

Arrival Check-List

All Matriculating Students

- Submit Student Health Evaluation form to W&M Student Health (Aug. 31 for Fall or Feb. 28 for Spring)
- *Full-time students only*
- Submit your final official transcript(s) to VIMS Admissions
- Activate your W&Muserid
- Set up your email accounts – W&M through **G Suite** and VIMS through on-campus ITNS
- Forward your W&M email account to VIMS email account through **G Suite**
- Enroll in W&M Student Health Insurance OR submit waiver (July 31 for Fall or Dec. 31 for Spring)
- *Full-time students only*
- Register for classes via **myWM** – (Begins Aug. 2 for Fall or Jan 4 for Spring)
- Submit photo for student ID card (mid-August)
- Complete I-9 form online – employer code 14621
- I-9 certification – provide original documents for certification process to Cathy Cake
- *by August 25, 2021 for fall start*
- *by January 10, 2022 for spring start*
- Complete W4 and VA-4 tax forms and direct deposit authorization via **myWM** on “Employee” tab
- *For students holding an Assistantship*
- *Note. Employee tab should become available sometime between Aug. 25th and Sept. 9th*
- View your eBill via **myWM** - confirm enrollment in Student Health Insurance and pay premium (if applicable)
- Register your vehicle with W&M Parking Services for on-campus parking (optional)
- Complete the Virtual Steps for Student Check-in and then initiate the Student Check-in Form
- *Can only be completed after arriving at VIMS*
- Attend VIMS New Student Orientation (Aug 30-31, 2021)

International Students:

- Obtain required immigration documentation from Reves Center
- Attend International Student Orientation (mid-August for fall starts)