TO DO LIST FOR NEW GRADUATE STUDENTS

1. **LOCAL ADDRESS:** Visit [http://www.optics.arizona.edu/about/staff/departments/technology-management-group/global-address-list-update-form](http://www.optics.arizona.edu/about/staff/departments/technology-management-group/global-address-list-update-form) to update your address and information in our directory. Our primary means of communicating with you will be by email, and we ask that you please use your UA/Optics e-mail address. You will also be assigned a mailbox in the OSC mailroom, 4th floor.

2. **EMPLOYMENT:** If you will be an RA or TA, complete all hiring documents at the mandatory hiring workshop during New Student Orientation. Bring with you documents for I9 Verification: picture ID (driver’s license or passport), original document proving your right to work in the USA (passport or birth certificate), Social Security Card. International students need to bring the I20 and visa and will complete paperwork to obtain a Social Security Card during the International Orientation. If a duplicate Social Security Card is needed, the closest office is 3500 N. Campbell Avenue. Bring your Social Security Card to Academic Office 403 to finalize your hiring documents.

3. **IMMUNIZATION:** BEFORE REGISTERING, you must submit proof of measles to Campus Health. Campus Health is located at Highland Commons, 1224 E. Lowell St, northwest corner of Highland and Sixth Streets. Information about required forms and online form submissions can be found here: [http://www.health.arizona.edu/health_services_immunizations.htm](http://www.health.arizona.edu/health_services_immunizations.htm).

4. International Students are required to attend the mandatory International New Student Orientation on August 14-15. Please RSVP at [http://global.arizona.edu/international-students/orientation-information](http://global.arizona.edu/international-students/orientation-information).

5. **REGISTER:** We advise new students to register prior to New Graduate Student Orientation. Class schedules can be revised until classes begin. You can register through UAccess Student at [http://uaccess.arizona.edu](http://uaccess.arizona.edu). Distance students enroll through the Outreach College. Visit [http://outreachcollege.arizona.edu/](http://outreachcollege.arizona.edu/) for contact information and resources.

6. **REGISTER FOR STUDENT HEALTH INSURANCE:** Even if you are funded and have health insurance as a benefit, you must register for health insurance. For information on coverage please visit [http://www.health.arizona.edu/insurance.htm](http://www.health.arizona.edu/insurance.htm).

7. **STUDENT ID CARD:** Obtain your CatCard at the Student Union. The CatCard Office is located in the basement in room 142. Be sure to take your PIN (on your formal Certificate of Admissions) or student ID number and a PHOTO ID. You will also need the completed form here: [http://uabis.arizona.edu/eforms/forms/catcard_terms_and_conditions.pdf](http://uabis.arizona.edu/eforms/forms/catcard_terms_and_conditions.pdf).

8. **BUILDING ACCESS:** To obtain keyless entry to Optical Sciences when the building is closed, complete the Keyless Access Form located at [http://www.optics.arizona.edu/about/staff/forms](http://www.optics.arizona.edu/about/staff/forms) and take it with your CatCard to Accounting, room 641.

9. **EMAIL ADDRESS:** An OSC email account is required for all students. It is our primary means of communication. To establish an account, visit [http://www.optics.arizona.edu/about/staff/departments/technology-management-group/new-user-account-form](http://www.optics.arizona.edu/about/staff/departments/technology-management-group/new-user-account-form). Enter New Graduate Student if you are not yet affiliated with a research group.

10. **TRANSCRIPT:** Submit a final transcript with your degree posted to Academic Programs within 30 days of the first day of classes, if you have not done so already. It will be copied and sent to the Graduate College Admissions Office. You will not be able to register for spring semester until you have met this requirement.

11. **FINANCIAL AID REQUIREMENT PROP 300:** All students receiving in-state tuition or financial aid that is funded by the State of Arizona are required to verify their US Citizenship, permanent residence, or lawful immigration status by providing documentation at the Registration and Transcripts Office in the Administration Building. For more information visit [http://www.catcard.arizona.edu/news/prop300.shtml](http://www.catcard.arizona.edu/news/prop300.shtml).