New Graduate Student Checklist 2016

Welcome to Rice University! We are pleased to welcome you to graduate school at Rice University and to the Houston community. We hope the information on this checklist will help prepare you for the coming academic year and ease your transition into graduate school.

Make sure to bookmark [http://graduate.rice.edu/newstudents/](http://graduate.rice.edu/newstudents/) for the most up to date information.

### Before you Arrive

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Activate Your NetID, ESTHER Account, and Rice Email** <br> *Required* | You should receive an email from graduate@rice.edu that contains your ESTHER login and Rice Email information to the email address given on your application.  
- Use your student ID number and the unique link in the email to set up your ESTHER account and NetID. This link may only be used once, so be certain to remember your ESTHER pin after it has been reset.  
- Visit [MyNetID.rice.edu](http://mynetid.rice.edu) to set your NetID password for email, OWL-Space, and Rice computers. Then, set a different password for your Rice Google Apps like Calendar and Drive. Visit [IT DIY](https://www.rice.edu/it/di/it-diy) for how-to instructions.  
*If you have not received information regarding your Esther login by May 31st, please contact your graduate coordinator for assistance.* |
| **Check your Rice Email** <br> *Regularly* | Your Rice Email is your official means of communication with the university. Read all emails from your graduate coordinator and graduate@rice.edu regularly.  
- Access your Rice email online at webmail.rice.edu.  
- If you prefer another service, set your Rice email to forward to another email address using WebSieve at ricemail.rice.edu. |
| **Complete and Submit Health Data Form** <br> *Required* <br> *Due July 1st* | All new, FULL TIME graduate students are required to submit a Health Data Form (HDF) to Student Health by July 1st, 2016.  
- Please, have your physician complete and sign the form, and mail it back to Health Services (Rice University Student Health Service, 6100 Main Street, MS-760, Houston, TX  77005, USA). Keep a copy for your records.  
- If you have not had a physical exam within the last year, a physical will be required to complete the form.  
- If you are coming as an early matriculate, your HDF must be turned in prior to your arrival.  
- Instructions and more information can be found at: [http://health.rice.edu/Content.aspx?id=106](http://health.rice.edu/Content.aspx?id=106)  
- Download the Student Health Data Form [here](http://health.rice.edu/Content.aspx?id=106). |

All new graduate students under the age of 22 must show proof of the meningococcal meningitis vaccination.  
- Information regarding meningitis can be found at: [http://gpsdocs.rice.edu/orientation/Meningitis_Requirement.pdf](http://gpsdocs.rice.edu/orientation/Meningitis_Requirement.pdf)
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Register For or Waive Student Health Insurance</strong>&lt;br&gt;Required&lt;br&gt;Due Date September 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>All students are required to have health insurance coverage.&lt;ul&gt;&lt;li&gt;Open Enrollment for Rice Student Health Insurance for Fall 2016: July 5&lt;sup&gt;th&lt;/sup&gt; – September 2&lt;sup&gt;nd&lt;/sup&gt;&lt;/li&gt;&lt;li&gt;If you currently have health insurance with another plan, you may waive Rice student insurance by demonstrating comparable insurance coverage. Please, <a href="http://studenthealthinsurance.rice.edu">review the waiver requirements</a>.&lt;/li&gt;&lt;li&gt;To register or waive Rice Health Insurance, log on to <a href="http://studenthealthinsurance.rice.edu">http://studenthealthinsurance.rice.edu</a>. You will need your Rice student ID number to complete the process.&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td><strong>Complete On-Line Training Requirements</strong>&lt;br&gt;Required&lt;br&gt;Due October 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Preventing Sexual Harassment Training&lt;ul&gt;&lt;li&gt;Print your certificate to a PDF and forward it to your graduate coordinator&lt;/li&gt;&lt;/ul&gt;Responsible Conduct of Research Training&lt;ul&gt;&lt;li&gt;A minimum score of 80% is required to pass by Rice’s standards. Please follow the <a href="http://graduate.rice.edu/training/">instructions here</a> to register for the training. <a href="http://graduate.rice.edu/training/">This online training takes 4-6 hours to complete</a> therefore we highly recommend that you complete the training prior to the start of the semester.&lt;/li&gt;&lt;/ul&gt;For more information go to <a href="http://graduate.rice.edu/training/">http://graduate.rice.edu/training/</a>&lt;br&gt;A $75 late training fee will be assessed if training requirements are not met by October 1&lt;sup&gt;st&lt;/sup&gt;. Students will not be able to register for a second semester until these trainings have been completed.</td>
</tr>
<tr>
<td><strong>Submit your Final Official Transcript</strong>&lt;br&gt;Required&lt;br&gt;Due October 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>After your most recent degree is conferred, request your previous institution to send an official transcript showing degree conferred directly to your department coordinator by October 1&lt;sup&gt;st&lt;/sup&gt; (Fall Matriculates) or February 15&lt;sup&gt;th&lt;/sup&gt; (Spring Matriculates).&lt;br&gt;&lt;br&gt;A $75 late fee will be assessed if your final transcript is not submitted by October 1&lt;sup&gt;st&lt;/sup&gt;. You will not be able to register for a second semester until your previous degree is verified.</td>
</tr>
<tr>
<td><strong>Make Plans to Attend Orientation</strong>&lt;br&gt;Required&lt;br&gt;Wednesday, August 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>Fall 2016 Graduate Orientation</strong> <em>(2016 Schedule will be updated in June)</em>&lt;br&gt;Mandatory&lt;br&gt;Wednesday, August 17, 2016&lt;br&gt;8:30 am - 7 pm, Alice Pratt Brown and various other locations&lt;br&gt;&lt;br&gt;<strong>International Graduate Student Orientation</strong>&lt;br&gt;Mandatory for International Students&lt;br&gt;Monday, August 15, 2016 - Tuesday, August 16, 2016</td>
</tr>
</tbody>
</table>
| **Know your policies**<br>Required | Familiarize yourself with the following Rice policies:<ul><li>The Graduate Student section of the [General Announcements](http://graduate.rice.edu)</li><li>The [Code of Student Conduct](http://graduate.rice.edu)</li><li>The [Honor Code](http://graduate.rice.edu)</li><li>Your graduate program’s handbook</li></ul>
# Moving to Houston

