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.