

New Graduate Student Checklist & Arrival Guide 2009/2010

Check List

Who to Contact:

Signed Lease

Residential Life X3550

Telephone Service

WESTEL – Pat Donohue X2022

E-mail Service

ITS – Jerry Maguda X2128/jmaguda

Wesleyan Student ID Card

Cathy Rizza X3253/crizza

Social Security Application Form

Graduate Office X2390/ainsall

Health Information Form

Martha Schukoske X2470/mschukoske

Direct Deposit (if desired)

Barbara Schukoske X2224/bschukoske

I-9 Form

payroll@wesleyan.edu

Tax Forms (W-2, W-4, W-8BEN, 8233)

payroll@wesleyan.edu

Tax Forms (1042-S)

Christine Rodrigue X3503/crodrigue

International Student Advisor

Janice Watson X3704/jwatson

New Student Arrival Guide 2009/2010

Congratulations! The Graduate Student Services Office welcomes you!

Phone Service

You may want to establish phone service once you arrive. Your telephone service is already installed and waiting to be activated once you are settled in your campus housing assignment. You will need a standard touch-tone telephone. Basic phone service and voice mail is available for \$125 per semester (including summer months).

Email Service

Upon your arrival, you will already have an email account set up for you. Please see the online information from ITS (Information Technology Services) about your email and how to access it. You must be on a campus computer in order to activate your email account.

WESID Card

Please send in your photo and application (enclosed) before your arrival and your WESCARD card will be available when you get to campus.

If you are not able to send this in advance, you will need to go to the Office of WESCARD and have your picture taken. You should call 860/685-3253 for an appointment to process the ID card. Your student ID is an important part of life at Wesleyan. You will need it as a form of identification and for use in the libraries. The WESCARD office is located in Room 111, on the first floor of North College.

Appointment with Department Chair

New Graduate Students should report to their departments and make an appointment to meet with their Department Chair or Graduate Committee Chair. It is important to become acquainted with all members of your department. You should contact the Administrative Assistant in your department to schedule an interview.

Mandatory Events

Two important events for new graduate students are the Graduate Pedagogy Session on September 3rd at 8:30 am and the Chemical Hygiene/Lab Safety Training Session (for science program graduate students only) on August 31st at 10:00 am. Your attendance at these events is mandatory. You will be held responsible for all information from these sessions.

Graduate Enrollment for New Students

Enrollment will be on September 4, 2009 in the Graduate Student Service Office. You will have an appointment scheduled for you for a specific time. You must officially enroll with the University at our offices at 130/132 Exley Science Center on this day. Be sure to bring all appropriate documents with you to this appointment.

Courses Available

You may want to check out the courses available online through WesMaps. To get to WesMaps, go to <http://www.wesleyan.edu/course/>. This will guide you to WesMaps where you can look at course listings and other related resources.

Bank Account

There are numerous banks in the local area. A list of these banks is enclosed for your information. You will need a photo ID and a social security card or immigration documents to open an account. Payroll offers “direct deposit.” Direct deposit deposits your paycheck into your bank account electronically. Direct Deposit forms are available through the Graduate Student Services Office or <http://www.wesleyan.edu/payroll/directDeposit.html>.

Public Transportation

Local means of transportation around the Middletown area are MAT (Middletown Area Transit), a bus line located at 340 Main Street (346-0212), and taxi service (347-4222).

Social Security Card

International students are required to visit the Social Security Administration Office to apply for a Social Security Card. There is a 10-day waiting period from the date of your arrival into the United States before visiting the Social Security Office. Applications are available at the Office of Graduate Student Services. You will need a letter from the Graduate Office and your completed application to apply for a number. Once you receive your card, please bring it to the Graduate Office so that we may make a copy for your file.

Employment and Tax Forms

All students need to complete an I-9 (employment eligibility verification) form, and federal and state W-4 tax forms for payroll purposes, even if you are not receiving a stipend.

Domestic students should bring two forms of identification, such as a social security card and drivers' license, or a US passport (expired or unexpired), and international students should bring their unexpired passport to Enrollment Day.

All new international students are required to meet with someone in the Payroll office individually, to complete income tax paperwork and learn about income tax filing obligations while at Wesleyan. The meeting usually takes 5-15 minutes. Questions concerning earnings, income tax, or tax treaties may be directed to either Evelyn, x2835 or Gladys, X3309.

Shopping

Middletown has two large grocery stores: Stop and Shop on East Main Street and Waldbaum's Foodmart on Washington Street. You can take the bus to either location, or car pool with other graduate students. Smaller convenience stores are within walking distance to campus. These include Neon Deli (on the corner of Vinc Street and Cross/Church Street), Marco's Deli (on William Street), and Aresco's Market (on the corner of Liberty and High Streets). Wesleyan has its own small convenience store called WesShop in the Foss Hill area. WesShop is open only during the academic year and closes during the summer.

There are three department stores in Cromwell which sell residence necessities such as pillows, sheets, pots and pans, and other kitchen, bathroom, and bedroom items. They are K-Mart (on Route 3), XPECT Discount (on Route 3), and WalMart (on Route 372). There are also local consignment shops that sell gently used items at fair prices. These include: Middlesex Hospital Auxiliary Shop and the Salvation Army (on the corner of Washington and Main Streets).

Wesleyan has its own bookstore called "Broad Street Books" on the corner of Broad Street and William Street. You can purchase course books, note pads, pens and pencils, or browse their assortment of Wesleyan memorabilia.