Pre-Arrival Checklist:

1. **Provide Verification of Lawful Presence**  The University of Georgia must verify that you are lawfully present in the United States before allowing you to enroll. Please visit the following website for more information on how to provide this documentation: [grad.uga.edu/index.php/incoming-students/information-for-new-students/university-system-of-georgia-residency-policy](http://grad.uga.edu/index.php/incoming-students/information-for-new-students/university-system-of-georgia-residency-policy).

2. **Make Contact with the Department**  If you have not done so already, contact the graduate coordinator’s office in the department to which you have been accepted. Make sure that you have the information you need regarding your department’s registration policies, orientation meetings, class requirements, and building access information to obtain your UGACard. The following link can be used to access departmental contact information: [grad.uga.edu/index.php/prospective-students/academics](http://grad.uga.edu/index.php/prospective-students/academics). Please see information below about obtaining a UGA Card.

3. **Complete Final Admissions Details**  If you recently completed a degree and your acceptance letter indicated that you must provide a final transcript or proof of degree, you must submit an official transcript from your previous institution prior to registration.

4. **Set up your UGA MyID Password and Profile**  Your UGA MyID is a unique username assigned for you to access many University services, including applying for housing and registering for classes and orientation. When you applied to UGA, you should have received an important email titled “UGA Account Information — Please Keep,” which contains information about your UGA MyID. If you haven’t already done so, click on the link in that email to set up your MyID password and create your MyID profile. If the link in the email you received has expired, or you haven’t received this email, please check your spam folder or contact the Enterprise Information Technology Services Help Desk. [eits.uga.edu](http://eits.uga.edu)

5. **Get Your UGAMail Account**  Soon after your UGA acceptance, you should receive an email titled “UGAMail Account Information — Please Keep,” which contains information about your UGAMail account. This email will be sent to the email address you provided when you submitted your admissions application. UGAMail is the University’s email system and all official UGA correspondence will be sent to your UGAMail address going forward. You must complete your MyID profile before you can access your UGAMail. If you haven’t received this email within 24 hours of receiving your UGA admission notification, please check your spam folder or contact the Enterprise Information Technology Services Help Desk. [eits.uga.edu](http://eits.uga.edu)

6. **Housing**  A housing assignment in Graduate and Family Housing is sometimes difficult to receive unless you have applied well in advance of the expected semester of arrival. In order to register for housing, you must have your UGA MyID and password. Housing information is available at [housing.uga.edu/site/register_famgrad](http://housing.uga.edu/site/register_famgrad).

7. **Complete the University Health Center Forms**  You must provide proof or certification of your immunization for measles, mumps, and rubella (MMR). Questions and completed immunization forms should be directed to the University Health Center. [ughs.uga.edu](http://ughs.uga.edu)

8. **Apply for a Parking Permit**  If you plan to drive a car, motorcycle, or scooter to campus, you will need a UGA parking permit. Parking spaces for cars are assigned based on a priority system. Information and instructions are available on the UGA Parking Services website. [parking.uga.edu](http://parking.uga.edu)

9. **International Students**  Register for International Student Orientation facilitated by UGA’s Office of International Student Life: July 31 – August 4, 2017. During this week, you will learn information not covered by any other orientation program on campus: information concerning immigration issues, taxes for non-residents, cross-cultural adjustment, housing assistance, course registration procedures, Social Security Cards, UGA payroll, and more. Visit the ISL website: [isl.uga.edu](http://isl.uga.edu)

**Save-the-Date: Orientation, August 7, 2017**
Post-Arrival Checklist:

1. **Check-in With Your Department**
   Make sure that you are aware of any departmental orientation meetings for new students and that you have obtained departmental clearance for registration. The following link can be used to access departmental contact information: grad.uga.edu/index.php/prospective-students/academics.

2. **Registration**
   Most departments require that you be advised for courses prior to registering for classes. Check in with your department to obtain clearance for registration and then register online via the ATHENA online registration system (accessible through the MyUGA Portal) using your MyID. my.uga.edu

   **NOTE:** In order to register for classes, International students must check-in online once they are physically present in the United States. You will need to have access to scanned copies of your passport ID page, US visa, I-94 information sheet (from http://www.cbp.gov/i94), and any other documents that are relevant to your immigration status. https://istart.uga.edu

3. **Pay Fees**
   Depending upon when you register for classes (Phase I or Phase II of registration), there will be a deadline for payment. Missing one of these deadlines may result in late fees and/or cancellation of classes. Billing information is sent to your UGA email account. If you have a graduate assistantship, you may deduct your fees from your paycheck. Contact the Bursar’s Office for questions regarding your account. bursar.uga.edu

4. **Get a UGACard**
   The UGACard is the official University of Georgia identification card for students, faculty, staff, official campus visitors, and their dependents. The UGACard is your key to accessing many facilities and services throughout campus. You must be registered for the current semester in order to purchase and use the UGACard. The UGA Card is non-transferrable and can only be used by the student to whom it is issued. Misuse of the UGACard may result in disciplinary action by the University Judiciary. Please check with your department before going to get your UGACard. Some departments require a proximity card for access to buildings and labs. Proximity cards are issued only with a signed authorization form from your department. Refunds or adjustments will not be given if you purchase the wrong type of card.

   Visit ugacard.uga.edu for more information about the UGACard and how to obtain one. After the UGACard Office produces your card, the staff will scan your hand image to create access security for your card. This feature will prohibit another person from using your card to access University services.

5. **Health Insurance**
   UGA has a nationally-ranked University Health Center that caters to many student health emergencies and psychological needs. UGA has negotiated a group health insurance policy that meets the needs of most students. Health insurance is mandatory for all students on assistantship. Learn more about UGA’s group health insurance on the Human Resources’ website: hr.uga.edu/student-health-insurance