

New Graduate Student Checklist

Welcome to the University of Delaware!

This checklist will help guide you through your first few days at the University of Delaware. If you have questions or need assistance, please contact us at 831-8677 or at hr-onboard@udel.edu.

Human Resources is located on the corner of Academy and Courtney Streets. Our mailing address is:

University of Delaware
Office of Human Resources
413 Academy Street, Room 268
Newark, DE 19716

ITEMS TO DO FOR GRADUATE INTERNATIONAL STUDENTS:

- If you are an international student, upon arrival go to the [Office for International Students and Scholars](#) at 413 Academy Street with your passport, I-20 or DS 2019, I-94, and U.S. VISA.
- If you are an international student, the Office for International Students and Scholars will complete an I-9 form for you and give you a Foreign National Information Form to complete.
- Go to your academic department office to let them know you have arrived and to seek advisement for courses for the Fall semester.
- When you attend your on-boarding appointment, bring the following documentation to Human Resources:
 - Voided Check, Savings Statement with bank address and savings account number, or official bank letter including transit and account numbers (must be from a U.S. bank account)
 - Failure to attend on-boarding session and/or bring documentation may result in a delay of your first pay.**

ITEMS TO DO FOR GRADUATE U.S. CITIZENS:

- Go to your academic department office to let them know you have arrived and to seek advisement for courses for the Fall semester.
- When you attend your on-boarding appointment, bring the following documentation to Human Resources:
 - The completed [I-9 Form](#)
 - At least two documents that identify who you are. Appropriate documents as listed on the back side of the I-9 Form
 - Voided Check, Savings Statement with bank address and savings account number, or official bank letter including transit and account numbers
 - Failure to attend on-boarding session and/or bring documentation may result in a delay of your first pay.**

Welcome to the UD Community!