New Student Checklist – Summer 2019

Before you arrive:

☐ Fill out New Employee Forms Packet and Direct Deposit Authorization (if possible) and return to Marc, drop off or fax to 608-262-3160. Forms are here: 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 Marc Willadsen)
☐ 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/gryerefund.html
  o Benefits are effective September 1st, watch for instruction by email from Benefits Services
  o If you need benefits coverage before September 1st please contact me directly by Monday, June 3rd.
☐ Fill out GLACIER (For international students)
  o 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.

When you arrive:

☐ Get your WiscCard (149 Union South)
  o You must wait one day after you register for research credits
☐ Get your bus pass (333 East Campus Mall)
  o Take your WiscCard with you
☐ Take all GLACIER forms to Suite 5101 at 21 N Park Street (For international students)
  o Once you receive your Social Security Card, you MUST update your GLACIER account
☐ Setup a Bank Account (if needed)
☐ Explore your benefits options.
  o Video Presentation of benefit options: https://www.youtube.com/watch?v=GnKwr_fnPCs
☐ Stop by the Chemistry Business Office
  o Meet with Marc Willadsen, room 1124
    ▪ Bring New Employee Forms, Direct Deposit form, and I-9 documents
☐ Register with ISS (International Student Services) at 716 Landgon Street (Red Gym) (For international students)
  o Bring all documents (I-20, I-94, Passport, Visa, Offer Letter)
  o Register for the international student orientation
☐ Go to Social Security Office (6011 Odana Road, Madison, WI 53719) (For international students)
  o You must wait 10 days after entering into United States to go there
  o 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.

If you have questions, please contact Marc Willadsen at mwilladsen@wisc.edu or 608-265-9227.