

New Domestic Graduate Student Checklist

This checklist has been developed as a guide to assist you as you are making plans to start your graduate career at UC Irvine. Below is a directory of key tasks, followed by a detailed checklist.

February & March	August
<ol style="list-style-type: none"> 1. Begin Exploring Various Types of Financial Resources 2. Activate UCI Net ID 3. Complete Statement of Intent to Register (SIR) Online 4. Complete Statement of Legal Residence (SLR) 	<ol style="list-style-type: none"> 13. Ride the OCTA Bus 14. Apply for the GSHIP Health Insurance Waiver 15. Accept your Financial Aid Award Using MyAid 16. Shuttle Services 17. Explore Transportation Options
April	September
<ol style="list-style-type: none"> 5. Submit Fellowship Acceptance Form 6. Complete On-campus Housing Interest Form 	<ol style="list-style-type: none"> 18. Off-Campus Residents Buy Parking Permit Online 19. Establish Your Annual Budget 20. Get Your UCI ID Card 21. Attend the Campus-Wide New Graduate Student Orientation 22. Attend Your School's or Department's Orientation 23. Life at UCI 24. Apply for a California Drivers License
May	
<ol style="list-style-type: none"> 7. Apply for Financial Support 8. Travel Arrangements 9. Residency requirements 	
June	October & Beyond
<ol style="list-style-type: none"> 10. Request Official Transcripts to Clear Provisional Admission 11. Register for Classes 	<ol style="list-style-type: none"> 25. AntPac: Research Resources 26. Attend On Campus Events & Get Involved
July	
<ol style="list-style-type: none"> 12. Pay Your Tuition & Fees 	

New Domestic Graduate Student Checklist

FEBRUARY & MARCH

1. Begin Exploring Various Types of Financial Resources

Different types of aid for graduate students are available including:

- Fellowships
- Grants
- Teaching & Research Assistantships
- Need-based aid

Check with academic departments for more information on fellowships, grants, and assistantships. If you have **questions about need-based aid, contact the Financial Aid Office** (UCI map #111- Aldrich Hall) 949.824.8262

www.ofas.uci.edu/content/
www.grad.uci.edu/prospective/finance_edu.htm
www.grad.uci.edu/finance/index.htm

Complete during the months of **February** or **March**.

2. Activate UCI Net ID

You will use this ID for email access, registration for classes, payment of your bills, and much more! Go to the website to activate it. It will be available after admission, once you have filed the SIR. You will need to enter your student ID number, date of birth, and social security number.* (not international students)

<http://activate.uci.edu/activate/menu.html> - Select "Faculty, Staff and Students" (not "Student Applicants")

Complete **as soon as possible**.

3. Complete Statement of Intent to Register (SIR) Online

After the Graduate Division admits you officially, you will receive a link to complete the SIR online. You must complete and submit the form to indicate you are accepting your offer of admission to UCI. The form must be on file before registration can occur; the Graduate Division sends an email including instructions for filing the SIR online to all admitted students. If for any reason you do not receive the email, please contact your department as soon as possible.

www.grad.uci.edu/newadmits/SIR.htm
www.grad.uci.edu/contact/applicant_prm_dir.htm

Complete **as soon as possible after being admitted**

4. Complete Statement of Legal Residence (SLR)

Information on the SLR is available at:

www.reg.uci.edu/navigation/residency.html

Complete **as soon as possible after being admitted**

APRIL

5. Submit Fellowship Acceptance Form

If you have been admitted and awarded a UCI Fellowship by your academic department, you must fill out and submit a UCI Fellowship Acceptance form. Forms can be downloaded online. Return forms to your academic department.

www.grad.uci.edu/newadmits/fellowship.htm

Complete no later than **April 15th**.

<input type="checkbox"/>	<p>6. Complete On-campus Housing Interest Form Complete the online housing application for Graduate and Family Housing. If you have questions, contact Housing Administrative Services (UCI map #113-Student Center) 949.824.7247 housing@uci.edu www.housing.uci.edu/prospective/graduate/index.asp Complete no later than May 1st.</p>
MAY	
<input type="checkbox"/>	<p>7. Apply for Financial Support Although different types of aid may be offered throughout the school year by academic departments, many assistantships and associateships have May, June, or July deadlines. Check academic and department websites for specific deadlines, or contact your department directly. If you have questions about need-based aid, contact the Financial Aid Office (UCI map #6) 949.824.8262 See website referenced under February & March www.grad.uci.edu/prospective/finance_edu.htm Complete between May and July (as soon as possible).</p>
<input type="checkbox"/>	<p>8. Travel Arrangements It is important to book a flight early to ensure that you arrive here within your scheduled plans. If you are arriving at any international airport in the U.S., try to obtain a connecting flight to the John Wayne Airport in Orange County (SNA). The airport is located approximately three miles from the UCI campus. www.ocair.com</p>
<input type="checkbox"/>	<p>9. Residency Requirements If you are relocating to California from another state, you will be asked to establish California residency after your first year. Keep all receipts from your move to validate when you began residency, and refer to the residency information on the Registrar's website at www.reg.uci.edu.</p>
JUNE	
<input type="checkbox"/>	<p>10. Request Official Transcripts to Clear Provisional Admission If you must complete your undergraduate degree as a provision of admission, request 2 official transcripts from your school to clear your provisional admission. One must be sent to: UC Irvine Graduate Division 120 Aldrich Hall Irvine, CA 92697-3180 The other transcript should be sent to your academic program. Complete as soon as your degree is awarded.</p>
<input type="checkbox"/>	<p>11. Register for Classes Use WebReg to enroll in classes. Graduate students are required to be enrolled full-time in at least 12 units. Incoming students may begin enrolling in classes in mid-June. Please note that you must activate your UCI net ID and file an SLR prior to enrolling in classes. www.reg.uci.edu/registrar/soc/webreg.html Complete between July and September 15th</p>

JULY

12. Pay Your Tuition & Fees

There are many ways to pay your fees.

