

☐ **Submit your Final Transcript(s):**

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 it 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:**

PennKey is your user ID and password that allows access to University of Pennsylvania's electronic services. Visit [PennKey Support](#) if are having difficulty accessing up your PennKey,

Your PennKey is required to receive your PennCard, student email, and submit your Payroll documents (see below).

☐ **Get Ready for your Stipend:**

The deadline for submission of your [payroll documentation](#) to the BGS Finance Office is **July 7, 2023**. 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.

☐ **Visit [Campus Express](#)**

Access a variety of services including *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 follow their instructions on how and where to pick it up.

Your PennCard is required to access all School of Medicine buildings.

☐ **Sign up for [Student Health Insurance](#):**

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 actively [enroll in the Penn Student Insurance Plan \(PSIP\)](#) or **request an insurance waiver online**.

Incoming students may sign up on July 1 for the 2023-2024 academic year. The deadline to enroll in coverage is August 31.

☐ **OPTIONAL - Sign up for Dental Insurance:**

More information will be sent during the regarding optional dental coverage. Plans will start August 1, with signups beginning in July.

☐ **Access and Check your Student E-mail Account:**

Your Penn e-mail is the main channel of communication between you, your grad group, and the school administration.

[Access your e-mail](#) using your [UPHS login credentials](#).

☐ **Comply with University Immunization Requirements:**

The University of Pennsylvania requires all incoming students to be immunized against certain diseases and to submit this information before coming to campus. Student Health Services has additional information on [immunization requirements and submission instructions](#).

Please be sure to use the [Perelman School of Medicine Immunization Requirements Form](#)

☐ **Complete Laboratory Safety Training:**

You are **REQUIRED** to complete the two-part Laboratory Safety Training. **You will be assigned this online training via [Workday Learning](#)**. The second part module 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 meet this requirement.

Please Note: If your Lab Safety training is older than 1 year, visit Workday 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.

☐ **Complete Online HIPAA Training:**

All BGS students must do Online HIPAA Training via [Workday Learning](#), which takes 20-30 minutes. *(Note that HIPAA training may not be assigned until later this summer.)*

☐ **Student Registration & Financial Services "MUST DO":**

Visit the SRSF ["Must Do" List](#) to set-up Emergency Contact Information, Privacy Setting Options, and other requirements.

☐ **Visit the [Graduate Student Center](#)**

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!

☐ **Watch the Thrive at Penn videos:**

The Provost's Office has developed a [series of videos](#) for new graduate students

☐ **If you are a non-US Citizen:**

[Visit ISSS](#) for instructions on mandatory immigration check-in AND the [Onboarding Center](#) for instructions on submitting your I9 documentation to be set up in Workday and receive a stipend.