Incoming Graduate Student Checklist

Before you arrive:

- **Find a place to live:**
  - The [University Housing Office](#) provides information about graduate student housing—both on-campus and off-campus.
  - You can find apartments at [www.forrent.com](#), [www.apartmentguide.com](#), [www.zillow.com](#), and [www.kampusproperties.com](#). However, if you’re looking for a unit in a building with four or fewer units, your best resource is [https://lexington.craigslist.org/](https://lexington.craigslist.org/). We do not endorse any of these sites, but they can be a helpful starting point in your search.
  - There are many websites which offer roommate matching service. These include [www.roommates.com](#) or [www.roomiematch.com](#).

- **Set up your UK email address:**
  - Your UKID number is in the email you received from Biology Graduate Program Manager, [Jacquie Burke](#), after accepting your offer of admission.
  - For questions or problems regarding activating your computing account, please contact IT Customer Service via email at [helpdesk@uky.edu](mailto:helpdesk@uky.edu) or by phone at (859)218-4357.

- **Log on to myuk.uky.edu:** This is where you will register for classes, see your bi-weekly pay statements, and update your personal information as a student and an employee.

- **Orientation Schedule:** There are several orientations you will be required to attend in August. Schedule will sent under separate attachment and posted to our website under info for current students.

- **Send official transcripts and test scores (GRE, TOEFL) to the Graduate School:**
  
  Graduate School, University of Kentucky  
  c/o Maureen Barker  
  201D Gillis Building  
  Lexington, KY 40506-0033

After you arrive:

- **Obtain a UK ID card**

- **Get a Parking Pass**
  - To park legally on UK's campus, you must purchase a parking permit.

- **Set up direct deposit.**
  - Establish a checking account and bring a voided check to the [Payroll Office](#) for them to set up direct deposit into your account.

- **Complete other payroll forms.**
  - Follow the instructions that you receive via email from the A&S Payroll staff.
• **Check for holds on your Student Record.**
  o Login to your [myUK account](#) and check for any holds on your student record.

• **Enroll in courses during orientation.** Registration window opens for new graduate students August 15-21.
  o The course catalog and schedule of classes is available in the [myUK](#) “Student Services” tab.

• **Learn about Student Health Insurance.**
  o A representative from the Graduate Student Health Insurance office will be here during orientation to answer your questions.

• **Pay mandatory fees.**
  o Check for the mandatory fee and the deadline date in the financials section of your [myUK](#) account.

• **Create A&S profile:** Email the URL to [David Nealis](#), Biology IT specialist, when this step is complete so that your profile can be added to the [Graduate Student Directory](#).

• **Contact Graduate Program Manager, Jacquie Burke, if you have questions.**

**For International students, ONLY**

Before you arrive:

• **Request I-20.**
  o After you get admission/offer letter from the department chair, go to your online application page and look for a form from international student center. You will get that form in 48-72 hours once you receive admit letter from the department. This form would be for requesting your I-20.
  o View the resources for [Accepted Students](#) from the UK International Center.

When you arrive:

• **Attend International TA orientation** on August 9. Language Screenings for new International TAs will be held on Friday August 10.

After classes begin:

• **Obtain SSN.** Social Security Number (SSN) is mandatory to work in United States.