



Department of Chemistry
UNIVERSITY OF WISCONSIN-MADISON

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, drop off or fax to 608-262-0381. 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)
- Sign up for eRefund through the Bursar's Office for the Welcome Check
<http://www.bussvc.wisc.edu/bursar/qryerefund.html>
- Find benefits information here: <http://www.ohr.wisc.edu/benefits/new-emp/grad.aspx>
 - o **Benefit enrollments must be completed within 30 days of hire**
- 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.
- Sign up for 8 research credits (if you haven't already)

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)
- Attend a Benefits Seminar (no registration needed)
 - o August 24th, 4 p.m. to 5:30 p.m. at Grainger Hall, Mortgridge Auditorium *or*
 - o August 28th, 6 p.m. to 7:30 p.m. at Grainger Hall, Mortgridge Auditorium
- Stop by the Chemistry Business Office
 - o Meet with Char Horsfall, room 1120
 - Bring essential forms, health insurance enrollment 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.

All benefit enrollments must be completed within your first 30 days!