

ITEMS TO COMPLETE BEFORE ORIENTATION

- [Activate your Northwestern email account.](#)
- Mail your official transcripts to [The Graduate School Admission Office](#) (not the Chemistry Department).
- Submit [health record information](#).
- Complete the following forms and bring them with you to the first day of orientation:
 - [Personal Data Form](#)
 - [Direct Deposit Application](#)
 - [Federal W-4](#)
 - [Illinois W-4](#)
- Follow these steps to begin your [I-9 paperwork](#):
 - Create a profile through [E-Verify](#). Select September 1 as your start date, WCAS as your school/area, and 2735 WCAS Chemistry as your department/center.
 - Follow the steps in the [training guide](#) to complete section 1. Be sure to email yourself a receipt.
 - Complete section 2 during orientation. Please make sure you bring [acceptable documentation](#) with you on the first day of orientation.
- [Subscribe to the Chemistry Listserv](#)
- Check The Graduate School's [Next Steps for Newly Admitted Doctoral Students](#) for additional requirements.