



## Check List for New Students

1. **Check in with the Office of International Program Services (OIPS).** Bring your passport & immigration documents to SUB I, Room 310. This is mandatory for all students and visiting scholars. (Note: OIPS's walk-in hour is 1:00PM to 4:00PM on Tuesday, Wednesday and Thursday or make appointment first by calling 703-993-2970. For more information, please check OIPS website at <http://www.gmu.edu/student/oips/>)
2. **Attend the orientation ceremony.** It will provide all the academic information that you should know about and help you get ready for coming school year. You may also have the opportunity to meet with faculty from your department and be assigned to an academic advisor.
3. **Get Immunization Record Form ready for submitting.** Every new student from China is strongly advised to fill out the Immunization Record Form prior to arriving in the U.S.. Download this form at [www.gmu.edu/student/hcs/imm.html](http://www.gmu.edu/student/hcs/imm.html), see through all the immunization requirement for enrolling in the GMU. This form must be filled and signed by a licenced healthcare professional or medical doctor (Chinese doctors are okay).  
\* For more info, please visit the Office of Student Health Service webpage at [www.gmu.edu/student/hcs/imm.html](http://www.gmu.edu/student/hcs/imm.html)
4. **Register classes at <http://patriotweb.gmu.edu>.** Consult with an academic advisor regarding which classes to be registered if you are not clear. Pick up an *Academic Program Guide* designated for your major/field at corresponding academic department.
5. **Pay tuition, fees within 5 days after the completion of class registration.** For information regarding current deadline & payment methods, visit <http://studentaccounts.gmu.edu>
6. **Obtain your GMU ID card.** Bring your student ID number(SID) and passport to the Photo ID Office, SUB I, Room 355. For more information, please visit [www.gmu.edu/univserv/allunivcard/photoid/photoidtypes.htm](http://www.gmu.edu/univserv/allunivcard/photoid/photoidtypes.htm)
7. **Purchase health insurance.** In the absence of exemption, you will be enrolled for an automatic coverage of Mason Student Health Insurance Plan. You may also purchase insurance plans\* from other companies and submit an application of exemption from the GMU automatic coverage plan.  
\* For insurance requirements, visit [www.gmu.edu/student/hcs/intl.html](http://www.gmu.edu/student/hcs/intl.html). Refer to [Links page](#) for some qualified insurance plans.
8. **Activate your GMU email account from [here](#).** Activation requires your student ID number (SID) and Personal Identification Number (PIN).
9. **Purchase a parking decal if you drive to school.** Parking decals are available at the Office of Parking Services (Room 1014, SUB II). To know

more about parking policy and fees, visit  
[www.gmu.edu/univserv/parking/index.html](http://www.gmu.edu/univserv/parking/index.html)

10. **Open a bank account.** The United Bank has a branch conveniently located on the first floor of the Johnson Center. To open a student checking account at United Bank, you do not need a Social Security Number (SSN). Just bring your student ID card and passport or photo ID to their office.
11. **Apply for a Social Security Number (SSN) if capable.** OIPS has more information on the eligibility requirements.
12. **Apply for Virginia ID card, learner's permit or driver's license at local DMV offices.** For more information about office locations and hours, services and exams, please visit the DMV website at [www.dmv.state.va.us](http://www.dmv.state.va.us)  
\*\*\* To obtain the driver's license without a social security number (SSN), you will need a letter the Social Security Agency that confirms you are unable to get a SSN. A complete list of required documents can be found at [www.dmv.state.va.us/webdoc/pdf/dmv141.pdf](http://www.dmv.state.va.us/webdoc/pdf/dmv141.pdf).
13. **Purchase textbooks after completion of class registration.** Campus bookstore is located on the first floor of the Johnson Center with textbooks on the lower level. Keep the receipts for return in case you make changes in your schedule.
14. **Subscribe GMU CSSA email list.** CSSA email service will bring you tons of student information both on and off campus, including Chinese student activities, student housing, academic programs, etc. Hundreds of local Chinese students and scholars are already in the list. To subscribe CSSA Email List, please send an email with your full name and email address to [LISTSERV@LISTSERV.GMU.EDU](mailto:LISTSERV@LISTSERV.GMU.EDU), copy following into the first line of your email content:

**SUBSCRIBE CSSA-L Anonymous**