Carnegie Mellon University

New Graduate Student Onboarding Checklist

Review this page for required and recommended tasks to complete in the summer before you start your Carnegie Mellon University experience.

Check off the items as you complete them, or simply print this list as a reminder.

KEY

- 🟥 Required
- 🟦 Additional Requirements for International Students
- 🟨 Recommended Tasks
- 🟩 As Applicable

DUE DATE	TASK
VARIES	
🟩 ASAP	Complete the Financial Aid Process
🟨 ASAP	Visit Enrollment & Finances Webpage
🟦 ASAP	Review New Foreign Student Webpage
🟥 ASAP	Set Up Email & Personal Technology
🟥 At Any Time	Update Contact Information in SIO
🟩 At Any Time	Complete Voluntary Disclosure of Disability
JUNE	
🟦 6/15/22	Complete Information in MyOIE Portal
🟦 6/15/22	Submit Affidavit of Support for Financial Sponsor *(fully funded PhD students do not need to submit an affidavit)*
JULY	
🟥 7/1/22	Submit ID Card Photo
🟨 7/1/22	Manage Student Identity
🟥 7/15/22	Waive or Enroll in Student Health Insurance
🟨 7/20/22	Enroll in Online Banking
🟨 7/20/22	Provide Invoice Authorization
AUGUST	
🟩 Varies	Complete Form I-9, Section I (if on stipend) On or Before First Day of Appointment *(click to view info)*
🟦 TBD	OIE Welcome Session
🟨 8/1/22	Plan Your Degree in Stellic (where available)
🟨 8/1/22	Enroll in Monthly Payment Plan
🟥 8/1/22	Submit Immunization Form
🟥 8/15/22	Pay Fall Semester Invoice Balance
SEPTEMBER	
🟨 9/1/22	Open Local Bank Account