UVM Graduate College
New Funded Graduate Student Checklist

☐ Accepted by the University of Vermont officially with a letter from the Graduate Admissions Office.

☐ Return Admissions Acceptance Form to the Graduate College, keeping a copy of your Student ID number.

☐ Work with Student Financial Services (SFS) on any aid requirements. (FAFSA is available in January each year; check application deadlines.)

☐ Sign and return Funding Letter to Department/Program

☐ Complete and return Human Resource Services (HRS) forms including:
  ○ W-4
  ○ VT W-4
  ○ Employee Information Form
  ○ I-9 (will be completed when student is present on campus)
  ○ Direct Deposit (online submission)

☐ Set up for your UVM NetID and email accounts online here: http://www.uvm.edu/account/?Page=new_netid_usage_agreement.html

☐ Register for the GRADNET listserv here: http://www.uvm.edu/~gradcoll/?Page=current/gradnet.php&SM=current/_currentmenu.html

☐ Obtain registration information from Department/Program/Advisor to select your courses.

☐ Register for courses online here: https://myuvm.uvm.edu/cp/home/displaylogin

☐ Look for information about your program’s orientation, if appropriate, and about Graduate College Orientation – held on the first evening of the first day of classes each fall semester.

☐ Get your CatCard (benefits are activated the first day of the semester).
Sign up for your health insurance each academic year (or waive UVM’s coverage) through the Center for Health & Wellbeing’s website at: http://www.uvm.edu/~CHWB/insurance/?Page=mandatory.html -- At the same time, you’ll need to provide the following as a first year student:

- Complete the online Health History Form.
- Complete the online (or paper) Immunization Form.

Complete forms as necessary:

- Health Insurance Scholarship form must be submitted to the Graduate College if you are electing UVM’s health insurance.
- Research Credit Scholarship form must be submitted to the Graduate College if you are funded on extramural research funds, and are enrolled in any research credits (391 and 491).

Check your student Bill through MyUVM here: https://myuvm.uvm.edu/cp/home/displaylogin

Contact the Graduate College if you do not see the proper tuition scholarships offered by your Funding Letter, on your online bill (Note: The electronic bills and statements are much like a paper bill; neither will show a payment made to your account after the date of issue, and before the next billing date. To see the most current amount due on your bill, use the option that says “View Current Account Balance.”)

Make satisfactory payment arrangements by your bill due dates to avoid a $250 late fee. Students receiving stipends at The University of Vermont are allowed to authorize a payroll deduction for balances, but these must be established with Student Financial Services (SFS) by the bill’s due date.

If you are an International Student, please refer to the experts at the Office of International Education (http://www.uvm.edu/oie) regarding your visa status and your eligibility to be employed at the University. All international students will have a detailed orientation held by the Office of International Education to address all questions and to complete all employment paperwork, prior to the beginning of the semester of acceptance.