

Department of Environmental Health and Engineering

New Graduate Student Checklist

Before Arrival

- ❑ **Complete Pre-Entrance Health Form Requirements:** <http://studenthealth.johnshopkins.edu/>
 - The Johns Hopkins University Student Health and Wellness Center requires that all incoming students be compliant with its health and immunization requirements. Students are required to provide proof of immunity to certain communicable diseases and complete the pre-entrance health requirements in its entirety. All incoming students must submit a pre-entrance health form signed by their health care providers and complete three online forms via the Pyramed Health WebPortal for verification purposes. The suggested deadline to submit health and immunization requirements is JULY 15. All health requirements must be submitted prior to the first day of classes in order to avoid late fees and issues with registration. (Failure to comply with the pre-entrance health requirements prior to your arrival on campus will block you from class registration, adding or dropping classes and interrupt orientation which may result in a \$100 health form completion fee.) Please be sure to read the info here: <https://studentaffairs.jhu.edu/student-health/incoming-students/>
- ❑ **Secure Off-Campus Housing:** www.jhu.edu/hds/offcampus
 - JHU does not have an on-campus Graduate Housing Program, but we do have ample off-campus housing in the community. With over 20 commercial properties in the immediate Homewood Campus area and our residential housing database, you should be able to find suitable housing before the start of classes.
- ❑ **Submit Final Documents:** <http://grad.jhu.edu/admitted-students/>
 - You must contact your institution to have your final academic transcripts sent directly to the Office of Graduate Admission and Enrollment office. All official transcripts sent electronically should be sent to graduateadmissions@jhu.edu. Mailed transcripts should be sent in their fully sealed, institutional envelopes directly to the Office of Graduate Admission and Enrollment, 3400 N. Charles St., Shriver Hall 28, Baltimore, MD 21218. Delays in receiving these documents may prevent registration in your first or future terms.
- ❑ **Complete Section One of the I-9 Employment Authorization Form:** <https://orchid.hosts.jhmi.edu/stujob/i9.cfm>
 - If you have a valid US Social Security Number (numbers assigned by JHU that begin with 9 are not SSNs) you may complete Part 1 online.
 - If you do not have a US Social Security Number, you cannot complete this form prior to arrival but are encouraged to contact the Office of Student Employment in advance to set up a mandatory appointment upon arrival.
 - To comply with federal law, a Form I-9 must be completed by all new student employees. Please note, you must complete Section 1 of Form I-9 on or before the first day of work. This can be done by visiting www.newi9.com and inserting the employer code 11472. For U.S. Citizens completing Section 1 of the form I-9, select "Students from KSAS and WSE" as location. You must visit the Office of Student Employment Services (SES) to present documentation for completion of Section 2 within three (3) business days from the first day of work for pay (by appointment only).
 - If you have questions about your I-9 form, please contact the Department's Payroll contact: Sean Carr (scarr14@jhu.edu)
- ❑ **Health Insurance Enrollment:** <http://web.jhu.edu/registrar/students/health>
 - It is University policy that all full-time students in the Schools of Arts & Sciences and Engineering maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. As a full-time student, you will be automatically enrolled in the University's health insurance plan. For international

students, university health insurance is mandatory. For more detailed information, please visit the Registrar's website.

- **Activate your JHU Email:** <http://web.jhu.edu/registrar/forms-pdfs/GRCreatingYourJHEDOutlookLive.pdf>
 - All students are provided with a Johns Hopkins email account and are required to set up their mailbox. You will receive an e-mail from Web Registration, Office of the Registrar, about your JHED Login ID Name. Please follow the directions on that e-mail by going to <http://my.jhu.edu> and selecting "Login".
 - If you intend to use your phone or tablet to access the mobile email, we strongly recommend routing your jhu.edu email to another email such as gmail, yahoo, etc. Our students report that the Outlook mobile email has been proven to be clunky and is not always easily accessible via smart phone. If you go into settings within mobile Outlook and route to another email you can send and receive email under the jhu.edu without logging into mobile Outlook. Rerouting your email is not mandatory, but it is mandatory that you check your jhu.edu email at least once per day. The department will begin contacting you exclusively through your jhu.edu after Sept 1.

