NEW STUDENT CHECKLIST & RESOURCES

NOW

☐ **Set up your Directory ID and email address.**
You will need to access your application portal for the activation code. (See the step-by-step instructions.)

☐ **Check and carefully read your UMD email at least twice per week.**
Checking your email infrequently could result in you missing important information. You are responsible for knowing information sent to your UMD email, even if it is not your primary email address.

☐ **Plan your travel.**
International students holding F-1 visas may not enter the U.S. earlier than 30 days prior to the start date on your I-20 or DS-2019 form. For payroll purposes, you should plan to arrive in the U.S. and have your SEVIS record activated no later than August 9. (See more information about activating your SEVIS record here.)

Domestic students should plan to arrive no later than August 18.

☐ **Start reviewing housing options.**

☐ **Connect with other incoming students.** *(optional)*
Join the IPST Graduate Programs Slack workspace to connect with other incoming Biophysics and Chemical Physics graduate students. This workspace is brand new, so it may be a little quiet right now, but we plan to invite current graduate students to join over the summer. *Please register with your UMD email address.*

☐ **Connect with current graduate students.** *(optional)*
Join the BIPH WhatsApp group to connect with some of the current Biophysics graduate students.

☐ **Email the BIPH coordinator the names of 4 Biophysics faculty members that you would like to have on your Advisory Committee.**
Biophysics students are assigned a 2-member Advisory Committee upon enrollment in the program. These committees are the key groups that advise Biophysics students and evaluate their progress, especially in the first two years until a student establishes a research project and advances to candidacy.
- View eligible faculty here.

Email Jessica (jcrosby@umd.edu) the names of 4 faculty members that you would prefer to have on your advisory committee.

BEFORE YOU ARRIVE

- ☐ **Confirm your housing arrangements.**

- ☐ **Complete immunization requirements.** If you have any questions regarding immunization, contact the University Health Center at (301) 314-8114.

- ☐ **Register for courses.** Visit testudo.umd.edu, select "Registration (Drop/Add)" and enter your Directory ID and password. Review the Graduate Registration Policies.

  For the Fall semester, please register for:
  - **BIPH698L** Biophysics Seminar (1 credit)
  - **BIPH699** Research in Biophysics (2 credits) – section 1201 with Dr. Jeffery Klauda
  - **BIPH704** Cell Biology from a Biophysical Perspective (3 credits)
  - **CHEM684** Chemical Thermodynamics (3 credits)

- ☐ **Apply for a Teaching Assistantship.**
  You will receive an email in June from the BIPH coordinator with the name of the department in which you will serve as a TA for your first year. That email will include instructions for applying for the TA position. Please apply as soon as possible, but no later than the deadline listed in the email.

  As the BIPH program has an agreement with the department to which you have been referred, please do not submit TA applications to any other programs or departments.

- ☐ **Complete required trainings.**

- ☐ *If you plan to park a car on campus,* **register for parking**. Graduate student parking registration begins online on July 22 at 10 am ET.
  Also view the UMD shuttle bus routes and information.

- ☐ **Review health insurance options.**
  All full-time graduate students are required to have health insurance. Please view the policy in the Graduate Catalog.

- ☐ **Pay student fees.**
  You can access your student financial account here. Unpaid bills may prevent registration. Keep in mind that even if you are supported by a Teaching Assistantship or Research Assistantship (which provide tuition remission) you are still responsible for payment of the mandatory fees each semester. Please note that UMD does not send paper bills.

- ☐ **Fill out payroll documents.**
  Once your TA position is confirmed (most likely in July), the BIPH coordinator will provide you with instructions for completing the required payroll paperwork.

- ☐ **Plan your laboratory rotations.**
  Biophysics students participate in three research rotations during their first year. You will receive a document from the BIPH coordinator in late June/early July with more information about the expectations and procedures for doing rotations. In the meantime, please begin to think about which faculty you would like to do a rotation with.

AFTER YOU ARRIVE

☐ **Get your university photo ID card.**
Student IDs are available in the Mitchell building. To obtain an ID, <u>you must be registered for classes</u> and you must have proof of identity, such as a valid driver's license or passport.

You may use your ID to withdraw books from libraries; ride the shuttle buses; and gain admission to most athletic, social, and cultural events. You may also use it as a prepaid debit card for UMD food establishments and printing services, and as a general form of identification on campus. Learn more on the <u>Registrar's website</u>.

☐ **Fulfill conditions of enrollment.**
Check your official letter of admission from the Graduate School (available in your TerpEngage application portal) for any conditions of enrollment.

The most common condition is to have a hard copy of your official transcripts sent directly from the institution to UMD (or hand-delivered to the <u>Lee Building</u> in a sealed envelope). The transcript must show the degree awarded. If you just recently graduated, wait until the transcript records degree awarded.

☐ **Attend orientation for incoming Biophysics students.**
Please save <u>August 19 & 20</u> for orientation to the Biophysics program. The exact schedule is still being determined.

☐ **Submit payroll documents.**
Visit the payroll office of the department for which you will be a TA to submit your payroll paperwork.

International students holding F-1 visas must activate their SEVIS record before any payroll paperwork can be completed. Your SEVIS record will be activated by completing the ISSS documents check in <u>iTerp</u>. **This may only be done after your arrival in the U.S.**

☐ *If you are an international student,* **obtain a <u>Social Security Number</u> (SSN).**
(You must wait at least 14 days after entering the U.S. to apply for a SSN. In addition, you must wait 3 business days after you receive confirmation that your SEVIS record has been activated.)

REQUIRED TRAININGS

Please email all certificates of completion to grad-ipst@umd.edu.

- ☐ **New Graduate Student Orientation**
  All new graduate students must complete this online orientation.

- ☐ **Graduate TerrapinSTRONG Onboarding**
  All new faculty, staff, and students participate in TerrapinSTRONG onboarding to introduce you to the university, who we are, and what we stand for.

- ☐ **Responsible Conduct of Research** **(RCR)**
  This training emphasizes the importance of conducting research responsibly and ethically. It includes topics such as ethical peer review, protecting intellectual property, and treating others with fairness and respect.
    a. Select "University of Maryland College Park" as your institution.
    b. You will be able to log in with your UMD directory ID and password.
    c. Click "Add a Course" and add the Responsible Conduct of Research Course.

- ☐ **New Laboratory Researcher Training**
  All new graduate students are required to complete this training. Your advisor may require additional training for their lab.

- ☐ **Graduate Student Orientation to Teaching**
  Teaching Assistants are required to complete the Teaching & Learning Transformation Center's (TLTC) Graduate Student Orientation to Teaching. This course is held online on Thursday, August 22 from 2 – 4 pm. You must register here.

RESOURCES

International Student Checklist

TerpTax – free tax preparation and advice for UMD students

Graduate Student Legal Aid – free legal advice for UMD graduate students

Graduate Student Life

TerpLink

Accessibility & Disability Service

Counseling Center

Graduate School's Academic Counselor

Recreation & Wellness

Transportation Services (DOTS)

UMD Campus Map (interactive)

University Human Resources (UHR)