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan your Arrival</strong></td>
<td>Plan on arriving by <strong>August 16th</strong> (Domestic Students) or <strong>August 14th</strong> (International Students)</td>
</tr>
</tbody>
</table>
| **Explore housing options** | - Visit [graduate.rice.edu/housing](http://graduate.rice.edu/housing).  
- Check out [where graduate students live](http://graduate.rice.edu).  
- Learn about [on-campus Housing for Graduate Students](http://graduate.rice.edu/housing).  
- Discover off-campus Housing options at [http://offcampus.rice.edu/](http://offcampus.rice.edu/).  
- Review the [GSA’s guide on living in Houston](http://graduate.rice.edu/housing) for detailed information and advice for living on and off campus, getting around Houston, and getting settled.  
- Need help furnishing your apartment? Join the [Graduate Student Loan Closet](http://graduate.rice.edu/housing). |
| **Apply for Graduate Housing**<br>Due May 31st | If you would like to register for the housing lottery for graduate students, please visit the website for the [Rice Graduate Apartments](http://graduate.rice.edu). The housing lottery usually occurs at the end of May for the following academic year. |
| **Orient yourself with Rice University** | - Learn your way around [Rice Campus](http://graduate.rice.edu).  
- Download the [Rice iPhone App](http://graduate.rice.edu).  
- Take a [virtual campus tour](http://graduate.rice.edu).  
- Familiarize yourself with the [Rice Shuttle System](http://graduate.rice.edu) or track the shuttles live at [bus.rice.edu](http://bus.rice.edu). |
| **Apply for a parking permit**<br>If necessary | Visit [parking.rice.edu](http://parking.rice.edu) to learn about parking options on campus.  
- To purchase a parking permit, log on to ESTHER.  
- Permits can be picked up after you arrive from the Parking Office, located in the Central Garage below the Jones School of Management. Hours are 7AM-5PM, Monday-Friday. |
# After you Arrive

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Check-in with your department**         | Your graduate coordinator will be able to answer any questions you may have upon arrival. Make sure to...  
  ➢ Attend your graduate program’s orientation.  
  ➢ Turn in your I9 form to your graduate coordinator and bring acceptable documents. |
| **Attend Lab Safety Training**             | **Required**  
  *Thursday, August 18th*  
  Lab Safety Training is **required** for all new graduate students in the School of Engineering, School of Natural Science (except Mathematics and Statistics), and any student working in a laboratory.  
  ➢ Contact your graduate coordinator if you have questions about attending the training.  
  ➢ For more information about Lab Safety, visit [http://safety.rice.edu/](http://safety.rice.edu/). |
| **Pick up your Rice ID**                   | **Required**  
  ID cards are obtained in the lobby of the Rice campus police department. Hours are 7AM-5PM, Monday-Friday.  
  ➢ Look for graduate student ID processing hours during Orientation week on the [GPS Facebook page](http://www.facebook.com). |
| **Complete your ESTHER profile**          | **Required**  
  As soon as possible  
  ESTHER is the web application for students, faculty, and staff that allows you to access your academic records, course schedules, register for classes, pay bills, view financial aid, address and contact updates, and other tools.  
  Complete the following as soon as possible in order to receive your paycheck and to be able to register for classes  
  ➢ **W-4** – Enter your W-4 information in ESTHER (or you can submit the paperwork to Payroll upon arrival)  
  ➢ **Direct Deposit** – enter your direct deposit information in ESTHER (or you can submit the paperwork to Payroll upon arrival)  
  ➢ **Update Address and Emergency Contact Information**  
  ➢ **Affirm the Honor Code**  
  For more information about ESTHER, review [ESTHER FAQs](http://www.rice.edu/). |
| **Register for classes on ESTHER**         | **Required**  
  *Beginning August 18th*  
  Registration for all new graduate students for Fall 2016 will take place on Thursday, August 18, 2016, after you have been advised by your department on your planned course of study.  
  ➢ The last day to add classes is September 2, 2016. |
| **Pay your bill via ESTHER**               | **Required**  
  *Due Date TBD*  
  After you register for classes, you may receive an email notice of your new account statement. If you have a balance, make arrangements for payment. |