

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 (i.e.: 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.
- 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.
- Submit Your Photo by **June 15**: You are required to submit a recent electronic passport-quality photograph for your University ID card (TigerCard). Instructions can be found at: <https://puwebp.princeton.edu/tigerphoto>. Please use either Firefox, Chrome or Safari to access. The photo system is not compatible with Internet Explorer. Additional information will be provided closer to your program start date on how to pick up your TigerCard.
- Submit Your Final Transcript by **August 20**: 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 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 by **August 20**. 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.
- Disability Services: If you require disability services, please visit our website for more information: gradschool.princeton.edu/disabilities.
- Remember to Bring Money: If you will be receiving support from Princeton University, you will receive your stipend payment on the last business day of each month, thus receiving your first payment on **August 31**. Please bring sufficient funds for any expenses you may incur from your arrival until the end of August.

Complete upon arrival on campus

- Check in with Housing (University Housing Students Only) – New South Building, 5th 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, 2020, please note that the earliest you

may move in is July 1. 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.

- Check in with the Graduate Program Administrator in Your Department: Your department will email you directly with more information.
- Complete the I-9 Form or International Assignment Form: The form that you complete will depend upon where you are physically located at the start of classes on August 31.

Students located within the United States

You must complete the I-9 form by August 20 in order to be guaranteed your August payment at the end of the month.

Students located outside the United States and approved for a Remote Start

You must complete the International Assignment Form by August 19. There is additional processing required for this form, so completion in a timely manner is important.

You can find more information on completion of these forms on the Fall 2020 site. For questions on completing the I-9 or International Assignment form, please email gs@princeton.edu.

- 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: <https://davisic.princeton.edu/new-students-scholars>.
- 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. 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

- 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 by **September 1**.
- Update Your Local Address – TigerHub: If you are not able to establish a US bank account or an electronic payment, you will be issued a paper check for stipends or other payments. Paper checks will be sent to the Home (Physical Address) address on file. Please ensure that this address is up-to-date by checking your address through the Self Service section in TigerHub.
- Sign Up for Direct Deposits – TigerHub: TigerHub: Students with a U.S. bank account by signing up for direct deposit online in TigerHub, by navigating to “Self Service” and selecting “Payroll and Compensation” for the Direct Deposit link.
- Complete Your W4 – TigerHub: U.S. Citizens and Permanent Residents may complete the W4 form 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.