New Graduate Student Checklist
Homewood Schools Day/Fulltime Programs
Whiting School of Engineering
Department of Materials Science & Engineering

Before Arrival

☐ Complete Pre-Entrance Health Form Requirements: [http://studenthealth.johnshopkins.edu/](http://studenthealth.johnshopkins.edu/)
  - The Johns Hopkins University Student Health and Wellness Center requires that all incoming students be compliant with its health and immunization requirements. Students are required to provide proof of immunity to certain communicable diseases and complete the pre-entrance health requirements in its entirety. All incoming students must submit a pre-entrance health form signed by their health care providers and complete three online forms via the Pyramed Health WebPortal for verification purposes. The deadline to submit health and immunization requirements is **JULY 15**. Failure to comply with the pre-entrance health requirements prior to your arrival on campus will block you from class registration, adding or dropping classes and interrupt orientation which may result in a $100 health form completion fee.

☐ Secure Off-Campus Housing: [www.jhu.edu/hds/offcampus](http://www.jhu.edu/hds/offcampus)
  - JHU does not have an on-campus Graduate Housing Program, but we do have ample off-campus housing in the community. With over 20 commercial properties in the immediate Homewood Campus area and our residential housing database, you should be able to find suitable housing before the start of classes. Extensive housing information is posted on the Off Campus Housing Office’s website.

☐ Submit Final Documents: [http://grad.jhu.edu/admitted-students/](http://grad.jhu.edu/admitted-students/)
  - You must contact your institution to have your final academic transcripts sent directly to the Office of Graduate Admission and Enrollment office. All official transcripts sent electronically should be sent to graduateadmissions@jhu.edu. Mailed transcripts should be sent in their fully sealed, institutional envelopes directly to the Office of Graduate Admission and Enrollment, 3400 N. Charles St., Shriver Hall 28, Baltimore, MD 21218. Delays in receiving these documents may prevent registration in your first or future terms.

☐ Health Insurance Enrollment: [http://web.jhu.edu/registrar/students/health](http://web.jhu.edu/registrar/students/health)
  - It is University policy that all full-time students in the Schools of Arts & Sciences and Engineering maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. As a full-time student, you will be automatically enrolled in the University’s health insurance plan. For more detailed information, please visit the Registrar’s website.

☐ Activate your JHU Email: [http://web.jhu.edu/registrar/forms-pdfs/GRCreatingYourJHEDOutlookLive.pdf](http://web.jhu.edu/registrar/forms-pdfs/GRCreatingYourJHEDOutlookLive.pdf)
  - All students are provided with a Johns Hopkins email account and are required to set up their mailbox. You will receive an e-mail from Web Registration, Office of the Registrar, about your JHED Login ID Name. Please follow the directions on that e-mail by going to [http://my.jhu.edu](http://my.jhu.edu) and selecting “Login”.

☐ Register for Orientation: [http://grad.jhu.edu/admitted-students/orientation/](http://grad.jhu.edu/admitted-students/orientation/)

☐ Plan on arriving with enough time to settle yourself and get rest before orientation and welcome events! Also it is important that you let the department know when you will be arriving on campus. Please e-mail Jeanine Majewski, jeanimem@jhu.edu and let her know the date of your arrival. Once you physically arrive on campus, please either see Jeanine Majewski in Maryland Hall 204 or Ada Simari, Administrative Manager, in Maryland Hall 206.
Upon Arrival

- **Pick up your J-Card** – You will get your JCard (Hopkins ID card) when you arrive. You are encouraged to upload a photo ahead of time so that the card will be ready upon arrival to campus. The cards can be picked up during Early Check-in for Orientation or at the J-Card office located in room 51 of Garland Hall.

- **Submit Appropriate Tax Forms**: [https://orchid.hosts.jhmi.edu/stujob/tax.cfm](https://orchid.hosts.jhmi.edu/stujob/tax.cfm)
  - Students must complete and submit all appropriate tax forms to Student Employment Services office.
  - The department/Student Employment staff cannot answer any questions regarding tax withholdings, tax treaties, or tax eligibility. Students MUST contact the University’s tax office if there are questions regarding tax withholdings, exemptions, or treaties.

- **Attend the Graduate Student Orientation Events**: [http://grad.jhu.edu/admitted-students/orientation/](http://grad.jhu.edu/admitted-students/orientation/)

- **Secure Keys** – In order to secure office/lab keys, you will need to (1) complete the online lab safety training and (2) give the department a $20.00 cash deposit. You will receive this deposit back upon graduation. Please see Amanda Gursky, Administrative Coordinator, in Maryland Hall 206 for this information.

