



Accepted Student Checklist – Ph.D. Students

Presented by the Office of Graduate Education

◆ After Admission

- Confirm your intent to enroll by submitting your [Admission Reply Form](#)
- Pay your enrollment deposit through your [Application Status Portal](#) (international students only)
- Submit documentation required for I-20 issuance through your [Application Status Portal](#) (international students only)
- Follow instructions sent via email to claim your Stevens network credentials
- Follow [these instructions](#) to schedule and prepare for your visa interview appointment (international students only)
- Submit details of your travel plans and arrival details through your [Application Status Portal](#) (international students only)
- Request [official GRE/GMAT test score\(s\)](#) be sent to Stevens
- Request [official TOEFL, IELTS, or Duolingo test score\(s\)](#) be sent to Stevens (international students only)
- Request [official transcripts from all post-secondary institutions you attended](#) be sent to Stevens
- Submit required [health and immunization records](#) through the [Healthy Stevens Portal](#)
- Complete [New Student Onboarding Tasks](#) in Workday, so you can register for classes
- [Follow these instructions to select courses and register for classes](#) through Workday
- Review the [Academic Calendar](#) to familiarize yourself with important dates and deadlines

◆ Before Arrival

- Complete and submit the [FASFA form](#) if you intend to apply for federal financial aid (domestic students only)
- Register for [Airport Pickup](#) if you plan to take advantage of that service
- Register for [Temporary Housing](#) if you plan to take advantage of that service
- Review the [Housing Resources for Graduate Students](#) page of the website
- Register for [New Ph.D. Student Orientation](#) when prompted to do so via email
- Contact the [Office of Disability Services](#) if you plan to seek accommodations for a disability
- Apply for a [student parking permit](#) if you plan to commute to campus by car
- Download the [Stevens Shuttle app](#) to learn the route(s) available
- Review [the information on this page](#) about how to obtain your virtual student ID card
- Log into Workday and follow [these instructions](#) to review your Student Support Network
- Accept Financial Aid Terms & Conditions (fellowship and federal aid recipients only); you will be emailed by the Office of Financial Aid with instructions

◆ After Arrival

- Complete [Graduate Admissions check-in](#)
- Complete [SEVIS activation](#) with International Student and Scholar Services (ISSS) (international students only)
- Apply for an [Social Security Number \(SSN\)](#) if needed (assistantship and fellowship recipients only)
- Attend [New Ph.D. Student Orientation](#)
- Register for [Stevens \(RAVE\) alerts](#) and download the [Stevens Guardian app](#)
- Review the [Student Handbook](#) to familiarize yourself with key university policies
- Review [this page](#) for a list of offices available to support you as a graduate student
- Review [this list](#) of important dates and deadlines during your first semester
- The week before classes begin, log into [Canvas](#) to review your course syllabi