

## "To Do" List for New UCSB Graduate Students

Following is a "To Do" list developed by the Department of Economics and the Office of the Registrar to help new graduate students navigate through the many tasks required of them.

1. Complete your online Statement of Legal Residence (SLR)
  - a. <https://calresidency.sa.ucsb.edu/slr/login.asp>
2. **If you were working on completing a degree when you applied or had a degree in progress**, you probably were admitted on "Provisional Admissions Status". If you login to your online application, the Graduate Division admissions offer letter will show if you need to provide "Final/Official" transcripts.
  - a. Provisional admission is very common for incoming graduate students and indicates that your enrollment is contingent upon submitting the document(s) listed in your Graduate Division Admissions letter.
  - b. **Please provide the Graduate Division with these documents** by the first day of instruction for the Fall 2018 quarter in order to prevent a block on your registration. Please send these items to the following address:  
Graduate Division  
Attn: Graduate Admissions  
3117 Cheadle Hall  
University of California  
Santa Barbara, CA 93106-2070 (USA)
  - c. All requested documents must be received by mail, directly from the institution or organization of record. Documents will only be considered official if mailed in a sealed, signed envelope.
  - d. International documents must be provided in both the original language and certified English translation. If you feel you will not be able to meet the deadline for submission of documents please contact the Graduate Division at [gradadmissions@graddiv.ucsb.edu](mailto:gradadmissions@graddiv.ucsb.edu).
3. **Complete the 2018-2019 FAFSA** (Free Application for Federal Student Aid) if you have not already done so online at <https://fafsa.ed.gov/>
  - a. **Required** every year for all new and continuing domestic students and permanent residents of the USA. International students cannot complete the FAFSA. You must complete and file the FAFSA. Although the deadline for priority consideration is March 2 apply online NOW if you wish to be considered for financial support through the university.
4. **Apply for the San Clemente Villages Graduate Student Housing** (if necessary)
  - a. Your Housing Guarantee is only valid if you:
    - i. Submit your Statement of Intent to Register to the Graduate Division by your deadline, **but in no case later than May 15, 2018 by 4:00pm**

- ii. **Submit a contract for a San Clemente Villages apartment by the deadline posted online.** Within a few days of returning your contract, you will be sent an email with a link to our online 'Personal Preferences' form. You must complete this form as part of your contract process.
- iii. See more at: <http://www.housing.ucsb.edu/contracts/new-graduate-student-housing-contract> **OR**
- iv. <https://appl.housing.ucsb.edu/housingapplications/graduate/Instructions.aspx>

**5. Apply for a Health insurance waiver (if necessary).**

- a. <http://studenthealth.sa.ucsb.edu/gaicho-health-insurance/waiving-unwaiving-ghi>

**6. Veterans** should file a Veteran's Benefit Request form.

- a. <https://www.finaid.ucsb.edu/veterans>

**7. Activate your UCSB U-Mail.**

- a. U-Mail is UCSB's official student email service to which university business correspondence will be sent. If you already have an email account that you would rather use, you can have your U-Mail forwarded to your preferred email address.
- b. To register for your UCSBnetID, which also activates your U-Mail account, go to <https://secure.identity.ucsb.edu/manager/>

**8. Prepare for Registration:**

- a. Access GOLD to get your Appointment time for registering.
  - i. <https://my.sa.ucsb.edu/gold/login.aspx>
- b. See the enclosed Economics course registration sheet for courses you should register for.

**9. Register on GOLD**

- a. Check for Registration Blocks on GOLD when you register.

**10. Update your address on GOLD.**

**11. Review your Personal Information on GOLD.** *(Changes should be reported to the Registrar's office.)*

**12. Pay your fees from your BARC statement by the deadline.** *(If your department pays your fees, be sure to check GOLD to confirm that your department has done so. If not, follow up with your department.)*

- a. **BARC** (Billing Accounts Receivable Collections unit)
  - i. <http://www.bfs.ucsb.edu/barc>

**13. Pre-instructional tasks:**

- a. Academic advising (if necessary)
  - i. Make an appointment with Mark Patterson ([mark.patterson@ucsb.edu](mailto:mark.patterson@ucsb.edu))
- b. Attend Orientation for Graduate students.

- c. Attending (if scheduled) Department Meetings during the pre-instructional week in September before classes.

**14. Go to ACCESS center to get your Student ID card.**

**15. Figure out how to get around:** Parking permits, Bus service, Bike registration.

**16. If you are an international student,** get information about services, immigration issues, and opportunities to share your culture with others.

**17. Veterans** (and their dependents) should meet with the Veterans' Representative at the Registrar's Office (if necessary).

**18. Information on making, managing, and spending your money.**

- a. UCSB KIOSK link to Money and Jobs.
- b. Financial Aid
- c. Financial Support through Fellowships, Academic Appointments, etc.

**19. Adjust your schedule** during Pass 3 (if necessary).

**20. Purchase your books.**

- a. UCSB bookstore: [http://www.ucen.ucsb.edu/ucsb\\_bookstore/intro.html](http://www.ucen.ucsb.edu/ucsb_bookstore/intro.html)

**21. Register to vote:** <http://www.sa.ucsb.edu/voterreg/>

**22. Other useful information:**

- a. Check out the Graduate Handbook.
- b. Check out **My UCSB** at <http://my.sa.ucsb.edu/home/index.aspx>
- c. Check GOLD and U-Mail for messages **regularly**
- d. UCSB KIOSK guide to getting involved - discovering your passions and making a difference is an important part of any college experience.