Checklist for new international graduate students  
(01/05)

Teaching assistants report to Ms. Jacobson’s Office (Skiles 221) for language evaluation,
Stop by the Office of International Education (second floor of the Savant Building) to get your visa validated.
Get a social security No. and receipt; SSA on campus Wednesday
See Ms. Turner in Skiles 218B:
- Give her a copy of your Social Security Card.
- Pick up a PSF (Personnel Service Financial) form.
- Log on to Pick up a course catalogue. (Also see the OSCAR on line.)
- Get office assignment, if applicable. All teaching assistants can have an office. Keys are obtained from Ms. Lewis in Skiles 235B.
- Schedule a meeting with Prof. Harrell and your academic advisor.
- Arrange for automatic check deposit if applicable.
File personnel papers for TA’s, RA’s: take social security card or receipt and PSF form to Human Resources. You can also do this in the Institute Orientation. **Must be done before you start your assistantship.**
Get health clearance: Get a TB test if necessary and take TB and immunization records to Student Health Service to clear a registration hold
Deposit final transcript, degree certification with GAES (third floor of the Savant Building) to clear admissions hold (This may have been done already.)
Health insurance. Institute will subsidize part of this for TA’s and RA’s; ask at the Institute Orientation about signup. **Mandatory.**
Get a buzz card (student identification cards) at the BUZZ office in the Bookstore Mall. **Must be done before you can register for classes.**
Register and pay fees
- Fees paid on time: get a receipt
- You must take 12 hrs. with at least 9 of them Pass/Fail or Letter Grade to be full time. TA’s and RA’s can get three hours of audit credit with Math 8997/8998
- Courses can be added only in first few days of the term, while they can be dropped in first 6 weeks of term. (Get a confirmation that the drop went through.) Note: going below 12 hours P/F or LG may imperil your visa and the health insurance subsidy.
- Registration for all subsequent terms is done in middle of previous term. Do not wait until the first few days of the term. Courses may be canceled!
Get your computer account from Mr. Filoseta in Skiles 158.
Prepare for your teaching assignment, if applicable.
- TA’s: Find the lecturer(s) for whom you are doing your recitations.
- Come to the TA orientation on Sunday the 17th; everyone is invited; new TA’s must attend.
- Attend the TA development seminar every Thursday at 11:00.
- Desk copies of textbooks are available in Skiles 235C.
Check mail in the Skiles Bldg. and at Post Office daily; also your e-mail.
Register for parking if you will bring a car on campus. See Parking Services, 875 Hemphill Ave. (http://www.parking.gatech.edu/)
Let us take your picture for the picture board.

[Over]
The Really Important Stuff, in order

- Get your visa validated
- Get a Social Security Number
- Personnel papers (TA's and RA's). See Ms. Turner in Skiles 218B
- Registration holds. Clear any holds based on health, final transcript, etc.
- Buzz card. Get this in the Bookstore Mall.
- Computer account. See Mr. Filoseta in Skiles 158.
- Advising and classes. Sign up for an appointment with Prof. Harrell in Skiles 218D
- Register for at least 12 hours, at most 3 as audit
- Payment of fees
- GT orientation Tuesday, 8:30 & 2:00
- Registration for parking if you have a car