

Incoming Graduate Student Checklist

Before you arrive:

- **Find a place to live:**
 - o The [University Housing Office](#) provides information about graduate student housing—both on-campus and off-campus.
 - o 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/>. We do not endorse any of these sites, but they can be a helpful starting point in your search.
 - o There are many websites which offer roommate matching service. These include www.roommates.com or www.roomiematch.com.
- **Set up your [UK email address](#):**
 - o Your UKID number is in the email you received from Biology Graduate Program Manager, [Jacquie Burke](#), after accepting your offer of admission.
 - o For questions or problems regarding activating your computing account, please contact IT Customer Service via email at 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](#)**
 - o To park legally on UK's campus, you must purchase a parking permit.
- **Set up direct deposit.**
 - o 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.**
 - o 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.