Checklist for Admitted Graduate Students

Welcome to Georgia Tech — we’re glad you’ve decided to join the graduate student community. Before you begin working through the checklist, we invite you to watch a brief video about the Office of Graduate Studies on our YouTube Channel.

To ensure a smooth transition to Georgia Tech’s graduate student community, we recommend you complete the below checklist items by their completion dates.

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<thead>
<tr>
<th>Recommended Completion Date</th>
<th>Checklist Item</th>
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<td>□ Now</td>
<td>Check your status. Visit <a href="http://grad.gatech.edu/status-checking">http://grad.gatech.edu/status-checking</a> to see if you have any outstanding required documentation and to let us know you are accepting your offer of admission.</td>
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<td>□ Now</td>
<td>Get connected. Join the official Georgia Tech Graduate Student Facebook group at <a href="https://www.facebook.com/groups/georgiatechgradstudents/">https://www.facebook.com/groups/georgiatechgradstudents/</a>. Feel free to ask questions in the group about campus, Atlanta, travel, life in the US, etc.</td>
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<td>□ As Soon As Possible</td>
<td>Submit official documents. Although you may have applied with unofficial transcripts and degree documents, you must now submit the original, official documents prior to the start of the semester. Students with international credentials must submit official academic documents in both the native language and English. If your previous institution offers delivery of secure electronic transcripts, please have documents sent to <a href="mailto:transcripts@grad.gatech.edu">transcripts@grad.gatech.edu</a>. Scanned or emailed unofficial documents will not be accepted, but official documents in sealed envelopes may be mailed or hand-delivered to the following address: Office of Graduate Studies Georgia Institute of Technology 631 Cherry St., Suite 318 Atlanta, GA 30332-0321</td>
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<td>□ (for international students) As Soon As Possible</td>
<td>Complete your I-20 request. I-20s and DS-2019s are issued by the Office of International Education after you have been officially admitted to Georgia Tech. After your academic department has submitted a request for your documents to be issued, you will receive emails from <a href="mailto:info@oie.gatech.edu">info@oie.gatech.edu</a> asking you to complete information needed for the I-20/DS-2019. You will also upload a copy of your passport and any required financial documents in these electronic forms. (For financial document requirements, visit <a href="http://b.gatech.edu/UA0H4s">http://b.gatech.edu/UA0H4s</a>.) After an I-20/DS-2019 is issued, you will be contacted with information about shipping options. For more information, visit <a href="http://b.gatech.edu/1rNm2T">http://b.gatech.edu/1rNm2T</a>.</td>
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<td>□ As Soon As Possible</td>
<td>Verify Lawful Presence. In accordance with the University System of Georgia policy, all students must verify their lawful presence in the United States prior to enrollment. For more information, visit <a href="http://www.grad.gatech.edu/lawful-presence">http://www.grad.gatech.edu/lawful-presence</a>.</td>
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<td>□ As Soon As Possible</td>
<td>Take the Admissions Survey. Help us improve our processes for future new graduate students. Take the survey here: <a href="https://b.gatech.edu/2WiqiCh">https://b.gatech.edu/2WiqiCh</a>.</td>
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<td>Task</td>
<td>Deadline</td>
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<td><strong>As Soon As Possible</strong></td>
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<td><strong>As Soon As Possible</strong></td>
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<td><strong>As Soon As Possible</strong></td>
<td>(Deadline: Aug. 31)</td>
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<td><strong>June 15, June 29, or July 13</strong></td>
<td>(depends on last name)</td>
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<td><strong>July 1</strong></td>
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<td><strong>Before Arriving to Campus</strong></td>
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<td><strong>Before Arriving to Campus</strong></td>
<td><strong>Review graduate sections of the catalog.</strong> This contains useful information about Georgia Tech, degree programs, and graduate policies and procedures. For more information, visit <a href="http://www.catalog.gatech.edu">http://www.catalog.gatech.edu</a>.</td>
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<td><strong>Before Arriving to Campus</strong></td>
<td><strong>Purchase your parking permit.</strong> If you plan to park a car on campus, you'll need a parking permit. For more information, visit the Office of Parking and Transportation Services website at <a href="http://pts.gatech.edu">http://pts.gatech.edu</a>.</td>
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<td><strong>(if applicable)</strong></td>
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<td><strong>(for international students)</strong></td>
<td><strong>Start international student check-in process.</strong> Complete the first part of the International Student Check-In process online. More information at <a href="https://oie.gatech.edu/isss-check-in">https://oie.gatech.edu/isss-check-in</a>.</td>
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<td><strong>Upon Arrival to Campus</strong></td>
<td><strong>Complete international student check-in process.</strong> To have your OIE registration hold removed, complete the second part of the International Student Check-in after you arrive. If you experience any delays with your visa process or arrive late, make sure to inform your department and submit the information in the check-in e-forms in <a href="http://iStart">iStart</a>. An OIE advisor will follow-up with you as needed. More information is available here: <a href="https://oie.gatech.edu/isss-check-in">https://oie.gatech.edu/isss-check-in</a>.</td>
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<td><strong>Upon Arrival to Campus</strong></td>
<td><strong>Get your BuzzCard.</strong> The BuzzCard office is located on the second floor of Barnes and Noble at the corner of Spring Street and Fifth Street in Technology Square.</td>
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<td><strong>August 6-18</strong></td>
<td><strong>Attend orientation sessions.</strong> Upon arriving to campus, you should attend the Institute Graduate Orientation session for which you are registered. Your program may also hold an orientation that you should plan to attend.</td>
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<td><strong>August 12-13</strong></td>
<td><strong>Complete any GRA or GTA hiring paperwork.</strong> If you were offered a graduate research assistantship (GRA) or graduate teaching assistantship (GTA) by your academic program, you'll need to <a href="http://grad.gatech.edu/orientation-gradexpo">complete the new hire paperwork</a> and visit GradHiring to complete the process. Bring completed (to the best of your ability) forms with you to GradHiring when you get to campus along with your original identification documents. If you don't have a Social Security number, you can apply for one at GradHiring.</td>
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<td><strong>August 13</strong></td>
<td><strong>Attend GradExpo.</strong> In August, the Office of Graduate Studies hosts the GradExpo event to help new graduate students learn about campus services, student organizations, and local businesses in the surrounding community. For more information, visit <a href="http://grad.gatech.edu/orientation-gradexpo">http://grad.gatech.edu/orientation-gradexpo</a>.</td>
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Register for classes. New graduate students will be able to register for classes during the Phase II registration window according to the Registrar’s academic calendar (http://registrar.gatech.edu/calendar). You will have an assigned registration “time ticket” indicating the specific date/time your access to the registration system will begin. You will be able to continue to register and make schedule changes through 4:00 p.m. on the Friday of the first week of the semester (when registration closes for all students). To access online registration, go to the BuzzPort (https://buzzport.gatech.edu) student tab. (This tab will appear before the start of the semester for new students). If there is something called a “hold,” you will not be allowed to register until you have submitted the missing information. Types of holds include Graduate Studies or Lawful Presence (contact Graduate Studies for information), Health (contact Health Services for information), SEVIS (contact the Office of International Education for more information), and Departmental (contact your home department). Before registering for classes, you should consult with your program of study to determine appropriate first-semester classes.

Pay all fees and tuition. This needs to be done after you register for classes. You will receive information about the status of your account from the Office of the Bursar via your Georgia Tech email account. The payment deadlines are provided at http://www.bursar.gatech.edu/content/bursar-calendar.