

New Student CHECK LIST

Prior to Master Orientation/Registration

- Check activation of Rutgers email account. Mandatory for all incoming students. Note: All Rutgers and SGS correspondence is sent to your Rutgers GSBS **domain** email address only.
- Student ID: please visit <https://ipo.rutgers.edu/bs/online-photo-submission> for instructions on uploading photos for the student ID. Student IDs will be distributed at a later date.
- You can obtain a Parking Permit via the Rutgers website: <https://ipo.rutgers.edu/dots/services-umdni>
Complete medical evaluation forms & physical examination. These forms should be uploaded directly to the Patient Portal: <https://patient-rbhs.medicatconnect.com>. You can obtain the Immunization Packet at http://njms.rutgers.edu/departments/family_medicine/shs/documents/PackageRBHS-NKcat4.pdf. They must be completed as part of registration. Students who have not completed the health & immunization requirements will not be allowed to register and risk being shut out of courses. **DUE IMMEDIATELY (matriculated students only).**
- Submit all official documents. Students who are missing official documents that were required for acceptance will not be allowed to register and risk being shut out of courses. If you are unsure of the missing documents, please contact the office at 973-972-4511. **DUE IMMEDIATELY**
- Follow directions in the student health insurance information packet based on whether you are accepting or waiving the insurance. If waiving, you **MUST** complete the on-line waiver (<http://www.universityhealthplans.com/>) or you will be billed for the premium. It is your responsibility to print the verification before exiting the waiver form on the UHP website. SGS-Newark is not immediately notified by UHP when students waive the insurance. **WAIVER DEADLINE IS September 30th. (NOTE: you cannot waive the health insurance until AFTER you register for classes)**
- I-20 Processing for International Students: <https://global.rutgers.edu/international-scholars-students/students/prospective>
- Fall 2020 Course Schedule Link: http://njms.rutgers.edu/sgs/current_students/docs/2020/Fall%202020%20Masters.pdf . For advising, please contact your advisor via email to set up an appointment time.
- Laptop Requirements for Exam Soft: Please review the attached documents.

During Orientation/Registration Period

Virtual Orientation will be held on August 3rd & 4th
(Orientation/Registration packets will be distributed via email)

- Email course instructors to obtain proper approval for specified courses. Keep your records for verification.
- Registration Pins will be emailed to your gsbs email prior to registration. Online registration will open on Wednesday, August 5th.
- Library Access: You will need to present your student ID for usage of the Library.
- If your address, telephone number and/or email address have changed since the time of your acceptance, update your information on the [myrutgers portal](#). Please do not update multiple times.
- Complete the Emergency Contact Form on the [myrutgers portal](#)
- For Verification Purposes: All students are required to provide two forms of identification: birth certificate, government picture IDs: valid passport, U.S. military card or valid driver's license. * **Permanent residents** of the US must submit their alien registration card with photograph. **International Students** must provide a valid passport, I-94 form, I20, or IAP-66 forms, and stamped visa. Items can be emailed to lucyle@gsbs.rutgers.edu.