New Student Checklist

Before you arrive:

☐ Call Char Horsfall at 608-262-5927 with your Social Security Number (International Students who have not had numbers issued do not need to complete this step.)

☐ Fill out New Employee Forms Packet and Direct Deposit Authorization (if possible) and return to Char, drop off or fax to 608-262-0381. Forms are here: [http://www.ohr.wisc.edu/benefits/new-emp/](http://www.ohr.wisc.edu/benefits/new-emp/)

☐ Fill out Compli-9 online I-9 (after receiving New Hire emails with log in credentials from Char Horsfall)

☐ Complete the online Criminal Background Check authorization (emails to follow)

☐ Sign up for eRefund through the Bursar’s Office for the Welcome Check [http://www.bussvc.wisc.edu/bursar/qryerefund.htm](http://www.bussvc.wisc.edu/bursar/qryerefund.htm)


☐ Benefit enrollments must be completed within 30 days of hire

☐ Fill out GLACIER [For international students]

  ☐ You will receive an e-mail from support@online-tax.net and uwhradministration@ohr.wisc.edu regarding your status in the United States. You will need to fill out this GLACIER information to be taxed correctly.

☐ Sign up for 8 research credits (if you haven’t already)

When you arrive:

☐ Get your WiscCard (149 Union South)

  ☐ You must wait one day after you register for research credits

☐ Get your bus pass (333 East Campus Mall)

  ☐ Take your WiscCard with you

☐ Take all GLACIER forms to Suite 5101 at 21 N Park Street [For international students]

  ☐ Once you receive your Social Security Card, you MUST update your GLACIER account

☐ Setup a Bank Account (if needed)

☐ Attend a Benefits Seminar (no registration needed)

  ☐ August 24th, 4 p.m. to 5:30 p.m. at Grainger Hall, Mortgridge Auditorium or

  ☐ August 28th, 6 p.m. to 7:30 p.m. at Grainger Hall, Mortgridge Auditorium

☐ Stop by the Chemistry Business Office

  ☐ Meet with Char Horsfall, room 1120

    ▪ Bring essential forms, health insurance enrollment form, and I-9 documents

☐ Register with ISS (International Student Services) at 716 Landgon Street (Red Gym) [For international students]

  ☐ Bring all documents (I-20, I-94, Passport, Visa, Offer Letter)

  ☐ Register for the international student orientation

☐ Go to Social Security Office (6011 Odana Road, Madison, WI 53719) [For international students]

  ☐ You must wait 10 days after entering into United States to go there

  ☐ Bring all documents (I-20, I-94, Passport, Visa, Offer Letter)

☐ Pay Segregated Fees (check MyWisc account for due date) and other applicable fees. Do not pay tuition.

All benefit enrollments must be completed within your first 30 days!