NEW STUDENT CHECKLIST SUMMER AND FALL 2016

☐ Complete the Program Planning Survey and Admissions Survey. After the incoming class is finalized, we will send you the list of students’ names and email addresses, in case you would like to get in touch with each other this summer. Complete the Planning Survey in a timely manner if you wish to be included on the list.

☐ Complete all pre-enrollment requirements before starting the MPA program.

☐ Schedule summer initial advising appointment(s). (Scheduling will begin starting in May)

☐ Complete Excel skills training by July 1.

All students who plan to participate in on-campus recruiting:

☐ Register for and participate in a career orientation webinar.

☐ Submit your resume (Canvas login required) to the MPA Resume Book in the appropriate format by July 13.

☐ Complete MPA Technology Orientation and set up your McCombs (MSB) account before the first day of MPA Orientation.

☐ Prepare to be on campus the week of August 15 for MPA Orientation.

☐ Send the Graduate & International Admissions Center an official hard copy of your transcript(s), including evidence of degree(s) awarded before registration. (Current students at UT-Austin are exempt)

☐ Obtain your UT ID card at the ID Center.

☐ Set up your UTmail account (optional).

☐ Contact the Office of Student Financial Services (OSFS) at: ask@finaid.utexas.edu or at: 512-475-6282, if necessary. Financial aid packages for U.S. graduate students automatically assume the enrollment of 6 hours in the summer and 9 hours in the fall, unless the OSFS is notified otherwise. If you plan to enroll in more or fewer than 6 hours in the summer or 9 hours in the fall, you will need to contact the OSFS so that they can adjust your financial aid package accordingly.

☐ Keep your phone numbers and addresses updated with the university in UT Direct.

☐ If applicable, submit evidence of required vaccination(s) at least two weeks prior to your registration date. Please note that international students must meet additional requirements. Log in to your Registration Information Sheet (RIS) to verify that your medical registration bar has been removed.

International Students:

☐ Submit the Certification of Financial Responsibility form for the I-20 or DS-2019. If you would like your immigration document express mailed, you may place a request at: http://world.utexas.edu/issss/students/new/express. Questions? Contact the International Office at: hotline@austin.utexas.edu or at (512) 471-2477.

☐ Schedule your Immigration Briefing and Check-in through the International Office.

☐ Plan to attend MPA International Student Orientation.