

## SPRING 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](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 Prior to Your Arrival: You are required to submit your completed medical history and immunization record, or your registration will be placed on hold. Please click on this link for required documents: [uhs.princeton.edu/incoming-grad](https://uhs.princeton.edu/incoming-grad).
- Submit Your Final Transcript by **January 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](https://gradschool.princeton.edu/final-transcript) for specific requirements.
- Submit Your Resume or CV: Email your resume or CV to the Office of Stewardship at [fships@princeton.edu](mailto:fships@princeton.edu) by **January 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](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, you will receive your stipend payment on the last business day of each month, thus receiving your January payment on **January 29**. Please bring sufficient funds for any expenses you may incur from your arrival until the end of January.

### 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. 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).
- Check in with the Graduate Program Administrator in Your Department: Your department will email you directly with more information.
- Complete the I-9 Form: You must complete the I-9 form by **January 20** in order to be guaranteed your January payment at the end of the month. You can find more information on completion of this form - <https://gradschool.princeton.edu/admission/i-9>

- Check in with the Davis International Center (International Students Only) – 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/new-students#newstudents> then click on Immigration for New Students > Immigration Check-In.
- 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](https://registrar.princeton.edu/tigerhub)

- Complete Academic Year Sign-In –TigerHub: Students will receive instructions about using TigerHub and details related to Academic Year Sign-In from the Registrar. Academic Year Sign-In will become available starting **January 4**.
- 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.