- **Postal Mail and Department Mailboxes** – U.S. mail and campus mail are picked up and delivered to the department office. To ensure the receipt of departmental and university e-mails, it is vital that you make sure that you advise Jeanine Majewski of your new JHU e-mail address. Your departmental mailbox will be located in Maryland Hall 205. Please check that room daily for mail and announcements.

- **Set-up Campus Parking (if needed)**: [http://www.parking.jhu.edu/parking_students.html](http://www.parking.jhu.edu/parking_students.html)
  - Parking is available for grad students on campus at any available lot. Generally, this includes the San Martin, and South garages and the surface lots. Graduate students receiving a paycheck from the university are eligible for payroll deduction to pay for parking.

- **Register for Classes** - New graduate students may register on-line for classes. However, first you will need to contact your advisor so that he/she can lift the advising hold. In addition to core courses, students must also register for the following three courses this fall semester: 510.801, Materials Research Seminar; 510.803, Materials Science Seminar and 510.807, Graduate Research in Materials Science.*

International Graduate Students

- **Check in with Office of International Services**: [http://ois.jhu.edu/](http://ois.jhu.edu/)
  - After arriving in the U.S., complete your online check-in form and upload copies of your immigration documents as instructed on the form. The check in form is accessed via [http://ihopkins.jhu.edu](http://ihopkins.jhu.edu). You will have received specific information on this process in an email from the Office of International Services (OIS).
  - Visit OIS during designated check-in times to complete the process (Garland Hall, 3rd Floor).

  - SSNs are important to have not only for payroll, but also help in terms of signing up for a cell phone service, utilities (BGE (electric and gas), internet, etc.
  - The original Social Security Card must be brought to Student Employment for verification.
  - International graduate students not paid directly by JHU may not need to obtain an SSN; consult OIS in this case.

  - Non-US Citizens who are being paid by JHU also need to complete the JHU Foreign National Information Form (FNIF).
The original FNIF and copies of the supporting documentation must be furnished to the JHU Tax Office upon arrival. A copy of the form also needs to be supplied to the departmental administrator for the purposes of making sure payroll is entered properly into the JHU payroll system.

Plan on arriving with enough time to settle yourself and get rest before orientation and welcome events!

*You must be cleared by the following offices in order to register online: (1) the Student Health and Wellness Center - you must have completed their Health and Immunization Record; (2) the Student Health Insurance Office - you must have either signed up for the University-sponsored health insurance plan or have waived it; (3) the Office of International Services (OIS), if you hold an F-1 or J-1 visa and (4), your advisor will need to lift your advising hold.

If there are any questions, please contact Jeanine Majewski at jeaninem@jhu.edu
Useful Johns Hopkins University Websites:

- Student Health Insurance - Garland Hall (lower level) [http://web.jhu.edu/registrar/students/health](http://web.jhu.edu/registrar/students/health)
- J Card Office – Garland Hall Room 51 (lower level) - [http://www.idcs.jhu.edu/](http://www.idcs.jhu.edu/)
- Office of International Services - Garland Hall, Room 358 [http://ois.jhu.edu/](http://ois.jhu.edu/)
- Transportation Services - South Garage @ Mason Hall- [http://ts.jhu.edu/](http://ts.jhu.edu/)
- Registrar’s Office – Garland Hall, Room 75 (lower level) [http://www.jhu.edu/~registrar/](http://www.jhu.edu/~registrar/)
- Student Accounts – Garland Hall Room B31 (lower level) [http://pages.jh.edu/~studacct/](http://pages.jh.edu/~studacct/)
- Student Health & Wellness Center – 1 East 31st Street, Baltimore, MD 21218 – [http://studenthealth.johnshopkins.edu/](http://studenthealth.johnshopkins.edu/)

Additional Resources

Graduate Affairs - [http://homewoodgrad.jhu.edu/](http://homewoodgrad.jhu.edu/)
Life at Hopkins - [http://homewoodgrad.jhu.edu/life-at-hopkins/](http://homewoodgrad.jhu.edu/life-at-hopkins/)
Financial Aid - [http://finaid.johnshopkins.edu/grads.html](http://finaid.johnshopkins.edu/grads.html)
Graduate Representative Organization (GRO) - [http://gro.jhu.edu/](http://gro.jhu.edu/)