

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 enrolling in August. Arrange to send them to bgs@pennmedicine.upenn.edu or Anne-Cara Apple, 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 (<http://www.upenn.edu/computing/pennkey>)
- 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 2019-2020 here: <http://www.vpul.upenn.edu/shs/inreq.php>. **The deadline to enroll for coverage is 8/31/2019.**
- Comply with Immunization Rules:** Penn requires all incoming students to be immunized against certain diseases and to submit this information by July 1, 2019. (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 7/12/19. 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.
- Get your PennCard:** You can get your card at the PennCard Center (Second Floor of Penn Bookstore, 3601 Walnut Street). **Your PennCard is required to access all Perelman School of Medicine buildings.**
- If you are a non-US Citizen:** Visit ISSS for mandatory immigration check-in: <https://global.upenn.edu/iss/prepare> **AND** Visit the [Onboarding Center](#) at 3425 Walnut Street with your I9 documentation in order to be appointed to Workday and receive a stipend.
- Visit the Graduate Student Center** (<http://www.gsc.upenn.edu/>) at 3615 Locust Walk. Stop by the common room to grab a copy of the new student orientation calendar at the reception desk, get some free coffee (bring your own mug), and sign up for orientation tours.
- Do Laboratory Safety Training:** As a new BGS student, you are **REQUIRED** to attend the Laboratory Safety Training on **August 21, 1-2:30pm, BRB Auditorium**, through the Office of Environmental Health and Radiation Safety. You will be required to sign in and present your Penn ID or driver's license. **You will be assigned online training via <http://knowledgelink.upenn.edu> that must be completed PRIOR to the in-person training on 8/21.**
Attendance Exceptions: GGEB students, June 2019 matrics, and 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 online 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 ready for your Stipend:** The deadline for submission of your payroll documentation to the BGS Finance Office was June 17, 2019. 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> 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 October 11, 2019.** Direct all questions to center@gsc.upenn.edu.