Incoming Student Checklist

☐ **Submit your Final Transcript(s)**: If you did not submit final, official transcripts during admissions (for example, because you were still enrolled in a program), you must do so prior to the start of classes in September. Arrange to have them sent to bgs@pennmedicine.upenn.edu. If your program only sends paper copies, please email an unofficial copy with a note that an official copy is being sent to BGS, 160 BRB, 421 Curie Blvd., University of Pennsylvania, Philadelphia, PA 19104-6064.

☐ **Set up your PennKey:** You should have already received a PennKey Setup Code via email or postal mail. This code allows you to set up your PennKey which is a user ID and password that allows you access to many of the University of Pennsylvania's electronic online services. If you have not received your PennKey Setup Code, or are having difficulty setting up your PennKey, please go to the PennKey Website (https://pennkeysupport.upenn.edu/).

☐ **Sign up for student health insurance or complete a waiver**: All full-time and dissertation status students are required to have acceptable health insurance coverage for both in-patient and outpatient medical care in the Philadelphia area *and* to provide information about their insurance coverage each year. As a condition of enrollment in the University, students subject to this requirement are required to either request an insurance waiver online or to actively enroll in the Penn Student Insurance Plan (PSIP) online. Incoming students may begin signing up on July 1st for academic year 2020-2021 here: http://www.vpul.upenn.edu/shs/inreq.php. **The deadline to enroll for coverage is 8/31/2020.**

☐ **Comply with Immunization Rules:** Penn requires all incoming students to be immunized against certain diseases and to submit this information by July 1, 2020. (If you missed the deadline, submit the documents ASAP.) Students must submit immunization information via a secure website and then fax supporting documentation. Complete instructions are here: http://www.vpul.upenn.edu/shs/immreq.php

☐ **Login to Campus Express:** Campus Express allows students to access and find information about a variety of services including setting up *housing, transportation and parking, dining, Penn ID (see PennCard below),* and much more. (Note that some of the processes do not apply to you as a BGS PhD student.)

☐ **Access your email account:** Go to https://mail.pennmedicine.upenn.edu and set up your e-mail using the instructions provided in an e-mail sent on 6/16/20. Your Penn email is the main channel of communication between you, your grad group and the school administration.

☐ **Complete Student Registration & Financial Services "MUST DO" list:** http://www.sfs.upenn.edu/mustdo/ Please visit the above link to set-up Emergency Contact Information, Privacy Setting Options, and more.

☐ **Complete Penn Profiler:** http://knowledgelink.upenn.edu/pennprofiler/

☐ **Do Online HIPAA Training**: All BGS students must do Online HIPAA Training via http://knowledgelink.upenn.edu (using PennKey and password), which takes 20-30 minutes.

☐ **Do Laboratory Safety Training:** As a new BGS student, you are *REQUIRED* to complete the two-part Laboratory Safety Training. **You will be assigned part one of this online training via http://knowledgelink.upenn.edu once you complete Penn Profiler. The second part of the training will be assigned after you complete part one.**
Exceptions: GGEB students, former staff members, or PREP trainees who have already attended the "Introduction to Laboratory and Biological Safety" training at Penn. Training completed as part of SUIP does not count towards this requirement. **Please Note**: If your Lab Safety training is older than 1 year, you should go to KnowledgeLink and take the "Laboratory Safety Update-EHRS" training. All lab workers using radioactive materials must also do their required training online at the above website.

☐ **Get your PennCard**: More information about receiving your PennCard will be announced shortly. **Your PennCard is required to access all Perelman School of Medicine buildings.**

☐ **If you are a non-US Citizen studying in Philadelphia:** Visit ISSS site for instructions on mandatory immigration check-in: https://global.upenn.edu/isss/prepare AND visit the Onboarding Center site for instructions on submitting your I9 documentation in order to be appointed to Workday and receive a stipend. **If you are a non-US Citizen studying remotely, you will receive instructions via email.**

☐ **Visit the Graduate Student Center** website (http://www.gsc.upenn.edu/) and check out their extensive list of remote resources and activities. Make sure to sign up for their weekly newsletter to learn about upcoming programs and events!

☐ **Get ready for your Stipend**: The deadline for submission of your payroll documentation to the BGS Finance Office was July 15, 2020. You will be paid on the last *working* day of every month. Your relocation award will be included in your first paycheck in August. The University expects all students to sign up for direct deposit of their stipend checks. To sign up, visit: https://www.workday.upenn.edu after August 5th and follow the guidance for graduate students.

☐ **Watch the Thrive at Penn videos:** The Provost's Office has developed a series of videos for new graduate students: https://canvas.upenn.edu/courses/1465830

☐ **OPTIONAL - Sign up for dental insurance**: https://mypenndentist.org/students-of-the-university-of-pennsylvania/ The University will refund 50% of the cost for all PhD students who **enroll in the Penn Dental Plan by September 18, 2020**. Direct all questions to center@gsc.upenn.edu.