

## CHECKLIST FOR ALL NEW GRADUATE STUDENTS

### BEFORE YOU ARRIVE ON CAMPUS

- \_\_\_\_\_ Locate the following documents to bring with you for employment verification:
  - Passport, US driver's license and/or identification card
  - Social security card if you have one
  - International students should also have an I-20 and I-94
  
- \_\_\_\_\_ International Students: visit <https://world.utexas.edu/iss/students/new> for important pre-arrival information.
  
- \_\_\_\_\_ Submit your official transcripts.  
Visit <https://gradschool.utexas.edu/admissions/after-your-decision> for instructions. In order to avoid delays in registering for classes, you should provide these documents as soon as possible.
  
- \_\_\_\_\_ Background Course Requirement: **By July 15th** - Please complete the [Background Coursework Form](#) and email it along with your supporting documentation **in a single pdf** to [gradoffice@cs.utexas.edu](mailto:gradoffice@cs.utexas.edu)
  
- \_\_\_\_\_ Review degree requirements and courses.
  - Ph.D. Program  
<http://www.cs.utexas.edu/graduate-program/phd-program>
  - Master's Program  
<http://www.cs.utexas.edu/graduate-program/masters-program>
  - Course Information  
<http://www.cs.utexas.edu/graduate-program/courses>
  
- \_\_\_\_\_ View the Fall 2019 course schedule  
<https://registrar.utexas.edu/schedules/199>
  
- \_\_\_\_\_ Advising: Incoming PhD students must send their proposed Fall course schedule to the [CS Graduate Office](#) via email by **August 1st** for approval by the Graduate Adviser. Your advising bar will not be removed until the Graduate Adviser notifies the CS Graduate Office of his approval. ***All PhD students must register for CS 398T their first fall semester.*** There is no formal advising required for master's students. Your advising bar will be cleared prior to registration. Please direct any questions to [gradoffice@cs.utexas.edu](mailto:gradoffice@cs.utexas.edu).
  
- \_\_\_\_\_ TAs and GRAs should download the Teaching Assistant/Graduate Research Assistant Checklist  
<https://www.cs.utexas.edu/graduate-program/incoming-students>

## AFTER YOU ARRIVE ON CAMPUS

(Welcome to UT!)

- \_\_\_\_\_ [Request a CS Account](#) – this will also give you your UTCS email address
- \_\_\_\_\_ Obtain your UT ID Card at the [Flawn Academic Center \(FAC\)](#). You will need to bring an unexpired government-issued photo ID.
- \_\_\_\_\_ Enter your Austin address and current contact information in UT Direct.  
[https://utdirect.utexas.edu/apps/utd/all\\_my\\_addresses/](https://utdirect.utexas.edu/apps/utd/all_my_addresses/)
- \_\_\_\_\_ Attend a New CS Graduate Student Information Session to fill out required new student paperwork (dates and times listed at <https://www.cs.utexas.edu/graduate-program/incoming-students>)
- \_\_\_\_\_ Check your [Registration Information Sheet \(RIS\)](#) to review how & when to register: <https://registrar.utexas.edu/students/registration/before/ris>

*IMPORTANT: The RIS does not distinguish between regular versus late registration times. Late registration has late fees, so be sure you register at the first opportunity!*

Note about Registration Bars:

- If you have a “D” bar with an “E” reason on your registration, enter your emergency contact information at [https://utdirect.utexas.edu/apps/student/emergency\\_contact/](https://utdirect.utexas.edu/apps/student/emergency_contact/)
- If you have an advising bar after Aug 20, please contact [gradoffice@cs.utexas.edu](mailto:gradoffice@cs.utexas.edu)

- \_\_\_\_\_ Pay or confirm your registration (even if you have a zero balance) by the published deadline.  
[https://utdirect.utexas.edu/acct/fb/my\\_tuition/my\\_tuition\\_home.WBX](https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX)

## HELPFUL LINKS

GRACS (Graduate Representative Association of Computer Sciences):

<http://www.cs.utexas.edu/users/gracs/>

UT Mailing lists:

For new students to interact with current students:

- Group Mail: [utcs-advice@utlists.utexas.edu](mailto:utcs-advice@utlists.utexas.edu)
- Topics: areas of Austin to live in, how to manage money, what's a good/bad course load, etc.

For new students to communicate with each other:

- Group Mail: [cs-grad-2019@utlists.utexas.edu](mailto:cs-grad-2019@utlists.utexas.edu)
- Topics: finding roommates, sharing rides/moving, meeting up, etc.

UTCS Direct - <https://login.cs.utexas.edu/utcs-direct>

Academic Calendar, Fall 2019 – Spring 2020  
<https://registrar.utexas.edu/calendars/19-20>

Graduate School - <https://gradschool.utexas.edu/>

International Student and Scholar Services: <http://world.utexas.edu/iss>

UT lingo: <https://orientation.utexas.edu/resources/ut-lingo>

Campus services: <https://orientation.utexas.edu/resources/general-campus-resources>

Housing: <https://gradschool.utexas.edu/services-and-resources/housing> and  
Graduate Student Housing Forum: <https://utexas.instructure.com/enroll/R7EPL6>

[2017-2019 Graduate Catalog](#), University rules which govern the graduate program

Course Instructor Surveys - <https://facultyinnovate.utexas.edu/services/CIS>

Austin City Guide - <https://www.utexas.edu/campus-life/life-in-austin>

**CS Graduate Office: GDC 2.728, 512-232-7407  
(Katie Dahm, Program Coordinator)**

**Campus Mail Code for CS Department: D9500**