- **Register for Orientation:** <http://grad.jhu.edu/admitted-students/orientation/>

- **Obtain a JHED ID**

New graduate students will receive a verification email by July 10. For those that accept the offer after this date you will receive the email within five days of accepting the offer containing their JHED LIDs. Each student may access login instructions by visiting the [Graduate Student Portal](#). Graduate students must insure that they have accessed their JHED within a week of receiving the initial instructions. If you have not received the email, please contact webregistration@jhu.edu or call 410-516-8080. For complete instructions on setting up your account please use this link:<http://web.jhu.edu/registrar/forms-pdfs/GRCreatingYourJHEDOutlookLive.pdf>.

Upon Arrival

- **Pick up your J-Card** – You will get your JCard (Hopkins ID card) when you arrive. You are encouraged to upload a photo ahead of time so that the card will be ready upon arrival to campus. The cards can be picked up during [Early Check-in for Orientation](#) or at the J-Card office located in room 51 of Garland Hall.

- **Complete an I-9 Employment Verification at the Student Employment office:** www.jhu.edu/stujob
 - Students must check-in at the department's administrative office immediately upon arrival in the US, or the first business day thereafter. Obtain a "Confirmation of Campus Employment for I-9 Purposes" from the department/program that is paying you. This form can be downloaded from the Student Employment Services website.
 - Make an appointment with the Office of Student Employment Services (SES) to complete your I-9 <https://orchid.hosts.jhmi.edu/stujob/i9.cfm>. As stated above, if you have a valid SSN, the first part of your I-9 must be completed prior to your appointment.
 - If you do not have a valid SSN you will complete Part 1 of the I-9 during your appointment. Bring **all** current and past immigration documents (passport, I-20 or DS-2019 forms, I-94 Admissions form, etc.) with you to the I-9 appointment, as well as the form "Confirmation of Campus Employment for I-9 Purposes".

- **Submit Appropriate Tax Forms:** <https://orchid.hosts.jhmi.edu/stujob/tax.cfm>
 - Students must complete and submit all appropriate tax forms to Student Employment Services office.
 - The department/Student Employment staff cannot answer any questions regarding tax withholdings, tax treaties, or tax eligibility. Students **MUST** contact the [University's tax office](#) if there are questions regarding tax withholdings, exemptions, or treaties.

- **Attend the Graduate Student Orientation Events:** You can learn more about Welcome Week events here: <http://grad.jhu.edu/admitted-students/orientation/>

☐ **Attend Department Orientation during the first week of classes in (Date TBA!)**

Secure Keys, Photocopier Code, and meet Jessica – Jessica Elroy (jelroy1@jhu.edu) is the Administrative Coordinator who oversees the front office. Please email Jessica to set up an appointment in order to take care of administrative details such as keys and photocopying needs. There will be a \$5.00 deposit per key (cash only; exact change is necessary.) You will need a personal Dept. ID and PIN to use the department copiers. Be prepared to give a 6 digit number (example: 772802) for your Dept. ID and a 4 digit PIN (example: 7277) to the front desk. Once your numbers have been recorded, do not share them with others. You will be assigned 1500 prints per semester.

☐ **Postal Mail and Department Mailboxes** – U.S. mail and campus mail are picked up and delivered to the department office. Snail Mail Mailboxes will be finalized during the second week of classes once all students have arrived and names have been checked against passports, etc.

☐ **Set-up Campus Parking (if needed):** http://www.parking.jhu.edu/parking_students.html

- Parking is available for grad students on campus at any available lot. Generally, this includes the San Martin, and South garages and the surface lots. Graduate students receiving a paycheck from the university are eligible for payroll deduction to pay for parking.

☐ **Register for Classes** – You are welcome to reach out to your faculty advisor at any time to set up an appointment in person or via skype or email if you have not yet arrived. You can find your faculty advisor and contact info by logging into your my.jh.edu porthole and selecting SIS on the left dropdown menu. Please feel free to stop by the front office to meet the Academic Program Administrator, Adena Rojas arojas@jhu.edu in order to answer any advising questions about selecting your courses, discuss the new course credit hours policy that will affect your registration, tentatively choose a concentration or track, and answer/troubleshoot any questions you may have about the upcoming semester. **You should register for at least one course (any course) prior to the first day of classes (before Sept 1) in order to avoid late fees.** This meeting is not mandatory—you are welcome to work directly with your faculty advisor in all things advising if you wish. Upon arrival, we aim to give you as much additional, initial advising support as you might find necessary—you are welcome to take or leave this additional support as needed. You must pay your tuition and have your advisor hold released prior to selecting a class. (Email Adena if you have issues with an advisor alert.) After September first, you may continue to add and drop courses for several weeks into the semester.

