



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 15. (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 Chemical Physics and Biophysics graduate students. This workspace is 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 [CHPH WhatsApp group](#) to connect with some of the current Chemical Physics graduate students.

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:

- **CHPH718I** Chemical Physics Laboratory Rotation (1 credit) – section 0201 with Wendell Hill
- **CHEM684** Chemical Thermodynamics (3 credits)
- **PHYS612** Quantum and Statistical Physics (4 credits)
- **Seminar course** (1 credit) – PHYS728, PHYS838C, PHYS738, PHYS769, CHPH709A, CHPH709L

If you wish to take a different seminar course, email chemphysics@umd.edu to get Director approval.

BEFORE YOU ARRIVE (CONT.)

☐ **Apply for a Teaching Assistantship.**

You will receive an email in June from the CHPH 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 CHPH 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 in mid-July.

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 late July), the CHPH coordinator will provide you with instructions for completing the required payroll paperwork.

☐ **Plan your laboratory rotations.**

Chemical Physics students participate in two research rotations during their first year. You will receive a document from the CHPH program 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.

☐ **Prepare to take a “free try” of the Physics qualifying exam.** You must [register here](#) if you wish to take the exam.

The PHYS612 portion of the qualifying exam will be given on **Thursday, August 21 from 10 am – 12 pm**. We **strongly encourage** incoming students to attempt the exam, as a passing score will exempt you from enrolling in PHYS612, and there are no repercussions if you do not pass. *The PHYS613 portion of the qualifying exam will be given before the start of the Spring semester.*

Old exams can be found on the [Physics website](#).

AFTER YOU ARRIVE

- ☐ **Get your university photo ID card.**

Student IDs are available in the Mitchell building. To obtain an ID, you must be registered for classes 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 [Registrar's website](#).

- ☐ **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 Lee Building 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 Chemical Physics students.**

Please save August 25 - 27 for orientation to the Chemical Physics 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 [iTerp](#). **This may only be done after your arrival in the U.S.**

- ☐ *If you are an international student, obtain a [Social Security Number \(SSN\)](#).*

(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.)

- ☐ **Attend TA training.**

The department you have been assigned to TA for will reach out to you with the dates of their TA orientation/training. Training typically occurs during the week before classes begin.

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) self-paced digital course: [Welcome to Teaching](#). You can complete this course any time, and it will take approximately 90 minutes to complete.

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 \(UHR\)](#)