Arrival Check-List

**All Matriculating Students**

☐ Submit Student Health Evaluation form to W&M Student Health (June 1st for Fall or Jan. 10th for Spring)  
   - *Full-time students only*

☐ Submit your final official transcript(s) to VIMS Admissions

☐ Activate your W&M userid

☐ Set up your email accounts – W&M through Outlook and VIMS through on-campus ITNS

☐ 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. 1 for Fall or Jan 2 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 to Cathy Cake  
   - by August 25, 2022 for fall start  
   - by January 10, 2023 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 29-30, 2022)

**International Students:**

☐ Obtain required immigration documentation from Reves Center

☐ Attend International Student Orientation (mid-August for fall starts)