

# New Funded Graduate Student's Check-In List

Provided by the Office of Human Resources and the Office of Graduate & Professional Education

## Welcome to the University of Delaware!

Please use this checklist to guide you through the set up of your payroll records at the University of Delaware. If you have questions, please contact us at (302) 831-8677 or by email at [hronboard@udel.edu](mailto:hronboard@udel.edu).

### ITEMS TO DO FOR INTERNATIONAL GRADUATE STUDENTS:

1. Upon arrival to campus, please report directly to the [Office of Foreign Students and Scholars](#) located at 30 Lovett Avenue ([Student Services Building](#)) with your passport, I-20 or DS 2019, I-94 and U.S. VISA.
2. The Office of Foreign Students and Scholars will complete an I-9 Form for you and give you a Foreign National Form to complete.
3. Proceed to your academic department office to let them know you have arrived and to seek advisement for courses for the upcoming semester
4. When you come to your onboarding appointment, please bring the following:
  - The [Bayh-Dole Act Form](#) "Agreement to Assign"
  - Voided check from your [U.S. bank account](#)
5. Visit the [Office of Graduate and Professional Education](#) located at [234 Hulliher Hall](#) to submit final, official academic documents (transcripts, degree certificates, etc.)

### ITEMS TO DO FOR DOMESTIC GRADUATE STUDENTS:

1. Proceed to your academic department office to let them know you have arrived and to seek advisement for courses for the upcoming semester
2. When you come to your onboarding appointment, please bring the following:
  - At least two documents that identify who you are. Appropriate documents are listed on page 5 of the [I-9 Form](#).
  - The [Bayh-Dole Act Form](#) "Agreement to Assign"
  - Voided check from your [U.S. bank account](#)
3. Visit the [Office of Graduate and Professional Education](#) located at [234 Hulliher Hall](#) to submit final, official academic documents (transcripts, degree certificates, etc.)



## CALENDAR OF EVENTS FOR NEW GRADUATE STUDENTS FALL 2009

- **July 15, 2009:** Onboarding Session for ELI ITA students. 8:30 am in the Rodney Room of the Perkins Student Center
- **July 15, 2009 to August 14, 2009:** Summer ELI ITA program is in session from 8 am to 4 pm each day; Students attending this session may not be a research assistant during the time period of this program
- **August 24, 2009 to August 26, 2009 (Morning sessions):** Annual Conference for Graduate Teaching Assistants (all first time Teaching Assistants are required to attend)
- **August 25, 2009:** Onboarding Session for first time domestic teaching assistants. 12:00pm in Trabant Multi purpose Room A-C
- **August 27, 2009:** Onboarding Session for all other new students. Daugherty Hall in the Trabant Center.
- **August 27, 2009:** Orientation Program for new International Students (graduate and undergraduate students); Attendance required for all new international students; 8:30 am to 1 pm in Trabant A & B
- **August 27, 2009:** **GRADUATE STUDENT INFORMATION FAIR** for all graduate students from 12 pm to 4 pm; Trabant C; Representatives from IT HELP, Health Services, Safety Training, Library, Parking, Registration, Payroll Services, ID Office, CTE, Writing Center, Graduate Student Senate, Office of Foreign Students & Scholars, and Office of Graduate & Professional Education available for one-stop services throughout the afternoon.
- **September 1, 2009:** Classes begin at 8 am.
- **September 1, 2009: OPENING CONVOCATION AND RECEPTION FOR NEW GRADUATE STUDENTS: 3 o'clock pm.** Location to be announced.

### Departmental Orientation Programs

TBA



## Getting to Know UD

### Helpful Websites for All New Graduate Students

[www.udel.edu/hr](http://www.udel.edu/hr)

- Office of Human Resources

[www.udel.edu/gradoffice](http://www.udel.edu/gradoffice)

- Office of Graduate & Professional Education

[Registered Student Organizations](#)

- Listing of all registered student organizations, including multicultural, religious, and recreational

[www.udel.edu/gradoffice/gradsenate](http://www.udel.edu/gradoffice/gradsenate)

- Graduate Student Senate

Sign up for “[What’s Happening](#)” on GSS Website

- Weekly listing of upcoming events and activities, most of which are free or very affordable and located in or near Newark!

<http://www.udel.edu/gradoffice/campuslife/index.html>

- Links to aid new students in becoming familiar with various aspect of campus life at UD

[http://www.udel.edu/transportation/ud\\_route/index.html](http://www.udel.edu/transportation/ud_route/index.html)

- A comprehensive website with detailed bus route information on and around campus

<http://www.udel.edu/housing/>

- Information about on and off-campus housing options for graduate students



<http://www.udel.edu/ofs/community/shopping.html>

- Places to shop for groceries, clothing, etc.

