

New ECE Graduate Student Checklist

- University Picture ID** – 170 International Center. (<https://idoffice.msu.edu/>) (517) 355-4500.
- Complete I-9 Form** (This must be completed on or before the first day of employment at MSU.) – Forms are available at 103 International Center, online at (<https://hr.msu.edu/ua/i9/index.html>), and can be done in room 2325 Engineering Building (see Meagan Kroll, krollm@egr.msu.edu).
- University Email Account** – see <https://netid.msu.edu/activate> for instructions on how to set up your university email account. This must be done before your Engineering College computer accounts can be set up.
- Engineering College Computer Account and Email** – Division of Engineering Computing Services (DECS), 1325 Engineering Building, (<https://www.egr.msu.edu/decs/>)
- Apply for Social Security Card** – Applications are available at the office for International Students & Scholars, 103 International Center, 353-1720.
- Graduate Employees Union Deduction/Authorization Form/Membership Card** – All teaching assistants, except for those teaching assistants specifically excluded by the MSU/GEU agreement, must fill out this card and check-off of the option of either union membership dues or representation fees.
- Vehicle Registration** – The Police & Public Safety Office is located at 870 Red Cedar Road (355-8440). You will need a copy of your vehicle registration and car insurance. If you are a TA/RA, you will need a copy of your Graduate Appointment Form, see Meagan Kroll (krollm@egr.msu.edu) in 2325 Engineering Building.
- Housing** – 355-7457 (Student is responsible for housing arrangements)
- Contact Advisor**

Name: _____ Room: _____

Phone: _____ Email: _____

- Enroll for Classes** – see www.stuinfo.msu.edu.