

## 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:

6. Proceed to your academic department office to let them know you have arrived and to seek advisement for courses for the upcoming semester
7. 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
8. Visit the [Office of Graduate and Professional Education](#) located at [234 Hulliher Hall](#) to submit final, official academic documents (transcripts, degree certificates, etc.)