientation Schedule for both [Option-based](#) and [Institute](#) events.
- Complete and submit the Patent Agreement form. Send to [regis@caltech.edu](mailto:regis@caltech.edu).
- Complete and submit the Pre-Registration form. Send to [regis@caltech.edu](mailto:regis@caltech.edu).
- Submit a completed Health Form to the Student Health Center. For copies of the form and instructions for submission, please check the [Health Center](#) website.
- Make your Health and Dental insurance selections no later than August 31. Please see the [Benefits Office](#) for additional information.
- For students residing in Caltech Housing, please notify [Housing](#) of your anticipated arrival date.
- Notify the Graduate Office of any special dietary restrictions.
- If accommodations are requested, please contact the [ADA Coordinator](#).
- Complete the Responsible Conduct of Research training by completing the online CITI course via [www.access.caltech.edu](http://www.access.caltech.edu).
- Send a photo to the Card Office for Identification Card purposes.
- Request final transcripts from all colleges/universities attended.
- Sign up for direct deposit by completing and signing the [authorization agreement](#). For each electronic fund transfer (EFT), include a voided check and submit to Human Resources (Building 84) or bring to Check-In Day and drop off the form at the Graduate Office table.



## When You Arrive on Campus

- International students should attend International Student Orientation from September 16 – 19, 2015. For more information, please check the schedule on the ISP website.
- Check in with the Registrar's Office (Bldg. 87) to receive instructions on enrollment and to pick up your identification card. Any ID cards not picked up before Check-In Day (September 21<sup>st</sup>) will be at the Registrar's table on the 21<sup>st</sup>.
- English as a Second Language (ESL) screening will take place during Check-In Day on Monday, September 21<sup>st</sup>. All international students whose native language is not English and those students who have not attended a school where the primary instruction is in English, must meet with the ESL instructor to determine if additional instruction is needed. Please allow 10 minutes for the screening. Students may arrange for a time slot during check-in.
- Stop by Graduate Student Check-in between the hours of 9:00am to 4:00pm on Monday, September 21, 2015. Check-in includes:
  - Completing an I-9 form. You will be required to provide documentation to verify your identity and employment eligibility. Federal law requires Caltech to review documentation from every employee, including all graduate students receiving payment through the Caltech payroll system. Examples of acceptable documents can be found at <http://www.uscis.gov/files/form/i-9.pdf>.
  - ESL screening for non-native English speakers
  - Library access
  - Check the status of final transcripts, the patent agreement form, the pre-registration form, and the health form.
  - Submit Direct Deposit forms
- Update [access.caltech](http://access.caltech) with your local address, cell phone number, emergency contact, health benefits, etc.
- Attend the orientation activities beginning on September 20<sup>th</sup> through the 25<sup>th</sup>. Please check the Graduate Office website for the latest schedule of events: <https://www.gradoffice.caltech.edu/incoming/Orientation2015>
- Attend the [Teaching Conference](#) on Thursday, September 24<sup>th</sup>, 2015. TA Training is an Institute requirement for any student planning to TA during his or her graduate school career.
- Refer to the [Academic Calendar](#) for important dates.