- Online: Use ZotPay, a feature within ZotAccount. This debits your bank account.
- In person: Central Cashier's Office 228 Aldrich Hall (UCI map #111)
- Mail: Make check out to UC Regents and include ID #. Send to Cashiers Office. .

Please note that UC Irvine does not accept credit cards for payment of fees or tuition.

www.reg.uci.edu/navigation/fees.html

Complete between **July** and **September 15th** (as soon as possible). Fee's **MUST BE PAID** on or before the established fee payment deadline. It is the student's responsibility to see that their fees are paid on time, even when fees are being paid with departmental support.

AUGUST

13. Ride the OCTA Bus

Get unlimited access to the Orange County Transportation Authority's (OCTA) bus system 24 hours a day with a "University Pass" card for a \$95 membership fee. Stop by the Parking and Transportation Services Office (UCI map #7). The card lasts from enrollment to June 30th.

www.parking.uci.edu/AT/modes/OCTA.cfm

Complete anytime starting **August**

14. Apply for the GSHIP Health Insurance Waiver (Optional)

Having health insurance is mandatory as a student of UCI. If you have health insurance that is comparable to UCI's health insurance, apply for a waiver. The form is available online.

www.grad.uci.edu/forms/#GSHIP

Complete no later than **August 29th**.

15. Accept Your Financial Aid Award Using MyAid

Use "My Aid" to accept and approve your new financial aid award. After you enroll for classes, fees will be deducted from your award and you will simply need to pay for the remaining balance (via ZotAccount).

www.ofas.uci.edu/visualaid/

Complete **as soon as possible**. Please note that if you are provided with graduate support in the form of a fellowship or an assistantship and you have financial aid, the graduate support will affect your eligibility for Financial Aid. In the event of such a situation, please contact the Office of Financial Aid & Scholarships.

16. Shuttle Services

You should arrange for shuttle service or transportation for the day you arrive in California. Some shuttle websites are listed below. If you're landing at John Wayne Airport (SNA), you can take a cab to campus.

www.supershuttle.com

www.xpressshuttle.com/home.htm

www.primetimeshuttle.com

Complete between the month of **August** and **September**.

<input type="checkbox"/>	<p>17. Explore Transportation Options How will you be getting around when you come to UCI? The Parking and Transportation Office offers an overview of the transportation services available to students. Be familiar with them before you arrive here.</p> <p>www.parking.uci.edu</p> <p>Complete between the month of August and September.</p>
SEPTEMBER	
<input type="checkbox"/>	<p>18. Off-Campus Residents Buy UCI Parking Permit Online If you have a car, you must purchase a parking permit from the Parking & Transportation Office in order to park on-campus. Resident permits (for students who live on campus) are provided by the housing community for parking at your residence. Permits are available <u>September 1st</u>.</p> <p>https://www.parking.uci.edu/PermitShop/</p> <p>Complete on or after September 1st.</p>
<input type="checkbox"/>	<p>19. Establish Your Annual Budget Plan your budget for the year early. The website contains current information on student fees and tuition. You should also think about housing, food, transportation, travel, medical, textbook, and moving expenses.</p> <p>www.reg.uci.edu/navigation/fees.html</p> <p>Complete by September 1st.</p>
<input type="checkbox"/>	<p>20. Get Your UCI ID Card Get your picture taken at UC Items (UCI map #113-Student Center) for your new student ID card. Id cards are used to check out library books and ride the OCTA bus among other things.</p> <p>www.asuci.uci.edu/ucitems/photoid/index.php</p> <p>Complete by September.</p>
<input type="checkbox"/>	<p>21. Attend the Campus-Eide Graduate Student Orientation All new graduate students are asked to attend the Campus-wide graduate student orientation in mid-September in the Student Center.</p>
<input type="checkbox"/>	<p>22. Attend Your School's or Department's New Graduate Student Orientation Departments or Schools conduct new student orientation for students of their own programs. The website lists all graduate degree programs and their websites. Use it to find orientation information for your program</p> <p>www.grad.uci.edu/academic/degrees_offered.htm</p> <p>Complete in September.</p>
<input type="checkbox"/>	<p>23. Life at UCI Start making Irvine your home by exploring the resources available to you on and off campus. The websites contain information on stores, dining, travel destinations, and other services.</p> <p>www.grad.uci.edu/prospective/uci_life.htm</p>

24. Apply for a California Drivers License

If you intend to drive during your study here, you must get a California drivers license within 10 days of your arrival. Go to the listed website to make an appointment with the DMV and start your application process.

<https://eg.dmv.ca.gov/foa/welcome.do>

OCTOBER & BEYOND

25. AntPac: Research Resources

As you begin your graduate studies here, it is important for you to know where to access current information. Search for materials in all of UCI's libraries by going to this website.

<http://antpac.lib.uci.edu/screens/opacmenu.html>

Complete **October** and **beyond**.

26. Attend On Campus Events & Get Involved

Make the most of your experience here at UCI by attending on campus events or getting involved through our campus organizations and student body government! You'll meet new people, learn more about what UCI has to offer, and have lots of fun!

- On campus events: <http://today.uci.edu/calendar/index.asp>
- Associated Graduate Students (student government): www.ags.uci.edu
- Dean of Students (clubs and programs for students): www.dos.uci.edu/index.php

Complete **October** and **beyond**.

Graduate Division

120 Aldrich Hall

Irvine, California 92697

(949) 824-4611

<http://www.grad.uci.edu/>