ROBERT H. SMITH SCHOOL OF BUSINESS

# BUSINESS MASTER'S

## Business Master's New Student Checklist

### Spring 2027 Admits

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| ☐ | Activate UMD Directory ID and set up @umd.edu email | Your university email address is [yourDirectoryID]@umd.edu. See UMD's Division of Information Technology new student information, if needed. Direct questions to UMD IT at itsupport@umd.edu. | **REQUIRED** |
| ☐ | Check @umd.edu email regularly | Business Master's students receive university correspondence to [DirectoryID]@umd.edu; please check it regularly. (Undergraduates at UMD use TERPmail, but graduate students use @umd.edu accounts, not TERPmail). | **REQUIRED** |
| ☐ | Register for Spring 2027 classes | Registration instructions can be found under Program Specific Information on the Admitted Student Website. Direct questions to your Academic Advisor. | **REQUIRED** |
| ☐ | Review Admitted Student Website in detail | Direct questions to Academic Advisor. | **REQUIRED** |
| ☐ | Secure housing | Direct questions to Off Campus Housing Services. | **Optional** |
| ☐ | Complete FAFSA Form | Students who secure federal loans are required to complete the FAFSA form each academic year. Once the FAFSA is processed, federal loans are available for review and acceptance at the UMD Financial Aid Portal. Loans are typically dispersed 10-14 days prior to the beginning of the semester. University of Maryland's School Code is 002103. | **Optional** for US Nationals or Permanent Residents / US Citizens |
| ☐ | Check financial aid status | US citizens may be eligible for FAFSA and/or federal loans. Visit the Office of Student Financial Aid site for additional information. Direct questions to Smith School's Billing and Financial Aid Staff at smithfinancials@umd.edu. | **Optional** for US citizens |
| ☐ | Declare Maryland residency (Maryland residents only) | Direct questions to the Residency Reclassification Office. | **Optional** |
| ☐ | Register for campus parking permit | Direct questions to the Department of Transportation Services. | **Optional** |
| ☐ | Submit immunization paperwork | The University of Maryland requires all students to complete the University Health Center Immunization Record Form and submit proof of immunizations in order to attend the University of Maryland and register for classes. Direct questions to the University Health Center. | **REQUIRED** for students new to UMD |
| ☐ | Secure health insurance | The Graduate School's Health Insurance for Graduate Students policy requires that all students enrolled full-time in a Master's program at the College Park campus must have health insurance coverage. Direct questions to the University Health Center. | **REQUIRED** |
| ☐ | Complete Academic Integrity Tutorial | Direct questions to your Academic Advisor. | **REQUIRED** |
| ☐ | Obtain student ID card | Direct questions to your Academic Advisor. | **REQUIRED** |
| ☐ | Subscribe to UMD Alerts | Direct questions to UMD Police. | **REQUIRED** |
| ☐ | Complete photo release form | Direct questions to your Academic Advisor. | **REQUIRED** |

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| ☐ | Submit copies of all official transcripts | Direct questions to the Graduate School staff at gradschool@umd.edu. | **REQUIRED** |
| ☐ | Set up local bank account | There are many bank options in College Park. | **Optional** |
| ☐ | Log into ELMS-Canvas and complete "Student Orientation to ELMS-Canvas for Students" | Direct technical questions to UMD IT at itsupport@umd.edu. | **Optional** |
| ☐ | Participate in the January 22 Smith School New Master's Student Orientation | Direct questions to your Academic Advisor. | **REQUIRED** |
| ☐ | Complete the UMD Graduate School New Student Orientation | Direct questions to gradschool@umd.edu. | **Optional** |
| ☐ | Complete the ISSS International Student Orientation | Direct questions to International Student & Scholar Services (ISSS). | **REQUIRED** for international students |
| ☐ | Pay tuition bill | For additional information, review Tuition and Fees Information under Program Specific Information and UMD's Office of Student Financial Services and Cashiering. Direct questions to Smith School's Billing and Financial Aid Staff at smithfinancials@umd.edu. | **REQUIRED** |
| ☐ | Meet with Academic Advisor | Academic advising appointments can be scheduled by contacting your Academic Advisor. | **Optional, as needed** |
| ☐ | Purchase textbooks/course packets | Direct questions to your Academic Advisor. | **REQUIRED** |
| ☐ | Update UMD directory information with updated contact information | 1. Go to Testudo<br>2. Click on **Change Address / E-mail**<br>3. Sign in with your Directory ID and password<br>4. Click on **EDIT**<br>5. Update your email address and phone number<br>6. Update your addresses<br>7. Click on **Update** and log out of Testudo | **REQUIRED** |