

## 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> 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/Opti e-mail address. You will also be assigned a mailbox in the OSC mailroom, 4<sup>th</sup> 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/immunization-requirements>.
- 4.** International Students are required to attend the mandatory **International New Student Orientation** on August 9-11. Please RSVP at <https://global.arizona.edu/international-students/admitted-graduates>.
- 5. REGISTER:** We advise new students, including distance learning students and students attending on campus, 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>. For more information on how to use UAccess Student Center visit <http://uits.arizona.edu/services/uaccess-student-student-information-system>.
- 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/student-health-insurance>.
- 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.
- 8. BUILDING ACCESS:** To obtain keyless entry to Optical Sciences when the building is closed, complete the Keyless Access Form located <http://www.optics.arizona.edu/sites/optics.arizona.edu/files/pdf/Student-Keyless-Access-Form-02042016.pdf> and take it with your CatCard to OSC's Accounting Office, in Meinel, 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>.
- 10. TRANSCRIPT:** If you have not already submitted your final official transcript(s) with your degree posted to the UA Graduate College, be sure to do so within 30 days of the first day of classes. You will not be able to register for spring semester until you have met this requirement. Transcripts should be mailed to: Graduate College, The University of Arizona, Administration 322, PO Box 210066, Tucson, AZ 85721-0066.
- 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 <https://www.registrar.arizona.edu/personal-information/proposition-300-faqs>.