



Department of Chemistry
UNIVERSITY OF WISCONSIN-MADISON

New Student Checklist – Summer 2019

Before you arrive:

- Fill out New Employee Forms Packet and Direct Deposit Authorization (if possible) and return to Marc, drop off or fax to 608-262-3160. 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 Marc Willadsen)
- 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 **Benefits are effective September 1st, watch for instruction by email from Benefits Services**
 - o **If you need benefits coverage before September 1st please contact me directly by Monday, June 3rd.**
- 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.

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)
- Explore your benefits options.
 - o Video Presentation of benefit options: https://www.youtube.com/watch?v=GnKwr_fnPCs
 - o Summary of benefits: <https://www.ohr.wisc.edu/benefits/docs/new-employee-packet-grads.pdf>
- Stop by the Chemistry Business Office
 - o Meet with Marc Willadsen, room 1124
 - Bring New Employee Forms, Direct Deposit 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.

If you have questions, please contact Marc Willadsen at mwilladsen@wisc.edu or 608-265-9227.