










2019 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. 
- 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 to let them know to expect you. Make sure that you have the information you need regarding your department's registration policies, orientation meetings, and class requirements. The following link can be used to access departmental contact information: grad.uga.edu/index.php/prospective-students/academics. 
- 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. You can send your official transcript from your institution. If electronic delivery is not available, applicants can submit one official transcript in a sealed envelope from each institution of higher education attended, except the University of Georgia, as those transcripts are on file.
- 4 Set up your UGA MyID Password and Profile** Your UGA MyID is a unique username assigned to you to access many University services, including orientation, registering for classes, and applying for housing. 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 
- 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 
- 6 Housing** A room assignment in University 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. 
- 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. uhs.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. tps.uga.edu 
- 9 International Students** Register for International Student Orientation facilitated by UGA's Office of International Student Life: August 4-9, 2019. 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 


Save-the-Date: Orientation, Monday, August 12, 2019

2019 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 person 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.

Dining Services and the Ramsey Student Center have upgraded to Iris Recognition Technology providing faster, more accurate, and contactless facility access. The system provides accurate authentication from 10-14 inches away using camera technology in less than two seconds. The identification works with contacts, eyeglasses, and goggles. The new technology will decrease customer wait time at the turnstiles and provide a hygienic and hands-free entry method into UGA's five dining commons and the Ramsey Center. The initial iris image scan takes place when you get your UGACard. The cost of the UGA Card is \$30.

5  **Health Insurance**
UGA has a nationally-ranked University Health Center that caters to students' primary care and psychological needs. UGA has negotiated a group health insurance policy that meets the needs of most students. Certain graduate students are required to have health insurance. The mandatory plan can be waived if a student already has coverage. UGA contribution depends on qualified assistantship/fellowship.

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