

Incoming Student Checklist

- Submit your Final Transcript(s):** Please be aware that in order to matriculate into your graduate program, BGS must receive an official transcript **directly from your school** containing your final semester grades, graduation date, and the degree conferred. If your school has not already submitted an official transcript, you must arrange for one to be 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 2021-2022 here: <http://www.vpul.upenn.edu/shs/inreq.php>. **The deadline to enroll for coverage is 8/31/2021.**
- Comply with Immunization Rules:** The University of Pennsylvania requires all incoming students to be immunized against certain diseases and to submit this information by July 1, 2021. 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>
- OPTIONAL - Sign up for dental insurance:** Incoming students may begin signing up for the Penn Dental Plan on July 1, 2021. You must pay the full amount up front, but the University will reimburse you for 50% of the cost if you sign up by September 23, 2021, and BGS will reimburse the remaining amount.
- 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.
- Get your PennCard:** Sign up for your PennCard via Campus Express and make an appointment [here](#) to pick it up. **Your PennCard is required to access all Perelman School of Medicine buildings.**
- Complete Student Registration & Financial Services "MUST DO" list:** Please visit [this link](#) to set up Emergency Contact Information, Privacy Setting Options, and more.
- Access your email account:** Go to <https://mail.pennmedicine.upenn.edu> and set up your email using the instructions that were sent to you. Your Penn e-mail is the main channel of communication between you, your grad group and the school administration.
- Complete Penn Profiler:** <http://knowledgeink.upenn.edu/pennprofiler/>
- 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://knowledgeink.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.
- Do Online HIPAA Training:** All BGS students must do Online HIPAA Training via <http://knowledgeink.upenn.edu> (using PennKey and password), which takes 20-30 minutes.
- If you are a non-US Citizen:** Visit ISSS site for instructions on mandatory immigration check-in: <https://global.upenn.edu/iss/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.
- 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 16, 2021. 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.
- Complete Gateway Testing:** All students, regardless of vaccination status, should [schedule their COVID-19 Gateway Test online](#) within 24 hours of arrival on campus.
- 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>