Welcome to Georgia Tech — we’re glad you’ve decided to join the graduate student community. Before you begin working through the checklist, we invite you to watch a brief video about the Office of Graduate Studies on our YouTube Channel.

To ensure a smooth transition to Georgia Tech’s graduate student community, we recommend you complete the below checklist items by their completion dates.

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<tr>
<th>Recommended Completion Date</th>
<th>Checklist Item</th>
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<tr>
<td>Now</td>
<td><strong>Check your status.</strong> Visit <a href="http://grad.gatech.edu/status-checking">http://grad.gatech.edu/status-checking</a> to see if you have any outstanding required documentation and to let us know you are accepting your offer of admission.</td>
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| As Soon As Possible          | **Submit official documents.** Although you may have applied with unofficial transcripts and degree documents, you must now submit the original, official documents prior to the start of the semester. International Students must submit official academic documents in both the native language and English. If your previous institution offers delivery of secure electronic transcripts, please have documents sent to transcripts@grad.gatech.edu. Scanned or emailed unofficial documents will not be accepted, but official documents in sealed envelopes may be mailed or hand-delivered to the following address:

  Office of Graduate Studies  
  Georgia Institute of Technology  
  631 Cherry St., Suite 318  
  Atlanta, GA 30332-0321 |
| As Soon As Possible          | **Complete your I-20 request (for international students).** I-20s and DS-2019s are issued by the Office of International Education after you have been officially admitted to Georgia Tech. You will receive emails from info@oie.gatech.edu asking you to complete information needed for the I-20/DS-2019. You will also upload a copy of your passport and any required financial documents in these electronic forms. (For financial document requirements, visit [http://b.gatech.edu/UA0H4s](http://b.gatech.edu/UA0H4s).) After an I-20/DS-2019 is issued, your academic department will mail it to you directly. For more information, visit [http://b.gatech.edu/1rNhm2T](http://b.gatech.edu/1rNhm2T). |
| As Soon As Possible          | **Verify Lawful Presence.** In accordance with the University System of Georgia policy, all students must verify their lawful presence in the United States prior to enrollment. For more information, visit [http://www.grad.gatech.edu/lawful-presence](http://www.grad.gatech.edu/lawful-presence). |
| As Soon As Possible          | **Activate your Georgia Tech account.** Visit [https://passport.gatech.edu](https://passport.gatech.edu) to start the process. |
| As Soon As Possible (Deadline: Jan. 20) | **Complete Two-Factor Authentication enrollment.** Georgia Tech requires all students to enroll in Two-Factor Authentication to enhance the security of student accounts and online access to sensitive information. You can self-enroll through [https://passport.gatech.edu/](https://passport.gatech.edu/). More information: [http://twofactor.oit.gatech.edu/](http://twofactor.oit.gatech.edu/). |
Submit health and immunization information. All students are required to meet immunization and health requirements specified by the Board of Regents. Visit the Health Services website at https://health.gatech.edu/ to complete and upload the required forms. (You won’t be able to register for classes until this is finished.) Deadlines vary based on the first letter of your last name.

Plan to Attend for the Institute Graduate Orientation. The Office of Graduate Studies hosts several Institute Graduate Orientation sessions for new students that provide an overview of resources available to you at Georgia Tech. For more information, visit http://www.grad.gatech.edu/orientation-gradexpo.

Learn about the RCR training requirement. Some master’s and all doctoral students will need to complete online and/or in-person Responsible Conduct of Research (RCR) training. Visit http://rcr.gatech.edu to learn more.

Read over the GradGuide. This is a document that will inform you of the policies and resources you need to know about as a new graduate student at Tech. You can find it at http://grad.gatech.edu/student-handbook.

Review all of the resources. We’ve compiled a list of resources that are available to you ranging from information about child care to the Language Institute. Find the complete list online at http://www.grad.gatech.edu/resources.

Review graduate sections of the catalog. This contains useful information about Georgia Tech, degree programs, and graduate policies and procedures. For more information, visit http://www.catalog.gatech.edu.

Purchase your parking permit. If you plan to park a car on campus, you’ll need a parking permit. For more information, visit the Office of Parking and Transportation Services website at http://pts.gatech.edu.

Get your BuzzCard. Your BuzzCard student ID is your campus passport, library card, facilities access key, and can even be loaded with money to use at restaurants/dining halls across campus. The BuzzCard office is located on the second floor of Barnes and Noble at the corner of Spring Street and Fifth Street in Technology Square.

Complete international student check-in (only for international students). Complete the International Student Check-In to have your OIE registration hold removed. More information is available here: https://oie.gatech.edu/isscs-check-in.

Complete any GRA or GTA hiring paperwork. If you were offered a graduate research assistantship (GRA) or graduate teaching assistantship (GTA) by your academic program, you’ll need to complete the new hire paperwork and visit Human Resources to complete the process. Bring completed (to the best of your ability) forms with you to Human Resources when you get to campus along with your original identification documents.
☐ January 7  Attend orientation sessions. Upon arriving to campus, you should attend the Institute Graduate Orientation session. Your program may also hold an orientation that you should plan to attend. More info at: [http://www.grad.gatech.edu/orientation-gradexpo](http://www.grad.gatech.edu/orientation-gradexpo).

☐ January 10 at 4pm  Register for classes. New graduate students will be able to register for classes during the Phase II registration window according to the Registrar's academic calendar ([http://registrar.gatech.edu/calendar](http://registrar.gatech.edu/calendar)). You will have an assigned registration “time ticket” indicating the specific date/time your access to the registration system will begin. You will be able to continue to register and make schedule changes through 4:00 p.m. on the Friday of the first week of the semester (when registration closes for all students). To access the online registration, go to the BuzzPort ([https://buzzport.gatech.edu](https://buzzport.gatech.edu)) student tab. (This tab will appear before the start of the semester for new students). If there is something called a “hold,” you will not be allowed to register until you have submitted the missing information. Types of holds include Graduate Studies or Lawful Presence (contact Graduate Studies for information), Health (contact Health Services for information), SEVIS (contact the Office of International Education for more information), and Departmental (contact your home department). Before registering for classes, you should consult with your program of study to determine appropriate first-semester classes.

☐ January 13 at 4pm  Pay all fees and tuition. This needs to be done after you register for classes. You will receive information about the status of your account from the Office of the Bursar via your Georgia Tech email account. The payment deadlines are provided at [http://www.bursar.gatech.edu/content/bursar-calendar](http://www.bursar.gatech.edu/content/bursar-calendar).