

C H E C K L I S T
ITEMS THAT NEED TO BE RETURNED OR TASKS TO BE COMPLETED
ON OR BEFORE YOUR ARRIVAL ON CAMPUS

DATE	ITEM	CONTACT INFORMATION/ LOCATION	COMPLETE ✓
July 1, 2017	Admission Health Record form due	Health Service/Searle 633 Emerson	
August 23 - September 15, 2017	Attend Math Review	Economics Department Global Hub # 1410	
August 30 - September 15, 2017	Attend Econometrics Review with Joseph Hardwick	Economics Department Global Hub # 1410	
August – arrival on campus: Section #1: deadline is Thursday, August 31 Section #2: deadline is Thursday, September 14 <i>This paperwork is required to guarantee a September 29 stipend payment</i>	Payroll: complete the electronic I-9 form: Section 1 (deadline 8/31/2017) and Section 2 (deadline 9/14/17) of the E-Verify process. Section 2 requires a visit to NU Payroll with required documents: passport, green card, Social Security card, driver’s license, etc. International Students – Apply for an Individual Taxpayer Identification Number (ITIN) through Payroll if you do not have a	Northwestern Payroll 720 University Place, 2 nd floor Telephone: 847-491-7362 E-mail: payroll@northwestern.edu	
August - September 15, 2017	For international students – upon your arrival on campus, register your passport with the International Office as soon as possible.	International Office 630 Dartmouth Place	
August - September 15, 2017	Check in with your department upon arrival	Individual Departments	
August - September 15, 2017	Clear any registration holds: Health Service (submit health documents); International Office (international students register passports); submit to the Graduate School all original transcripts from courses taken in	Health Service/Searle (633 Emerson Street); International Office/630 Dartmouth Place; Graduate School/Rebecca Crown Center (633 Clark Street)	
August – September 15, 2017	Obtain a WildCARD (NU ID card)	WildCARD Office/ Norris Center , basement	
September 6 th and 7 th	International Office - New Student Orientation	Students need only attend one session	
September 12, 2017	Attend Kellogg’s New PhD Student Orientation	Allen Center , Park Dining Room and Global Hub # 4101	
September 14, 2017	Attend Research Resources Forum , sponsored by Kellogg’s Research Support Dept. and the Northwestern University Library	Global Hub # 4101	
September 13, 2017	Attend Graduate School’s New Student Orientation	Pick Staiger Stadium 8:30am – 5:00pm	
September 14, 2017	Fall registration for new graduate students; update your address	CAESAR/Online Registration System	
September 18, 2017	Kellogg MBA classes start		
September 19, 2017	Northwestern classes start		
October 1, 2017	Deadline for US/Permanent Residents to enroll/waive coverage in the NU Student Health Insurance Plan; international students will be enrolled	Enrollment through CAESAR Health Service Office 633 Emerson Street	