UVM Graduate College
New Funded Graduate Student Checklist

☐ After receiving your acceptance letter from the Graduate Admissions Office, notify us of your decision regarding this acceptance by clicking on "Complete your decision response form" found in your Admit application dashboard.

☐ Sign and return the funding letter sent to you from your Department/Program.

☐ Contact **Student Financial Services** (SFS) if you are planning on taking out student loans (the FAFSA application is available in October each year; check application deadlines.)

☐ Work with your department to complete and return **Human Resource Services** (HRS) forms including:

   o W-4

   o VT W-4

   o Employee Information Form

   o I-9 *(will be completed when student is present on campus)*

   o Direct Deposit *(online submission)*

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

☐ Register for the GRADNET listserv at https://www.uvm.edu/graduate/gradnet

☐ Obtain course registration information from your Department/Program/Advisor.

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

☐ Get your **CatCard** (benefits are activated the first day of the semester).

☐ Enroll in the UVM Student Health Insurance Plan (or waive UVM's coverage) through the **Center for Health & Wellbeing**'s website:

https://aisweb1.uvm.edu/pls/owa_prod/ins_web.P_INS_Login

(Those students who are planning to obtain care at the on-campus Student Health Services will need to complete a Health History Form).

After you have received your first online bill:

☐ Contact the Graduate College if you do not see the proper tuition scholarships offered by your funding letter *(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 can enroll in payroll deduction to cover the cost of their mandatory student fees. Payroll deduction gives graduate assistants the opportunity to pay these fees by having the funds withdrawn directly from their paychecks and applied to their UVM student account.

☐ *If you are an International Student*, please refer to 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.