

New International 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.

Although the months attributed to the tasks generally fit the schedules of our new graduate students, follow the numerical sequence beginning with the time you are admitted to the University.

February & March	July
<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"> 18. Pay Your Tuition & Fees
April	August
<ol style="list-style-type: none"> 5. Submit Fellowship Acceptance Form 6. Complete On-Campus Housing Interest Form 	<ol style="list-style-type: none"> 19. Ride the OCTA Bus 20. Apply to the Graduate International Mentoring Program 21. Apply for the GSHIP Health Insurance Waiver 22. Accept your Financial Aid Award Using MyAid 23. Shuttle Services 24. Explore Transportation Options 25. Mentor & Mentee Connection
May	September
<ol style="list-style-type: none"> 7. Apply for Financial Support 8. Travel Arrangements 9. Residency Requirements 	<ol style="list-style-type: none"> 26. Off-Campus Residents Buy UCI Parking Permit Online 27. Establish Your Annual Budget 28. Check into the International Center 29. Attend Graduate International Mentoring Program Welcome & Orientation 30. Attend Campus-Wide Graduate Student Orientation 31. Attend Your School's or Department's New Graduate Student Orientation 32. Get Your UCI ID Card 33. Obtain a Social Security Number 34. Life at UCI 35. Apply for a California Drivers License
June	October & Beyond
<ol style="list-style-type: none"> 10. Fill Out Packet with Confidential International Applicant Questionnaire (CIAQ) 11. Complete <u>Mandatory</u> Online Immigration Orientation 12. Make Hotel Reservations 13. Pay the SEVIS Fee 14. Schedule VISA Interview Appointment 15. Pay VISA Application Fee 16. Request Official Transcripts to Clear Provisional Admission 17. Register for Classes 	<ol style="list-style-type: none"> 36. AntPac: Research Resources 37. Obtain an Individual Tax Identification Number 38. Attend On Campus Events & Get Involved

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Disclaimer- The International Center is the authority on-campus in regards to immigration issues. The information on this checklist is included to assist you. Visit the International Center website for the latest information about Visa and immigration related issues.

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.

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_prgm_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**.

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**.

MAY

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).

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

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.

JUNE

10. Fill Out Packet with Confidential International Applicant Questionnaire (CIAQ)

After receiving admission to UCI, submit the CIAQ forms to your department. This will allow you to get an I-20. Contact your department if you have questions about getting the I-20. A copy of the CIAQ forms is available online at the listed website.

<http://www.ic.uci.edu/forms/index.php>

Complete by the month of **June** or **when you accept your offer of admission**.

<input type="checkbox"/>	<p>11. Complete <u>Mandatory</u> Online Immigration Orientation As soon as you receive your <u>I-20</u> or <u>DS-2019</u> you need to go online to complete the online immigration orientation. It is REQUIRED before you complete the Check-In Process at the International Center. The online orientation website is listed below.</p> <p>www.ic.uci.edu/online/orientation/</p> <p>Complete when you receive the above documents. Definitely do so before the check-in process.</p>
<input type="checkbox"/>	<p>12. Make Hotel Reservations Try to make hotel reservations before you depart. The website below will help you find local hotels in the Los Angeles and Orange County areas.</p> <p>www.uci.edu/community.shtml</p> <p>Complete between the months of June and August.</p>
<input type="checkbox"/>	<p>13. Pay the SEVIS Fee You need to have your <u>I-20</u> or <u>DS-2019</u> in order to pay this fee. To pay over the internet, enter the credit card number at the stated website (\$200 for F-1 or M-1 visas; \$180 for J-1 visas). Submit payment with the I-901 form. To pay by check, fill out the app online, print out the internet generated coupon and mail along with a check to the stated address. To pay by money order, mail a check and the I-901 form to the stated address.</p> <p>www.fmjfee.com</p> <p>Complete by the month of June or when you have the above documents.</p>
<input type="checkbox"/>	<p>14. Schedule VISA Interview Appointment Contact your local US embassy or consulate to schedule an interview to approve your student visa. <u>You must bring these items to the interview: current passport, form I-20 (signed) or DS-2019, verification of financial support, and form I-797 (receipt verifying SEVIS fee payment).</u></p> <p>Complete by the month of June.</p>
<input type="checkbox"/>	<p>15. Pay VISA Application Fee As part of the F-1 Visa application process, an application fee must be paid to the U.S. Department of State. Contact the Consulate to ask for method of payment and the forms as the procedure varies from place to place.</p> <p>Complete by the month of June.</p>
<input type="checkbox"/>	<p>16. 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</p> <p>The other transcript should be sent to your academic program.</p> <p>Complete as soon as your degree is awarded.</p>
<input type="checkbox"/>	<p>17. 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.</p> <p>http://www.reg.uci.edu/registrar/soc/webreg.html</p> <p>Complete between July and September 15th</p>

JULY

18. 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.