<http://www.udel.edu/ofs/community/enrolling.html>

- Enrolling a child in school

<http://www.udel.edu/recreation/>

- Information about fitness facilities, recreation sports and other leisure activities

[www.udel.edu/bookstore](http://www.udel.edu/bookstore)

- Order textbooks online and browse UD apparel and gifts!

<http://www.udel.edu/udaily/>

- UD News, events, and campus FYI

<http://www.bluehens.com/>

- Official website of Blue Hen Athletics!

<https://mail.udel.edu/wm/mail/login.html>

- Access your UD email from the web

<http://www.udel.edu/gradoffice/financial/index.html>

- Funding resources for graduate students

<http://www.udel.edu/gradoffice/polproc/index.html>

- Policies and procedures, including forms, for graduate students



## Welcome New International Students and Scholars!

On behalf of the Office of Foreign Students and Scholars I would like to invite you to visit our website ([www.udel.edu/ofs](http://www.udel.edu/ofs)) and view the important information provided for international students and scholars interested in attending the University of Delaware. There are approximately 2700 international students and scholars from over 100 countries currently attending the University of Delaware. Our goal is to enhance international spirit and diversity through our programs and services. We strive to achieve success in promoting international education in our academic community in order that our students, scholars and dependents have a successful and enjoyable stay in Newark!

Best wishes,  
**Susan C. Lee**  
302-831-2115  
302-831-2123 (fax)  
Email: [foreignservices@udel.edu](mailto:foreignservices@udel.edu)



## Helpful Websites for New International Students

<http://www.udel.edu/ofs/community/phone.html>

- Emergency phone numbers
- Important phone numbers in the UD Community

<http://www.udel.edu/ofs/community/housing.html>

- Finding housing in Newark
- Signing a housing agreement

<http://www.udel.edu/ofs/community/shopping.html>

- Places to shop for groceries, clothing, etc.

<http://www.udel.edu/ofs/community/enrolling.html>

- Enrolling a child in school

[http://www.udel.edu/ofs/maint\\_status/maintain\\_fl.html](http://www.udel.edu/ofs/maint_status/maintain_fl.html)

- Maintaining F-1 visa status

[http://www.udel.edu/ofs/maint\\_status/flj1.html](http://www.udel.edu/ofs/maint_status/flj1.html)

- Responsibilities of F-1 & J-1 Students

[http://www.udel.edu/ofs/maint\\_status/maint.html](http://www.udel.edu/ofs/maint_status/maint.html)

- Academic Information (Advisement, registration, academic concerns, etc)

<http://www.udel.edu/ofs/forms/forms.html>

- Index of forms specific for international students

<http://www.udel.edu/ofs/information/studentins.html>

- Medical insurance instructions

<http://www.udel.edu/ofs/community/campus.html>

- Campus Services

<http://www.udel.edu/SuppSrvc/bus/UDbus.html>

- Shuttle bus routes and schedules

<http://www.udel.edu/ofs/community/community.html>

- Post Office
- Banking
- Travel
- Newspapers

<http://www.udel.edu/ofs/community/social.html>

- Social and extracurricular activities

<http://www.udel.edu/ofs/information/misc.html>

- Immigration Service
- Obtaining a Driver's License
- Cars on Campus
- Changes of Address
- ID cards and Social Security Cards
- Income Tax
- Mail

<http://www.udel.edu/ofs/information/KnowYourRights.html>

- Know Your Rights

[http://www.udel.edu/ofs/information/immig\\_reform.html](http://www.udel.edu/ofs/information/immig_reform.html)

- Immigration Reform Act

<http://www.udel.edu/ofs/information/pubcharge.html>

- Public Charge Announcement

<http://www.udel.edu/ofs/information/religious.html>

- Local religious organizations and churches

<http://www.udel.edu/ofs/information/SecurityClearance.html>

- Travel/Security Clearance Information

## Health Related Services at UD

### Student Health Services

<http://www.udel.edu/shs/>

Located at [Laurel Hall](#)

