## NEW STUDENT CHECKLIST

<table>
<thead>
<tr>
<th>DATE</th>
<th>ITEM</th>
<th>CONTACT INFORMATION/ LOCATION</th>
<th>COMPLETE</th>
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| July 1, 2020             | Admission Health Record form is required for all incoming students. A fall 2020 registration hold will be placed if the form is not submitted. | Health Service/Searle  
633 Emerson                                                                 | ✓        |
| August 25 - September 18, 2020 | Attend **Math Review**                                                 | Economics Department  
Global Hub, Room 1410                                                                   |          |
| September 2 – September 16, 2020 | Attend **Econometrics Review**                                         | Economics Department  
Global Hub, Room 1410                                                                   |          |
| August – September 6, 2020  | Submit to **The Graduate School** all original transcripts from courses taken in undergraduate and graduate programs. | The Graduate School/Rebecca Crown Center (633 Clark)                                         |          |
| September 8-10, 2020     | Office of International Students and Scholar Services - **New Student Orientation**  
International students need only attend one of the sessions. | More info available summer 2020                                                             |          |
| September 15, 2020       | Attend **The Graduate School’s New Student Orientation.**             | More info available summer 2020                                                             |          |
| September 17, 2020       | Attend **Kellogg’s New PhD Student Orientation.**                      | Global Hub, Room 4101                                                                       |          |
| September 17, 2020       | Fall registration for new graduate students  
And, update your address in CAESAR                                           | Register through CAESAR                                                                     |          |
| August - September 18, 2020 | **Payroll:** Complete the electronic I-9 form (Section 1) and the E-Verify process (Section 2) by Sept. 18. 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 NU Payroll if you do not have a Social Security Number. | Northwestern Payroll  
720 University Place,  
2nd floor  
Telephone: 847-491-7362  
E-mail: payroll@northwestern.edu |          |
| September 21, 2020       | Kellogg MBA classes begin.                                             |                                                                                               |          |
| September 22, 2020       | All Northwestern and Kellogg PhD classes begin.                        |                                                                                               |          |
| August - September 22, 2020 | **For international students** – Upon arrival to campus, register your passport with the Office of International Students and Scholars ASAP. | Office of International Students and Scholars  
630 Dartmouth Place                                                                 |          |
| August - September 22, 2020 | Obtain a WildCARD (NU ID card)                                         | WildCARD Office/Norris Center, basement                                                      |          |
| October 1, 2020          | Deadline for US Citizens/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                                                                           |          |