<http://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

19. 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.

<http://www.parking.uci.edu/AT/modes/OCTA.cfm>

Complete anytime starting **August**

20. Apply to the Graduate International Mentoring Program

Apply to be a mentee and have a graduate student mentor support you during your transition here at UCI. You will build strong networks and learn information that will help you achieve your goals.

<http://apps.grad.uci.edu/mp/>

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

21. 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.

<http://www.grad.uci.edu/forms/#GSHIP>

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

22. 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).

<http://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.

<input type="checkbox"/>	<p>23. 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.</p> <p>www.supershuttle.com www.xpressshuttle.com/home.htm http://primetimeshuttle.com</p> <p>Complete between the month of August and September.</p>
<input type="checkbox"/>	<p>24. 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>http://www.newstudents.uci.edu/?p=9</p> <p>Complete between the month of August and September.</p>
<input type="checkbox"/>	<p>25. Mentor & Mentee Connection Graduate International Mentoring Program mentors should be connecting with their mentees via email, phone, or through Facebook. Mentors are helping mentees answer questions prior to their arrival. Complete between the month of August and September.</p>
SEPTEMBER	
<input type="checkbox"/>	<p>26. 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>27. 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>http://www.reg.uci.edu/navigation/fees.html</p> <p>Complete by September 1st.</p>
<input type="checkbox"/>	<p>28. Check into the International Center Check into the International Center (UCI map #6) on the day of your arrival. You need to bring the following: I-20 or DS-2019 with Visa stamp and I-94 with information about your current address.</p> <p>http://www.ic.uci.edu/</p> <p>Complete by September or as soon as you arrive at UCI.</p>
<input type="checkbox"/>	<p>29. Attend Graduate International Mentoring Program Welcome & Orientation Finally a chance to meet your mentors and connect! Relevant information and fun activities will be planned.</p> <p>http://apps.grad.uci.edu/mp/</p> <p>Complete by September.</p>

<input type="checkbox"/>	<p>30. Attend Campus-Wide 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>31. 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>http://www.grad.uci.edu/academic/degrees_offered.htm</p> <p>Complete in September.</p>
<input type="checkbox"/>	<p>32. 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>http://www.asuci.uci.edu/ucitems/photoindex.php</p> <p>Complete by September.</p>
<input type="checkbox"/>	<p>33. Obtain a Social Security Number If you have received a <u>job offer/assistantship</u>, you must apply for a Social Security Number (SSN) in order to work. Go to your department to initiate the process for the Social Security Verification Letter. Then bring it to the International Center. More information is on the International Center website.</p> <p>Bring the following items when going to the Social Security Office: Passport, I-94 card, Visa document, job offer letter, proof of full time enrollment, verification letter.</p> <p>http://www.ic.uci.edu/students/employment.html</p> <p>Complete by September or before you work.</p>
<input type="checkbox"/>	<p>34. 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>http://www.grad.uci.edu/prospective/uci_life.htm</p>
<input type="checkbox"/>	<p>35. Apply for a California Drivers License If you intend to drive during your study here, you <u>must</u> 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.</p> <p>https://eg.dmv.ca.gov/foa/welcome.do</p>
OCTOBER & BEYOND	
<input type="checkbox"/>	<p>36. 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.</p> <p>http://antpac.lib.uci.edu/screens/opacmenu.html</p> <p>Complete October and beyond.</p>

<input type="checkbox"/>	<p>37. Obtain an Individual Tax Identification Number International students <u>who have received a fellowship or scholarship</u> must apply for an individual tax identification number (ITIN) to receive a stipend. This isn't necessary if you will get a social security number.</p> <p>Complete before the disbursement of stipends.</p>
<input type="checkbox"/>	<p>38. 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!</p> <ul style="list-style-type: none"> • On campus events: http://today.uci.edu/calendar/index.asp • Associated Graduate Students (student government): http://www.ags.uci.edu/ • Dean of Students (clubs and programs for students): http://www.dos.uci.edu/index.php <p>Complete October and beyond.</p>

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