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| CHECKLIST ITEMS THAT NEED TO BE RETURNED OR TASKS TO BE COMPLETED ON OR BEFORE YOUR ARRIVAL ON CAMPUS |
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| DATE | ITEM | CONTACT INFORMATION/ LOCATION | COMPLETE ✓ |
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| July 1, 2019 | Admission Health Record form due. | Health Service/Searle 633 Emerson | |
| August 26, 2019 | Attend Math Review | Economics Department Global Hub , Room TBD | |
| September 3 - September 18, 2019 | Attend Econometrics Review | Economics Department Global Hub , Room TBD | |
| August – Arrival on campus: Complete Section #1 and Section #2 by September 20, 2019. <i>This paperwork is required to guarantee a September 30 stipend payment</i> | Payroll: Complete the electronic I-9 form (Section 1) and the E-Verify process (Section 2) by Sept. 20. Section 2 requires a visit to NU Payroll with: passport, green card, Social Security card, driver's license, etc. International Students – Apply for Individual Taxpayer Identification Number (ITIN) through Payroll if you do not have a Social Security Number. NU Payroll Office will guide you. | Northwestern Payroll 720 University Place, 2 nd floor Telephone: 847-491-7362 E-mail: payroll@northwestern.edu | |
| August - September 24, 2019 | For international students – Upon your arrival on campus, register your passport with the Office of International Students and Scholars ASAP. | Office of International Students and Scholars (OISS) 630 Dartmouth Place | |
| August - September 24, 2019 | Check in with your PhD Program upon arrival | Global Hub | |
| August - September 24, 2019 | Clear any registration holds: Health Service (submit health documents); Submit to the Graduate School all original transcripts from courses taken in undergraduate and graduate programs. | Health Service/Searle (633 Emerson); Graduate School/Rebecca Crown Center (633 Clark) | |
| August - September 24, 2019 | Obtain a WildCARD (NU ID card) | WildCARD Office/ Norris Center , basement | |
| September 4-6, 2019 | Office of International Students and Scholar Services (OISS) - New Student Orientation . Students need only attend one of the sessions. | More info available Summer 2019 | |
| September 19, 2019 | Fall registration for new graduate students; update your address information online. | CAESAR/Online Registration System | |
| September 19, 2019 | Attend Kellogg's New PhD Student Orientation | Global Hub for program | |
| September 20, 2019 | Attend Graduate School's New Student Orientation | More info available Summer 2019 | |
| September 23, 2019 | Kellogg MBA classes start. | | |
| September 24, 2019 | All Northwestern and Kellogg PhD classes begin. | | |
| October 1, 2019 | Deadline for US/Permanent Residents to enroll/waive coverage in the NU Student Health Insurance Plan; international students will be enrolled automatically. | Enrollment through CAESAR Health Service Office 633 Emerson Street | |