

# NEW STUDENT CHECKLIST

| DATE                             | ITEM   | CONTACT INFORMATION/<br>LOCATION   | COMPLETE<br>✓ |
|----------------------------------|--|--|---------------|
| 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.   | <a href="#">Health Service/Searle</a><br>633 Emerson   |               |
| August 25 - September 18, 2020   | Attend <a href="#">Math Review</a>   | Economics Department<br>Global Hub, Room 1410  |               |
| September 2 – September 16, 2020 | Attend <a href="#">Econometrics Review</a>   | Economics Department<br>Global Hub, Room 1410  |               |
| August – September 6, 2020       | Submit to <b>The Graduate School</b> all original transcripts from courses taken in undergraduate and graduate programs.   | <a href="#">The Graduate School/Rebecca Crown Center</a> (633 Clark)   |               |
| September 8-10, 2020             | Office of International Students and Scholar Services - <a href="#">New Student Orientation</a> . International students need only attend one of the sessions.   | More info available summer 2020  |               |
| September 15, 2020               | Attend <a href="#">The Graduate School's New Student Orientation</a> .   | More info available summer 2020  |               |
| September 17, 2020               | Attend <a href="#">Kellogg's New PhD Student Orientation</a>   | Global Hub, Room 4101  |               |
| September 17, 2020               | Fall registration for new graduate students<br>And, update your address in CAESAR  | <a href="#">Register through CAESAR</a>  |               |
| August - September 18, 2020      | <b>Payroll:</b> Complete the <a href="#">electronic I-9</a> 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.<br><b>International Students</b> – Apply for Individual Taxpayer Identification Number (ITIN) through NU Payroll if you do not have a Social Security Number. | <a href="#">Northwestern Payroll</a><br>720 University Place,<br>2 <sup>nd</sup> floor<br><br><b>Telephone:</b> 847-491-7362<br><br><b>E-mail:</b><br><a href="mailto:payroll@northwestern.edu">payroll@northwestern.edu</a> |               |
| September 21, 2020               | Kellogg MBA classes begin.   |  |               |
| September 22, 2020               | All Northwestern and Kellogg PhD classes begin.  |  |               |
| August - September 22, 2020      | <b>For international students</b> – Upon arrival to campus, register your passport with the Office of International Students and Scholars ASAP.  | <a href="#">Office of International Students and Scholars</a><br>630 Dartmouth Place   |               |
| August - September 22, 2020      | Obtain a WildCARD (NU ID card)   | WildCARD Office/ <a href="#">Norris Center</a> , 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.  | <a href="#">Enrollment through CAESAR</a><br>Health Service Office<br>633 Emerson Street   |               |