

## Checklist for Admitted Graduate Students

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.

Recommended Completion Date	Checklist Item
<input type="checkbox"/> <i>Now</i>	<b>Check your status.</b> 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.
<input type="checkbox"/> <i>Now</i>	<b>Get connected.</b> Join the official Georgia Tech Graduate Student Facebook group at <a href="https://www.facebook.com/groups/georgiatechgradstudents/">https://www.facebook.com/groups/georgiatechgradstudents/</a> . Feel free to ask questions in the group about campus, Atlanta, travel, life in the US, etc.
<input type="checkbox"/> <i>As Soon As Possible</i>	<b>Submit official documents.</b> Although you may have applied with unofficial academic documents, you must now submit the original, official documents. Students with international credentials must submit official academic documents in both the native language and English. You have two options for submitting official documents. <b>Option 1 (preferred):</b> Electronic official transcripts can be emailed directly from the issuing school to <a href="mailto:transcripts@grad.gatech.edu">transcripts@grad.gatech.edu</a> or sent via <a href="#">Parchment</a> , <a href="#">eScrip-SAFE</a> , <a href="#">National Student Clearing House</a> , and <a href="#">Digitary</a> . <b>Option 2:</b> Official documents in sealed envelopes may be mailed or hand-delivered* to the following address: <p style="text-align: center;">Office of Graduate Studies Georgia Institute of Technology 631 Cherry St., Suite 318 Atlanta, GA 30332-0321</p> <p style="color: red;">*The Office of Graduate Studies is not currently accepting walk-ins due to the pandemic and reduced campus operations.</p>
<input type="checkbox"/> <i>(for international students)</i>  <i>As Soon As Possible</i>	<b>Complete your I-20 request.</b> I-20s and DS-2019s are issued by the Office of International Education after you have been officially admitted to Georgia Tech. After your academic department has submitted a request for your documents to be issued, you will receive emails from <a href="mailto:info@oie.gatech.edu">info@oie.gatech.edu</a> 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 <a href="http://b.gatech.edu/UA0H4s">http://b.gatech.edu/UA0H4s</a> .) After an I-20/DS-2019 is issued, you will be contacted with information about shipping options. For more information, visit <a href="http://b.gatech.edu/1rNhm2T">http://b.gatech.edu/1rNhm2T</a> .
<input type="checkbox"/> <i>As Soon As Possible</i>	<b>Verify Lawful Presence.</b> 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 <a href="http://www.grad.gatech.edu/lawful-presence">http://www.grad.gatech.edu/lawful-presence</a> .

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- As Soon As Possible*     **Take the Admissions Survey.** Help us improve our processes for future new graduate students. Take the survey here: <https://b.gatech.edu/2WiqiCh>.

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  - As Soon As Possible*     **Activate your Georgia Tech account.** Visit <https://passport.gatech.edu> to start the process.

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  - As Soon As Possible*     **Upload your BuzzCard Photo.** 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. Visit <https://buzzcard.gatech.edu/photoupload> to start the process.

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  - As Soon As Possible*  
(Deadline: Aug. 31)     **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/>. More information: <http://twofactor.oit.gatech.edu/>.

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  - June 15, June 29, or July 13*  
(depends on last name)     **Submit health and immunization information.** All students attending classes on campus are required to meet immunization and health requirements specified by the Board of Regents. Visit the Health Services website at <http://health.gatech.edu/immunization/requirements> 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.

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  - July 1*     **Register 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>. Registration will open July 1.

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  - Before Arriving to Campus*     **Learn about Grad Groups.** Grad Groups is Georgia Tech's extended orientation program for new graduate students. Navigating the nuances of graduate school can be challenging, so don't embark on this journey alone. Participants are organized into groups of about 16 students from a variety of degree programs, academic interests, and cultural backgrounds. Each group is led by a senior graduate student, which allows participants to tap into their group leader's valuable experience and leverage that for their own success. You can register for Grad Groups (GT6000) during course registration. Just pick a section that fits into your course schedule. <http://grad.gatech.edu/grad-groups>.

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  - Before Arriving to Campus*     **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.

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  - Before Arriving to Campus*     **Read over the GradGuide.** This is 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>.

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- Before Arriving to Campus*

**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>.

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  - Before Arriving to Campus*

**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>.

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  - Before Arriving to Campus*  
*(if applicable)*

**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>.

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  - (for international students)*  
*Before Arriving to Campus*

**Start international student check-in process.** Complete the first part of the International Student Check-In process online. More information at <https://oie.gatech.edu/iss-check-in>.

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  - (for international students)*  
*Upon Arrival to Campus*

**Complete international student check-in process.** To have your OIE registration hold removed, complete the second part of the International Student Check-in after you arrive. If you experience any delays with your visa process or arrive late, make sure to inform your department and submit the information in the check-in e-forms in [iStart](#). An OIE advisor will follow-up with you as needed. More information is available here: <https://oie.gatech.edu/iss-check-in>.

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  - Upon Arrival to Campus*

**Get your BuzzCard.** 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.

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  - August 6-18*

**Attend orientation sessions.** Upon arriving to campus, you should attend the Institute Graduate Orientation session for which you are registered. Your program may also hold an orientation that you should plan to attend.

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  - August 12-13*

**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 GradHiring to complete the process. Bring completed (to the best of your ability) forms with you to GradHiring when you get to campus along with your original identification documents. If you don't have a Social Security number, you can apply for one at GradHiring.

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  - August 13*

**Attend GradExpo.** In August, the Office of Graduate Studies hosts the GradExpo event to help new graduate students learn about campus services, student organizations, and local businesses in the surrounding community. For more information, visit <http://grad.gatech.edu/orientation-gradexpo>.
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- August 21 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>). 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 online registration, go to the BuzzPort (<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.

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- August 24 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>.
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