



**School of Human Ecology**  
UNIVERSITY OF WISCONSIN-MADISON

## New Grad Student Checklist: Fall 2025

***Do before June 23rd/ASAP***

☐ **Activate your NetID & Wiscmail**

- a. In the ID number or Activation Key field, enter your student ID (can be found on my.grad.wisc.edu)
- b. Use the dropdowns to enter your date of birth
- c. Click “activate”
- d. Continue following the prompts by agreeing to the appropriate use guidelines, setting up a password, and choosing security questions.
- e. Then, click “activate account”
- f. For more detailed instructions, [see here](#).
- Once you’ve created your NetID, it will automatically generate your [Wiscmail](#) account.
  - Once your account is active, you should check your Wiscmail regularly
- [See here](#) for information about how to configure your account according to your preferences

☐ **Submit Final Transcripts**

- If you haven’t done so already, send transcript electronically from your university to the UW-Madison Graduate School (not the office of Undergraduate Admissions) [transcripts@grad.wisc.edu](mailto:transcripts@grad.wisc.edu)
  - Bachelor’s degree must be posted on the transcript
  - International students may require translation of transcript and/or degree certificate

***Do before Orientation (August 25th)***

☐ **Enroll in courses for fall (beginning June 23rd)**

- Use [Course Search & Enroll](#) to enroll in classes
- Consult your faculty advisor and your program checklist (if the program has one) for guidance on what to enroll in

- Program checklists:
  - [CSCR](#)
  - HDFS ([MS to PhD](#)) ([PhD only](#))
  - [Human Ecology MS](#)

☐ **Complete [this form](#) to submit your bio for the Human Ecology website**

☐ **Benefits & Payroll Items - [Register Here for New Employee Benefits Seminar](#)**

\*\*\*For if you will have a fellowship or a TA/PA/RA appointment and will be on payroll at UW

- Complete detailed instructions as outlined in individual emails
- Emails from SoHE contacts: Susan Kitts (Payroll) and Kyle Brown (Benefits)

☐ **Sign up for your SoHE Photo – Sign-ups will open later this summer**

- ☐ Get your professional headshot photo taken which will be included with your bio on the [Human Ecology website](#) and available for your professional use
- ☐ The day of the photoshoot, you will be directed to write one line to describe yourself which will be used as alternative text to make your photo accessible online
- ☐ Photographer: [Paulius Musteikis](#); watch for email confirmation and wardrobe tips
- ☐ Sign up for your 5 minute time slot between 11am-1pm

☐ **Sign up for [TA training](#) (Thursday, August 28th) – Registration will open in late summer**

### ***Do During/After Orientation***

☐ **Order and pick up your bus pass**

- [UW Transportation Student Bus Pass website](#)
- Students can pick up a bus pass with their a Wiscard (or other photo ID) at one of these locations (August 18th-September 12th, Monday-Friday, 9am-5 pm):
  - Gordon Dining and Event Center Ed Gordon Suite, Room 220
  - Lakeshore Residence Hall Frank Holt Program Room

☐ **Attend Benefits Seminar & Enroll in Benefits**

- 2025 Benefits Seminars
  - Dates listed on [orientation schedule](#)
- [Grad student benefits info](#)

- For if you will have a fellowship or a TA/PA/RA appointment and will be on payroll at UW
- Health insurance, life insurance, supplemental dental and vision insurance, flexible spending accounts, supplemental retirement accounts

### ***Do Anytime***

#### ☐ **Complete the [Online Sexual Violence Prevention Program](#)**

- REQUIRED for all new graduate students at UW-Madison

#### ☐ **Review the [UW Library Digital Orientation](#)**

- Overview of services and resources available to all UW students through the libraries

#### ☐ **Obtain a Photo ID or Driver's License**

- ☐ [Schedule an appointment](#) at the Wisconsin Department of Transportation (Division of Motor Vehicles/DMV)
- [Guidance for international students](#)

#### ☐ **(optional) Complete the [Self-Guided Campus Tour](#)**

- Walk the 75 minute or 45 self guided campus tour route stopping at some of the iconic places at UW-Madison

#### ☐ **Get your Wiscard**

- [How to get your Wiscard](#)
- Your Wiscard is your campus ID at UW-Madison
- Wiscard Office: Union South, Room 149
- Hours: Monday-Friday 8:30am-5:00pm
- Bring a valid photo ID (passport or US driver's license)

#### ☐ **Explore [MyUW](#)**

- Check your Wiscmail regularly (email.wisc.edu)
- Finalize your enrollment in courses for fall
- Check your eBill to pay tuition and/or segregated fees each semester
- Update your address and phone number
- Apply for health insurance and benefits
- Submit direct deposit form

## ***International Students Only***

### ☐ **Complete the [International Student Services \(ISS\) Orientation & Check-in](#)**

- Modules will be available in Terra Dotta beginning Monday, August 4th, 2025

### ☐ **Obtain a Social Security Number (SSN)**

- This is necessary for those who will be employed while in the U.S.
- [Social Security Administration](#)
- [Applying for a Social Security Number](#)
- ☐ Notify Susan Kitts (skitts@wisc.edu), SoHE Payroll, upon receipt of a social security number

### ☐ **Open a US Bank Account**

- Below are a few of the banking institutions in Madison that are near campus:
  - Many banks will offer free checking accounts to UW students
  - [UW Credit Union](#)
  - [Summit Credit Union](#)
  - [Old National Bank](#)
  - [Associated Bank](#)
  - [Chase Bank](#)
  - [BMO Harris Bank](#)
  - [US Bank](#)