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 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 check out the requirements for all passwords).

☐ Set up 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 the process. If you have questions about your email account, please contact the Technology Services Help Desk at 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 bring an official copy of your transcripts. 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 in Coble Hall - Room 110, 801 South Wright Street, 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 you can submit your information. If you do not submit your immunization records, you will have a hold placed on your student account, which means that you will not be able to register for classes and use University services or facilities.

Look for Housing

There are University-managed housing options as well as private 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 you can purchase as a student. Off-Campus Community Living is also a great university resource to learn more about private rental options in the area.

Login to the Career Management Foundations Course

This is a time sensitive course that must be completed before arriving on campus for orientation. Please complete the first module within three weeks of receiving this checklist.

- Go to 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 Elizabeth Chominski at 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.

Review Billing Information

Visit the University Student Financial Services & Cashier Operations (USFSCO) website. USFSCO is the office responsible for billing all activity that appears on your student account, such as tuition, fees, room and board charges and credits. Visit http://paymybill.uillinois.edu to familiarize yourself with information regarding your student account and payment options, as well as important due dates.

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 pass to ride the Champaign-Urbana Mass Transit District (CUMTD) busses and is your university library card. 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 properly registered.
Additional Checklist for International Students

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

ISSS resources for incoming students are posted at https://isss.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. If the EPT is required, you must register for a time to take the EPT. The times fill very quickly, so we encourage you do schedule it quickly. Additional information can be found here. The test slots and courses fill up quickly.

☐ 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 consequences. Click here to update and learn more.

☐ 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, you will no longer use the TCN.

☐ Consider Applying for a Social Security Number (SSN)

If you have on campus employment, you will be eligible to apply for an SSN. For information from ISSS regarding eligibility and application procedures click here. Note: this takes longer to receive than a TCN number, so if you need employment paperwork quickly, request the TCN number first.