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. 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 Char Horsfall)
☐ Complete the online Criminal Background Check authorization (emails to follow)
☐ Find benefits information here: https://uwservice.wisconsin.edu/ebenefits/
  ☐ Benefit enrollment forms must be submitted 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 (149 Union South)
  ☐ 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)
☐ Stop by the Chemistry Business Office
  ☐ Meet with Char Horsfall, room 1120
    ▪ Bring essential forms, health insurance enrollment form, and I-9 documents
☐ Go to SHIP Office (333 East Campus Mall) (For international students)
  ☐ Take copy of health insurance form and fill out waiver form
☐ 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 forms must be completed within your first 30 days!