New Student Checklist for Graduate Students in Electrical Engineering

All International Students

☐ **There is a mandatory New International Student & Scholar Orientation (NISSO) for all new international students.**
- You must register online at www.internationalcenter.ucla.edu
- See website for materials you must bring with you to check-in and workshop.
- The International Student Office is located at 106 Bradley Hall, (310) 825-1681.

All Students

☐ **Get your Bruin Card (student ID card)**
- www.bruincard.ucla.edu
- Bruin Card Office is located in 123 Kerckhoff Hall

☐ **Review the SEASNet Account information website**
- www.seasnet.ucla.edu/services/seasnet-accounts
- You will want to pay special attention to the information on how to get and use an EE account.
- The application for an account is located at www.seas.ucla.edu/acctapp/

☐ **Update your mailing address, phone number, and email information on URSA**
- www.ursa.ucla.edu

☐ **Pay registration fees by the deadline**
- Classes are dropped if fees are not paid by the payment deadline
- Select and enroll in your classes by second week to avoid paying a Late Study List fee. (You will need to speak with your assigned advisor to approve your selected classes.)
- Academic calendar will be listed at www.registrar.ucla.edu/calendar/ once it is available.

☐ **Meet your Electrical Engineering Advisor**
- All students were assigned an advisor upon admission. Advisor assignments are included in the admission recommendation email. If you do know who your advisor is, you may contact the Office of Student Affairs (msmith@ee.ucla.edu).

☐ **Read the Department of Electrical Engineering General Information that was emailed to all entering students.** (Also available online at http://www.ee.ucla.edu/academics/admissions/useful-information-from-the-ee-department-office-of-student-affairs.)

All Out-of-State Domestic Students who plan to enroll with UCLA 1+ years

☐ **Familiarize yourself with residency rules**
- See website for Frequently Asked Questions www.registrar.ucla.edu/residence/

Students Receiving a GSR

☐ **Please see student employment representative, Lori Miller, in office 56-125J by September 24, 2012, to fill out hiring paperwork.**
- Non-Citizens: Bring Bruin Card, passport, I-94, and I-20
- U.S. Citizens: Bring Bruin Card, and Social Security Card or passport

Parking Permit for Employees & Fellowship Recipients

- Eligible students are employed at 49% or have a full fellowship.
- FOR EMPLOYEES: See student employment representative in office 56-125J for a parking application if one is needed.
- FOR FELLOWSHIP RECIPIENTS: See Deeona Columbia in office 57-127 for a fellowship letter if parking is needed.