NEW STUDENT CHECK LIST

This check list has been created to assist new graduate students in completing necessary procedures prior to and upon arrival at Princeton University. In order to complete all paperwork in the most efficient way, please bring all appropriate documentation.

Prior to Arrival:

1. **Set up your Princeton Email** (online)
   Your email address is your NetID and @princeton.edu (netid@princeton.edu) and can be accessed on the web at [www.princeton.edu/owa](http://www.princeton.edu/owa). The 'Email' link on the Princeton University main website will also take you to your account. For more information about Princeton email, see [www.princeton.edu/email](http://www.princeton.edu/email). For help with your email account, contact the OIT Help Desk by calling 609-258-4357 or sending an email to helpdesk@princeton.edu.

2. **Submit medical information to McCosh Health Center** (online) by July 15 or 1 month before arrival
   Please go to Important Information for Incoming Graduate Students regarding the Medical Information Form and required immunizations. If required immunizations are incomplete, a HOLD will be placed on your registration until you have received them. A medical insurance and a prescription ID card will be sent to your department.

3. **Submit photo for Photo ID by June 1** (online)
   Submit a recent electronic passport-quality photograph in JPG format. The photo should be on a white or light colored background. Include last name, first name, student ID number, academic department and email to gradapp@princeton.edu.

4. **Submit Final Transcript by September 1**
   You must submit one official final transcript from each degree-granting program you have completed by September 1 (July 1 if you are entering the Woodrow Wilson School), or you will not be eligible to register for classes.

5. **Complete External Fellowship Form(s) (if applicable)**
   If you will be receiving an external fellowship and have not already done so, please complete an External Fellowship Form for each award and upload a copy of the award letter.

6. **Remember to bring cash**
   If you will be receiving support from Princeton University, your checks will be paid on the last business day of each month. **Your first check will be paid September 30.** Please make sure you bring enough cash for any expenses you may have from your arrival time until the end of September.

Upon Arrival:

1. **Check in with Housing (New South Building, 5th floor)**
   If you are living in University housing, please go to Graduate Housing during regular business hours (M-F 8:30 a.m. – 4:30 p.m.). If you are arriving after hours or over a weekend, please go to Public Safety (200 Elm Dr.) to pick up your housing packet. If you are an early arriving student, you cannot move in any earlier than three days prior to the start of your academic program. This includes Saturday and Sunday.

2. **Check in with the Graduate Program Administrator in your academic department.**
   Your department will email you directly with more information.
3. **Pick up TigerCard (New South Building, Floor A)**
   If you already submitted a photo and are living on campus, you should receive your TigerCard (official Princeton University ID) in your housing packet. If you submitted a photo but did not receive your TigerCard, you may pick up your card at the Information Fair during Orientation. If you did not submit a photo, please go to the TigerCard office. *Spouse, Domestic Partner, and Dependent ID’s are also available. Please go to http://www.princeton.edu/tigercard/famcard.html*

4. **Report to Davis International Center (87 Prospect Avenue, 1st floor)**
   *International F-1 and J-1 students ONLY*
   Bring your passport, I-20 or DS-2019 and, if you entered the U.S. by land, I-94 card (small, white card stapled in your passport) to Graduate International Orientation (GIO). If you do not attend GIO, you must report to the Davis IC within 15 days of your I-20/DS-2019 program start date.

5. **Complete I-9 (Employment Eligibility Verification Form) Complete Section I and turn in at orientation.**
   Bring documentation of identity. US Citizens and Permanent Residents: if you have a passport, that is all you need. If you do not, please bring your driver’s license and either your social security card or birth certificate. Non-US Citizens: please bring your passport, your I-94 and either your I-20 or DS-2019. Please see list of acceptable documents at http://www.uscis.gov/files/form/i-9.pdf.

   If you are not able to complete your I-9 at orientation, please bring required documents to Clio Hall (use North entrance facing Nassau Hall).

6. **Apply for parking permit with Transportation and Parking Services (New South Building, A Floor)**
   To apply for a parking permit, please bring your vehicle registration card and a copy of your housing lease.

7. **Complete Academic Year Sign-In (online)**
   New students will receive instructions about using TigerHub and details related to Academic Year Sign-In from the Registrar (https://registrar.princeton.edu/). Academic Year Sign-In must be done between September 1 and September 15.

8. **Update your local address (online) – Needed for payment of stipend or fellowship.** Please update this upon arrival through Self Service in TigerHub at https://registrar.princeton.edu/tigerhub/.

9. **Sign up for direct deposit and/or complete W4 (online)**
   All students who would like to sign up for direct deposit may do this online in the Self Service section of TigerHub, https://registrar.princeton.edu/tigerhub/. Select Self Service from the menu on the left. Navigate to Payroll and Compensation for the Direct Deposit link.

   Citizens and permanent residents can also complete the W4 via the Self Service section of TigerHub. Select the W4 Tax Information link in the Payroll and Compensation section. Non-resident aliens will complete the W-4 form through Glacier and submit along with the other required Glacier documents.

10. **Complete Glacier Forms (Nonresident Tax Compliance and Reporting (NTCR)) - (online)**
    *International F-1 and J-1 students ONLY*
    International students have ten days from arrival to complete the online Glacier Tax Compliance information per the email (with instructions) that has been sent from support@online-tax.net under separate cover. International students should send all completed Glacier forms and copies of documents listed on the Tax Summary Report via campus mail to NTCR, located at 701 Carnegie, Suite 442A.

Last updated on May 16, 2016