**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&Muserid

☐ 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)
  - *Required for all full-time students*
  - *Part-time students must submit a part-time student status form in order to be exempt from the insurance requirement. Contact W&M Student Health Insurance Coordinator for details.*

☐ Register for classes via myW&M – (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
  - *For students holding an Assistantship*

☐ I-9 certification – provide original documents for certification to Cathy Cake
  - *by August 25, 2023 for fall start*
  - *by January 10, 2024 for spring start*

☐ Complete W4 and VA-4 tax forms and direct deposit authorization via myW&M 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 myW&M - 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 28-29, 2023)

**International Students:**

☐ Obtain required immigration documentation from Reves Center

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