(302) 831-2226

#### Services

**Medical Clinic** -- see a doctor or nurse

**Women's Health Clinic** -- Gynecology & family planning

**Men's Health** -- Services about men's health

**Sports Medicine Clinic** -- for UD athletes

**Self Care Cold & Wound Centers** -- Self-serve information & medication for minor colds & injuries

**Dispensary**-- Prescription, over-the counter drugs & medical supplies

**Immunization & Allergy Clinic** -- Routine allergy shots, immunizations & vaccines for overseas travel

**Lab & X-ray** -- Blood work and radiological services

**Wart Clinic** -- Wart treatment by a registered nurse

**Inpatient Services** -- When an overnight stay is needed

**Nutrition Clinic** -- Evaluation & counseling about nutritional & dietary concerns

**Student Health should be your first stop for minor injuries and illnesses. In the event of an emergency, dial 911 or proceed to the closest emergency room.**

[Christiana Hospital](#) (302) 733-1000

[Newark Emergency Center](#) (302) 738-4300

### Student Health Center Fee is a mandatory fee on bill each semester for all full-time students.

This fee will provide you with unlimited visits to practitioners and nurse practitioners, all in-house laboratory work, all inpatient care in the infirmary, gynecology services including annual exams and Pap smears (thin preps), nutrition services, visits to the Sports Medicine Clinic, many immunizations and administration of allergy injections using serum provided by your allergist. The health fee also covers services offered by the [Center for Counseling and Student Development](#). There are separate fees for x-rays, most medications and orthopedic supplies, and some immunizations.

**This fee, along with the mandatory Student Center Fee, maybe be payroll deducted for funded graduate students.**

Payroll deduction form: <http://www.udel.edu/gradoffice/forms/feepayment.pdf>

### Student Accident and Sickness Insurance Plan

The University sponsors a Student Accident and Sickness Insurance Plan, which offers substantial benefits for covered medical expenses at a relatively low cost for single students. Coverage is also available for a student's spouse and/or dependent children at an additional charge. You're urged to enroll in this plan if you have no other coverage, if your coverage expires during the academic year, or as a supplement to existing insurance coverage. Students from outside the United States are required to have either insurance offered by the University or equivalent insurance coverage.

#### Description of Student Health Service and Student Insurance Plan:

[http://www.udel.edu/shs/insurance\\_guid0708.pdf](http://www.udel.edu/shs/insurance_guid0708.pdf)

**Policy: Nationwide Life Insurance Company**  
**Policy Number: 302-001-0705**

**Enrollment:** <http://www.universityhealthplans.com/intro/UDEL.html>

**\*The enrollment period begins upon your arrival on campus. DO NOT enroll prior to arrival.\***

International students who wish to upgrade to the Blue and Gold Plan and/or who wish to add a spouse and/or children should use [this application](#).

**Claim Form:** <http://www.consolidatedhealthplan.com/pdf/claimform.pdf>

#### Frequently Asked Questions

#### Dental Insurance

Available to all students; subsidized for funded students. Cost and enrollment located at <http://www.universityhealthplans.com/intro/UDELDental.html>

#### Vision Care Discount Plan

Available to all students and families. Cost and enrollment located at [http://www.universityhealthplans.com/letters/letter.cgi?school\\_id=170](http://www.universityhealthplans.com/letters/letter.cgi?school_id=170)

**Student Health Service**   
Laurel Hall • Newark DE 19716 • (302) 831 2226



# Banking at the University of Delaware

<http://www.udel.edu/banking/index.html>



UD, through its partnership with WSFS Bank, offers free checking accounts to University students—with your UD#1 Card doubling as your ATM card! In addition to the bank branch located in the Trabant University Center, there are thirteen WSFS Bank ATMs on campus at the following locations:



Trabant University Center (4)  
Perkins Student Center (2)  
Smith Hall Lobby  
Rodney Market  
Christiana Commons

Rust Ice Arena Lobby  
Clayton Hall  
Pencader Dining Hall  
Bob Carpenter Center Lobby

## Other Banks in Newark

### **Citizens Bank**

117 East Main Street  
(302) 731-2290

<http://www.citizensbank.com/home/>

### **Commerce Bank**

230 E. Delaware Avenue  
(302) 455-1781

<https://www.commercebank.com/default.asp>

### **Delaware National Bank**

281 East Main Street  
(302) 737-7766

<http://delawarenational.com/>

### **PNC Bank**

201 Newark Shopping Center  
(302) 733-7150

<https://www.pnc.com/webapp/unsec/Homepage.do?siteArea=/PNC/Home/Personal>

### **Wachovia Bank**

622 S. College Avenue  
(302) 631-1505

<https://www.wachovia.com/>

### **Wilmington Trust**

82 East Main Street  
(302) 651-1618

<https://www.wilmingtontrust.com/wtcom/>