- Access for online registration will begin on Monday, July 17th, at 7:00 a.m. (eastern time.) For your convenience, registration instructions for Fall 2017 have been added to the registrar's web site. (<https://studentaffairs.jhu.edu/registrar/> . On the left menu, select **Students > Graduate Registration.**)
- Late Registration fees are assessed beginning, Monday September 11th. Fees are as follows:
 - \$200.00 for registrations during Monday, September 11th, 2017 through Wednesday, September 13th, 2017
 - \$300.00 for registrations on or after Thursday, September 14th, 2017
- **Please find the direct links to the Registrar's website below:**
 - [Getting Started/New Students](#)
 - [New Graduate Students Registration Instructions](#)

☐ **PhD Milestone Timeline Discussion** Incoming PhD Students should schedule a sit-down appointment with Adena (arojas@jhu.edu) to discuss your PhD Milestone Schedule and the PhD Annual Review process prior to the first day of classes.

International Graduate Students

☐ **Check in with Office of International Services:** <http://ois.jhu.edu/>

- After arriving in the U.S., complete your online check-in form and upload copies of your immigration documents as instructed on the form. The check in form is accessed via <http://ihopkins.jhu.edu>. You will have received specific information on this process in an email from the Office of International Services (OIS).
- Visit OIS during designated check-in times to complete the process (Garland Hall, 3rd Floor)

☐ **Obtain a Social Security Number (SSN):** <http://www.ssa.gov/ssnumber/>.

- SSNs are important to have not only for payroll, but also help in terms of signing up for a cell phone service, utilities (BGE (electric and gas), internet, etc.

- The original Social Security Card must be brought to Student Employment for verification.
 - International graduate students not paid directly by JHU may not need to obtain an SSN; consult OIS in this case.
- **JHU Foreign National Information Form (FNIF):** http://finance.jhu.edu/depts/tax/data_files_tax/fnif.pdf
- Non-US Citizens who are being paid by JHU also need to complete the JHU Foreign National Information Form (FNIF).
 - The original FNIF and copies of the supporting documentation must be furnished to the JHU Tax Office upon arrival. A copy of the form also needs to be supplied to the departmental administrator for the purposes of making sure payroll is entered properly into the JHU payroll system.

Additional Resources

Graduate Affairs - <http://homewoodgrad.jhu.edu/>

Life at Hopkins - <http://homewoodgrad.jhu.edu/life-at-hopkins/>

Financial Aid - <http://finaid.johnshopkins.edu/grads.html>

Graduate Representative Organization (GRO) - <http://gro.jhu.edu/>

Baltimore Collegetown - <http://baltimorecollegetown.org/>

Important, Upcoming Dates

International Student Orientation	Saturday, August 26, 2017 Time/Location: TBD	Mandatory for all international students.
TA Orientation	Tuesday, August 29, 2017 8:30am-1:00pm Hodson Hall (Lunch will be provided)	Mandatory for ALL doctoral students. Master's students are encouraged to attend if they intend to apply for a TA position during their time with the university.
EHE WSE Crab Feast (Save the Date!)	Saturday, September 30, noon to 4 p.m.	This year we will be off campus. More details and an e-invite will follow soon.
EHE WSE and EHE SPH Inner Harbor Cruise (Save the Date!)	Sail the Patapsco River on Friday, August 18, 2017 (Questions? Contact Jessica Elroy – jelroy1@jhu.edu) 11:30a.m.- 2p.m.	Enjoy lunch, sights, music and good company! An invite will follow soon. Make sure to R.S.V.P. (jelroy1@jhu.edu) to reserve your spot on the boat.
WSE New Master's Students Orientation	Friday, August 25, 2017 (Shriver Hall Auditorium)	(Shriver Hall Auditorium) More information will be coming as we get a little closer!
EHE WSE Lab Safety Seminars	Tues, September 12 AND Tues, September 18, 12:00-1:30 pm	These two sessions are mandatory for all students who intend to do any lab or field work (whether for credit, pay, or voluntary)—this applies to all our graduate students and many of our undergraduate students. Anyone enrolling in 570.304, Environmental Engineering, and Chemistry Lab is also required to attend. Contact Alan Stone (astone@jhu.edu) with questions.

