



## New Graduate Student Checklist (MSBA, MSM, and MSTM)

Please complete all these steps, starting at the top of the list.

### **Claim your NetID**

Your NetID will give you access to campus resources and services, including e-mail and file storage. New students should [visit the NetID claiming website](#). First, you will need to enter your University ID Number (UIN) and Activation Code. The UIN and Activation Code were sent to you in your Notice of Admission letter from the Graduate College. Next, you will select and provide answers to two security questions to protect your NetID account. Finally, you will need to choose a password for your NetID account (be sure to view the [requirements for all passwords](#)).

### **Set up your University Email Account**

Students are responsible for all communications sent via email, so it is imperative that you check your email daily, starting when your account is opened. Important information, including policies and deadlines, are communicated in email messages. About two hours after claiming your NetID and setting your password, you will be able to login to and start using your Office 365 email account. Your NetID is the first portion of your email address.

[Click here to start using your Office 365 account](#). If you have questions about your email account, please contact the Technology Services Help Desk at [consult@illinois.edu](mailto:consult@illinois.edu) or 217-244-7000.

### **Verify Personal Information in Student Self-Service**

Once you have established your NetID, use it to log into the online [Student Self-Service](#) and verify your personal information, such as your contact information. Keeping this information up to date is extremely important and ensures proper delivery of important documents.

### **Send Transcripts to Graduate and Professional Admissions in the Graduate College**

Remember to provide an official copy of your transcripts to complete your admission. For a complete list of what academic credentials (transcripts, certificate of degrees, translations), please view your Official Notice of Admission letter from the Graduate College. These credentials can be mailed or delivered in person to the Graduate College. The Graduate College Admissions Office is located at 507 E. Green Street, Suite 101, Champaign, Illinois, 61820.

### **Review Healthcare & Insurance Requirements**

The University of Illinois student health insurance plan is mandatory for all students. To learn about benefits, how to opt out if you already have comparable coverage with another company, or how to add dependents, [visit the Office of Student Health Insurance website](#). The [McKinley Health Center](#) is located on campus and provides routine care, counseling, immunization, and more. Students pay a mandatory fee to support McKinley Health Center, which all students may use, even if they opted out of the University Health Insurance plan.



**Review and Submit Immunization Records**

As a student you will need to show proof of certain immunizations to register for classes and have access to university services. [Click here to see the specific requirements and how to submit your information](#). **If you do not submit your immunization records, a hold will be placed on your student account, which means that you will not be able to use University services or facilities and register for classes.**

**Review COVID-19 Campus Training and Policies**

There is still some uncertainty related to how campus will operate in the fall related to COVID-19, so it will be helpful for you to review the information provided on the [University COVID-19 website](#). This will provide the most up-to-date information. The current policies and restrictions are subject to change.

**Look for Housing**

There are both University-managed housing options and “private-certified housing” options available in the campus and surrounding Champaign-Urbana area. [Click here to learn about University Housing options](#). University Housing also has meal plans that students who live off campus can purchase. [Off-Campus Community Living](#) is also a great university resource to learn more about housing options and issues related to living off campus.

**Login to the Career Management Foundations Course**

This is a time sensitive course that **must be completed by August 2, 2021**. Completion of this course is critical if you are interested in an internship, on-campus employment, or a full-time job after you complete your degree. In addition, this is a required step prior to meeting with your designated career advisor. Please complete the first module within three weeks of receiving this checklist.

- Go to [learn.illinois.edu](http://learn.illinois.edu) and click on NetID Login. Login with your university NetID and password. This will only work if you have claimed your NetID – the first task on this checklist.
- Then click on Gies Graduate Programs Career Foundations and follow the instructions.

Need help accessing the site? Please contact Katie McKinney at [katiem2@illinois.edu](mailto:katiem2@illinois.edu). If you have questions regarding the course itself, please contact Elizabeth Chominski at [chominsk@illinois.edu](mailto:chominsk@illinois.edu).

**Review Technology Requirements – Purchase as Needed**

Each student is required to have a laptop. Laptops must have an English version of Microsoft Windows. If you decide to use a Mac, we recommend you have an English version of Microsoft Windows installed in case a course requires software that will only run on Microsoft Windows. Chromebooks and tablets will not work for some software used in courses, so these are NOT acceptable substitutes.

**Review Billing Information**

Visit the [University Bursar website](#). This office is responsible for billing all activity that appears on your student account, such as tuition, fees, room and board charges and credits. Visit [paymybill.uillinois.edu](http://paymybill.uillinois.edu) to familiarize yourself with information regarding your student account and [payment options](#), as well as important due dates. Please note that this is NOT the same office that handles financial aid. [Visit the Office of Student Financial Aid](#).



## When You Arrive on Campus

**Get your i-card**

Your i-card is your official University of Illinois photo ID. It also functions as your university library card and is your pass to ride all Champaign-Urbana Mass Transit District (CUMTD) buses. Visit the ID Center in the Illini Union Bookstore or the [i-card website](#) for more information on how to get your i-card. If you were an undergraduate here at the University of Illinois at Urbana-Champaign, you'll want to get a new i-card showing your graduate student status.

**Class Registration**

Registration for classes will be explained and completed during mandatory orientation. Registration holds will be placed on all student accounts until orientation, to ensure that all students are provided assistance to properly register for classes.

## Additional Checklist for International Students

**Check in at International Student & Scholar Services (ISSS)**

ISSS resources for incoming students are posted at [iss.illinois.edu/students/incoming](https://iss.illinois.edu/students/incoming). ISSS should be the first point of contact when you have any visa issues or questions about travel plans. Complete information about the location and time of ISSS check-in will be sent to you by ISSS and will be available on the ISSS website.

**Register for the English Placement Test (EPT) Immediately – If Required**

The EPT is only required if it was stated in your admission letter from the Graduate College. The registration link for students beginning in Fall 2021 will be available later this spring on the [EPT Website](#). Currently all exams are conducted online.

**Update your Local Address**

A requirement of maintaining your F-1 or J-1 immigration status is reporting a valid address as your place of residence within the US as instructed by ISSS. Failure to do so can result in serious legal consequences. [Click here to update your address](#).

**Request a TCN Number from the i-card Office**

If you have on campus employment or plan to be employed part-time and you do not have a Social Security Number (SSN) at this time, you will need to request a Temporary Control Number (TCN) form from the [i-card Office at the Illini Union Bookstore](#). When you have a Social Security Number (SSN), you will use the SSN instead of the TCN.

**Consider Applying for a Social Security Number (SSN)**

If you are employed on campus, you will be eligible to apply for an SSN. For information from ISSS regarding eligibility and application procedures visit [iss.illinois.edu](https://iss.illinois.edu). Note: this takes longer to receive than a TCN number, so if you need to complete employment paperwork quickly, request the TCN number first.