

## NEW STUDENT CHECKLIST

### Complete prior to your arrival on campus

- Access Your Princeton Email: Visit <http://gmail.princeton.edu> or on the top right corner of the princeton.edu website, click the Links for drop down, select students then click on Access your Gmail link. Your email address is your personal NetID and @princeton.edu (ie: [netID@princeton.edu](mailto:netID@princeton.edu)). If you need assistance, please contact the Office of Information Technology Support and Operations Center at 609-258-4357 or email [helpdesk@princeton.edu](mailto:helpdesk@princeton.edu).
- Submit Your Required Health Forms by July 15 or 1 Month Prior to Your Arrival: You are required to submit your completed medical history and immunization record, or your registration will be placed on hold. A medical insurance and a prescription ID card will be sent to your department. Please click on this link for required documents: [uhs.princeton.edu/incoming-grad](https://uhs.princeton.edu/incoming-grad).
- Submit Your Photo by June 1: You are required to submit a recent electronic passport-quality photograph for your University ID card (TigerCard). Instructions can be found at: [gradschool.princeton.edu/id](https://gradschool.princeton.edu/id).
- Submit Your Final Transcript by September 1 (or July 1 if you have been admitted to the Woodrow Wilson School): The receipt of a final official transcript from each institution from which you have received a degree is required. Please visit [gradschool.princeton.edu/final-transcript](https://gradschool.princeton.edu/final-transcript) for specific requirements. Please hold off on ordering your transcripts if your degree has not yet been conferred.
- Submit Your Resume or CV: Email your resume or CV to the Office of Stewardship at [fships@princeton.edu](mailto:fships@princeton.edu). Please email the Office of Stewardship or call 609-258-3320 with any questions.
- 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 by visiting: [gradschool.princeton.edu/external-fellow](https://gradschool.princeton.edu/external-fellow).
- Disability Services: If you require disability services, please visit our website for more information: [gradschool.princeton.edu/disabilities](https://gradschool.princeton.edu/disabilities).
- Remember to Bring Money: If you will be receiving support from Princeton University, your checks will be paid on the last business day of each month, thus receiving your first check on September 30. Please bring sufficient funds for any expenses you may incur from your arrival until the end of September.

### Complete upon arrival on campus

- Check in with Housing (University Housing Students Only) – New South Building, 5<sup>th</sup> Floor:  
If you are living in University housing, please check in with the Graduate Housing Office during regular business hours, Monday – Friday, 9:00 a.m. – 4:00 p.m. If you are arriving after hours or on a weekend, then please visit the Office of Public Safety on 200 Elm Drive to receive your housing packet. If you are an early arriving student, you may move in no earlier than three days prior to your start date (including Saturday and Sunday). If you are an early arriving student that is starting on July 1, 2019, please note that the earliest you may move in is July 1<sup>st</sup>. Please refer to your housing contract for the date that you can move onto campus. For more information on moving in please visit: [hres.princeton.edu/graduates/move-in](https://hres.princeton.edu/graduates/move-in).

- Pick up TigerCard – New South Building, Floor A:  
If you are living on campus and have already submitted a photo, your TigerCard will be in your housing packet. If you submitted a photo, but did not receive a TigerCard, then you may pick up your card at the Information Fair during Orientation. If you did not submit your photo yet, then please go to the TigerCard Office. More information can be found at: [princeton.edu/tigercard](http://princeton.edu/tigercard).
- Apply for a Parking Permit (if applicable) – New South Building, Floor A:  
To apply for a parking permit, please bring your vehicle registration card and a copy of your housing lease to the Transportation & Parking Services Office. More information can be found at: [princeton.edu/transportation/](http://princeton.edu/transportation/).
- Check in with the Graduate Program Administrator in Your Department:  
Your department will email you directly with more information.
- Complete the I-9 Form:  
Please visit <http://bit.ly/19AccessForm> to complete Section One of the I-9 Form online.  
You will then need to complete Section two of the I-9 Form in person on either Friday, September 6<sup>th</sup> or Tuesday, September 10<sup>th</sup>. To sign up for a date and timeslot, log-in using your Princeton NetID to <https://wase.princeton.edu/princeton/views/pages/makeappt.php?calid=2481>. Please bring original documents. A list of acceptable documents can be found at: [https://www.uscis.gov/system/files\\_force/files/form/i-9instr.pdf](https://www.uscis.gov/system/files_force/files/form/i-9instr.pdf).  
**PLEASE NOTE:** International Students will complete Section two of the I-9 form during the Graduate International Orientation on Wednesday, September 4<sup>th</sup> from 3:30 p.m. - 5:30 p.m. Please do not sign up for September 6<sup>th</sup> or 10<sup>th</sup>.
- Check in with the Davis International Center (International Students Only) – Louis A. Simpson International Building A45:  
Bring your passport, I-94 form, and either the I-20 form or the DS-2019 form to the Graduate International Orientation (GIO). If you do not attend GIO, you must check in with the Davis International Center within 15 days of your I-20/DS-2019 start date. More information can be found at: [princeton.edu/new-students-scholars/new-students](http://princeton.edu/new-students-scholars/new-students).
- Complete Glacier Forms (International Students Only) – Online:  
International F-1 and J-1 students have ten days from arrival to complete the online Glacier Tax Compliance information per the email sent from [support@online-tax.net](mailto:support@online-tax.net). Students should send all completed Glacier forms and copies of documents listed on the Tax Summary Report via campus mail to the Nonresident Tax Compliance and Reporting Office, located at 701 Carnegie, Suite 441B.

Complete these next steps online using TigerHub at: [registrar.princeton.edu/tigerhub](http://registrar.princeton.edu/tigerhub)

- Complete Academic Year Sign-In –TigerHub:  
New students will receive instructions about using TigerHub and details related to Academic Year Sign-In from the Registrar. Academic Year Sign-In must be done between September 1 and September 15.
- Update Your Local Address – TigerHub:  
In order to receive any applicable payments of stipends or fellowships, please update your address through the Self Service section in TigerHub. You will have access starting June 15<sup>th</sup>. Prior to June 15<sup>th</sup>, please email [gradapp@princeton.edu](mailto:gradapp@princeton.edu) with your address update.
- Sign Up for Direct Deposits and/or Complete Your W4 – TigerHub:  
Students may sign up for direct deposit online in TigerHub, by navigating to “Self Service” and selecting “Payroll and Compensation” for the Direct Deposit link.  
US Citizens and Permanent Residents may also complete the W4 in TigerHub by navigating to “Self Service” and selecting “Payroll and Compensation” and then “W4 Tax Information”. All other students will complete the W4 in Glacier.