



**IMPORTANT INFORMATION FOR NEW GRADUATE STUDENTS
FOR 2018 FALL SEMESTER**

We are pleased that you plan to enroll in the Vanderbilt University Graduate School for the Fall Semester 2018. *Please read this information very carefully and retain these instructions for future reference. NOTE that there are various deadlines that pertain to the information contained below.* Some deadlines require your attention even before you arrive on campus or begin classes.

1. **TRANSCRIPTS:** Please note that your admission is contingent upon the Vanderbilt University Registrar receiving an official and final transcript with all previously earned degree(s) posted. Also, Vanderbilt must electronically receive your official GRE and TOEFL scores from Educational Testing Service, or in lieu of TOEFL, official IELTS scores from International English Language Testing System. *These items must be received by Vanderbilt no later than August 31, 2018.* We need one transcript for each institution listed in your application where a degree was earned. **Please have your final official transcript mailed directly to the Center for Data Management.**

Center for Data Management
Vanderbilt University
PMB 407833
2301 Vanderbilt Place
Nashville, TN 37240-7833
United States of America

2. **GRADUATE SCHOOL ORIENTATION:** A Graduate School orientation, which is mandatory for new Graduate School students, will be held on **Monday, August 20, 2018, 10:00 a.m. to 12 noon**, in the Student Life Center. You will hear brief comments from the Dean, leaders of the Graduate Student Council, Graduate Honor Council, and other key offices on campus. There will also be an informational fair with representatives from a wide variety of student groups and campus offices. Please plan to attend.
3. **REGISTRATION:** You should meet with your program's Director of Graduate Studies prior to **Wednesday, August 22, 2018** (the first day of classes) to select your courses and complete your registration. You may receive additional instructions from your department or program regarding academic advising procedures. There are two steps required in order to register:
 - a. Register for courses by Wednesday, August 22, using **YES** (Your Enrollment Services, Vanderbilt's Online enrollment system), as directed by your advisor. NOTE: The system will open July 18; however, you can place courses in your cart prior to that time.
<http://yes.vanderbilt.edu/>
 - b. Complete a Student Account Agreement Form and make arrangements to pay your student bill (see item 5, below).
4. **ID CARD:** You should obtain a student identification card prior to **August 22, 2018**, the first day of classes. New incoming graduate students obtain their identification cards as follows:

Where: 184 Sarratt Student Center
When: Monday through Thursday, 8:30 a.m. - 4:00 p.m. (Summer: Friday 8:30 - 12:00)
What to bring: Photo ID such as driver's license or passport
Telephone: (615) 322-2273

More information is available at: <http://www.vanderbilt.edu/cardservices/locations.php/>.

- FINANCES:** You will receive an e-bill notification on the first of August for any charges posted by that time. **Payment is due by August 31, 2018 for any charges that will not be covered by departmental grants or awards and/or financial aid.** Payment for any charges owed by you may be made on-line or mailed to the Office of Student Accounts. Students with an outstanding balance will not be allowed to register nor attend classes, receive transcripts and/or diplomas until the account has been paid in full. Any balance not paid by the end of the calendar month in which the statement was issued will be assessed a late fee of one and one-half (1.5%) percent per month (minimum \$5.00). *Please note that parking permits, traffic fines, overdue books, etc. will also appear on this bill, so be sure to review it closely each month.*

NOTE: All students must complete and submit a Student Account Agreement Form **regardless of funding**. You should complete this form online using the YES system (<http://yes.vanderbilt.edu/>); you will need a VUnet ID to log in to the system (see item 11, below). If you have questions about adding a spouse, parent, or guardian, please contact the Office of Student Accounts at 615-322-6693 or 800-288-1144 or visit their website at <http://www.vanderbilt.edu/stuacct/graduate/forms.php>. Your registration is subject to cancellation without a Student Account Agreement Form on file in the Office of Student Accounts. Also, note that there is a separate stand-alone document for adding a guarantor(s) to an individual student account. You can download the *Guarantor Authorization and Debt Repayment Agreement* form at https://finance.vanderbilt.edu/stuacct/documents/Guarantor_Authorization_and_Agreement_Form.pdf. This paper document is required in order to disclose any financial information to anyone other than the student and existing guarantors.

Third-Party Billing: If a third party (i.e. outside agency, corporation or State Prepaid Tuition Plan) will be paying all or part of your tuition and fees **and** they require an invoice, then please go to <http://vanderbilt.edu/stuacct> and click on 3rd Party Billing/Sponsored Students. You will find all the third-party billing requirements there.

- HEALTH INSURANCE:** All Graduate School students who are registered for four or more credit hours, or who are actively enrolled in research courses that are designated as full-time enrollment, are required to be covered by health insurance. Students must be covered by either (a) the Vanderbilt Student Injury and Sickness Insurance Plan or (b) a policy of the student's choice that provides comparable coverage. Information about Vanderbilt's 12-month student insurance policy is available at <https://www.gallagherstudent.com/vanderbilt>.

Your student account will be automatically billed an insurance fee of \$3,162.00 for the Vanderbilt policy (one half of the premium will be billed along with your tuition and other fees at the beginning of each semester). If you are a *citizen or permanent resident of the United States* and you already have comparable health coverage for the coming year, you must request a waiver from the Vanderbilt insurance plan no later than **August 1, 2018** by going to <https://www.gallagherstudent.com/vanderbilt>. You will receive a confirmation by e-mail upon submitting the online waiver form, which is the only accepted process for waiving coverage. Please print and retain this confirmation number, as it is your only documentation that the form was successfully submitted. If you successfully waive coverage, the fee for Vanderbilt's insurance program will be deleted from your student account. **International students are required to enroll in the Vanderbilt Student Health Insurance Plan and may not waive with alternative coverage.**

IMPORTANT NOTICE: If you withdraw or leave the University at any time or for any reason after enrolling in the Vanderbilt insurance plan, you will still be covered and you will still be responsible for payment of the premium for the full 12 months of coverage, through August 11, 2019. If you do not complete the online waiver by August 1, 2018, you will be automatically enrolled for a 12-month policy and

you will be responsible for the insurance premium, which you must pay in two equal installments (in August and December).

7. **INTERNATIONAL STUDENTS:** If you are not a citizen or permanent resident of the United States you should have received an International Student Financial Statement from International Student and Scholar Services. The University cannot issue a Certificate of Eligibility (I-20 or DS-2019) to be used to apply for a visa to enter the United States until the International Student Financial Statement has been satisfactorily completed and returned to International Student and Scholar Services (ISSS).

New International Student Orientation for graduate and professional students will begin on Monday, August 13, 2018 and will end on Saturday, August 18. Check-In will start at 7:30 a.m. in the Student Life Center. For more information, please see <https://www.vanderbilt.edu/iss/coming-to-vanderbilt/orientation/2018-fall-orientation>. Continue to check that page for schedule updates. Prior to your arrival, please complete the items on the following checklist: <https://www.vanderbilt.edu/iss/coming-to-vanderbilt/arrival-checklist>, which includes completing the Pre-Arrival Form and registering for a Welcome Check-In session if you will be arriving earlier than August 13 or later than August 18. For questions regarding orientation, contact Grace Chee at hye.e.chee@vanderbilt.edu, or ISSS at (615) 322-2753, or <http://www.vanderbilt.edu/iss/>.

If you are receiving a graduate research or teaching assistantship or a stipend from Vanderbilt you must complete a Glacier profile, to create an international tax record. Your employer will request access on your behalf to Vanderbilt's international tax system by completing the online form which is available in the Glacier database. **For students, the answer is 'NO' to the "Are you requesting a PHN (placeholder number)?" question.** The PHN & Glacier access request form is available at <https://forms.vanderbilt.edu/view.php?id=52474>.

You will receive an email with Glacier access instructions from support@online-tax.net. Please contact the Vanderbilt International Tax Office (ITO) with any questions you have regarding the Glacier software, ito@vanderbilt.edu. The website for the ITO is <https://hr.vanderbilt.edu/international-tax/index.php>.

International Students who obtain on-campus employment or who will also work as a Graduate Research or Teaching Assistant should speak with their hiring department about the employment forms that must be completed.

8. **EMPLOYMENT ELIGIBILITY VERIFICATION, FORM I-9:** All Vanderbilt-employed students must complete an I-9 form with Vanderbilt Human Resources, located at the Baker Building, 10th Floor, 110 21st Avenue South. They can be reached at human.resources@vanderbilt.edu, and, for questions about the I-9 form, I9@vanderbilt.edu. Here are steps for new employees to complete the I-9:
- Please submit a request to receive your I-9, using the I-9 request web form, located at, <https://forms.vanderbilt.edu/view.php?id=851410>.
 - You will receive instructions on how to complete the I-9, within 48 hours. This information will come in an email from our I-9/BG check vendor, Sterling Talent Solutions (donotreply@talentwise.com). Section 1 must be completed prior to your first day of work.
 - Please be sure to bring appropriate documentation with you on, or before, your first day, to complete Section 2 of the I-9. Please visit <https://hr.vanderbilt.edu/i9/index.php> for a list of acceptable documents.
 - The I-9 must be completed on or before your first day of work/pay. Hire dates will not be backdated if I-9 is not completed within this time frame.

9. **MEDICAL INFORMATION:** Please complete the **Student Health Center Immunization Requirements** form and return it to the Student Health Center. The form is available online at <https://medschool.vanderbilt.edu/student-health/immunization-requirements>, where you also will find a **New Student Checklist**. On that page, please click “Graduate Immunization Requirements Form.” Completion of the information on this form is required for course registration. Although **May 15** is the response date listed on the form, please send your medical information **as soon as possible**.

The Graduate Immunization Requirements Form must be signed by a healthcare provider and returned to the Student Health Center by mail, fax or **upload to the Student Health Portal** (best method for faster processing), at <http://vanderbilt.studenthealthportal.com/>. You will need a VUnet ID to log into the portal (see item 11, below). Student Health Center mail and fax information is available on the Immunization Requirements webpage listed above.

10. **DISABILITY SERVICES:** If you believe you have a disability and need an accommodation, the first place to contact is the Disability Services Program (DSP) at (615) 322-4705. Students who believe they have a disability have the responsibility of contacting the DSP for an intake interview to assess their needs prior to their semester of enrollment. All accommodations are reviewed on an individual basis considering the student’s request, documentation, and course curriculum. You can find more information at: <http://www.vanderbilt.edu/ead/>.

11. **E-MAIL:** E-mail service is provided to all enrolled students at Vanderbilt. When your acceptance of the admission offer has been processed, you will receive an email from the University Registrar’s Office with instructions for activating your VUnet ID. Activating the VUnet ID sets up the username and password required to access a number of network services. These include email, YES (online course registration), and PeopleFinder (Vanderbilt’s online directory). Please add NoReply@vanderbilt.edu to your email address book or SafeSender’s list to ensure that you receive the notifications. Also, check your spam or junk folder for missing emails from Vanderbilt University. If you experience a problem establishing your VUnet ID using the email instructions from the University Registrar’s Office, please contact university.registrar@vanderbilt.edu. Also note that if you are a prior student or employee or have already activated a VUnet ID, you will use that VUnet ID.

Notice: the records system will be closed from June 19-24 and students will be unable to claim their VUnet IDs or set up their computing accounts during this time.

If you have questions, concerns or problems after establishing your VUnet services, including your email, please contact Information Technology Services at it@vanderbilt.edu.

12. **HOUSING:** On-campus housing for Vanderbilt graduate and professional students is presently unavailable and incoming graduate students cannot be accommodated in on-campus housing facilities. If you are interested in locating private, off-campus apartments or rooms, please refer to Vanderbilt’s Off-campus Referral Service. The web address is <https://offcampushousing.vanderbilt.edu/>. This website includes listings from landlords looking for tenants, as well as from students looking for roommates. Other ways to locate housing include searching advertisements in local newspapers (such as <http://tennessean.com/>), or in apartment guides (for example, <http://www.move.com/apartments/main.aspx>).

13. **PARKING:** Parking permits are required for motor vehicles parked on campus at any time. Please request your permit online at <https://vanderbiltparking.t2hosted.com/cm/index.aspx> or go to the VUPD Parking Services office located at 2800 Vanderbilt Place. The annual permit is valid from the date of issue to August 31, 2019. Proper identification (student ID card or other photo ID), your vehicle registration and your campus address are required. **NOTE:** All Graduate School students can ride to and from the Vanderbilt

campus free of charge on Nashville's Metropolitan Transit Authority buses. To utilize this service, a valid student ID card is required for boarding the bus.

14. **TRANSFER CREDIT:** If you intend to transfer graduate credit from a previously attended institution, your Vanderbilt department or program must submit a formal request to the Graduate School, as described in the Graduate School Catalog. Some departments do not process transfer credits until after the successful completion of at least one semester of coursework.

15. **TEACHING ASSISTANT ORIENTATION:** To assist new Teaching Assistants (TA) as they prepare for their duties, the Vanderbilt Center for Teaching is offering its annual Teaching Assistant Orientation on **Wednesday, August 15, 2018**. Please register for this event no later than Friday, August 10, 2018. For more information and to register for the orientation, please see the following web site: <http://cft.vanderbilt.edu/orientations/tao>.

Incoming international graduate students who are not native speakers of English or who have not completed a baccalaureate degree at an institution where English is the principal language of instruction should plan to undergo a language evaluation, particularly if they will be a teaching assistant during the 2018-19 academic year. Please see the following website for more information:

<http://www.vanderbilt.edu/elc/programs/english-academics-professionals/ita/>.

16. **ACADEMIC CALENDAR:** The university academic calendar, and the Graduate School calendar, can be found at these sites:

<http://registrar.vanderbilt.edu/calendar> and <http://gradschool.vanderbilt.edu/academics/calendar.php>

We look forward to having you join us as a member of the Vanderbilt community. If we can be of any further help as you make your plans, please do not hesitate to write or call the Graduate School, 117 Alumni Hall, Nashville, TN 37240, (615) 343-2727, or email apply@vanderbilt.edu, or <http://www.vanderbilt.edu/incoming/graduate.php>.