

# The Graduate School (TGS) New Student Guide

## Key Dates

### Spring 2018

The I-20/DS-2019 forms will be available for all incoming international students to request an F1 Visa through the International Office. To ensure you receive your F1 or J1 Visa stamp in time, please visit the [International Office's](#) website for full details and deadlines.

### July 1

The deadline to submit health records, including proof of immunizations, for Fall Entrants.

### Early September (date changes each year)

Northwestern considers new enrolling students to be active at the University. New students can obtain a Wildcard/student ID card. **All students are encouraged to submit their ID photo online.** Please review the guidelines and upload your photo on our [Wildcard Photo Submission page](#). We'll have your Wildcard ready when you arrive on campus! You must present a government-issued photo ID (e.g., your driver's license, state photo ID, or current passport) in order to claim your card.

### Late August

Open enrollment for the Northwestern Student Health Insurance Plan (NU-SHIP) runs from July 1 – October 1. The NU-SHIP provides coverage beginning Sept. 1, 2018, through Aug. 31, 2019. International students (students with an F-1 or J-1 U.S. visa) are required to maintain enrollment in the NU-SHIP for the entire time they are at Northwestern. Students who intend to use the NU-SHIP are encouraged to confirm their enrollment via the online form in CAESAR by the last week of August to ensure timely access to benefits. Students also may enroll dependents during the open enrollment period (July 1-Oct. 1), *after* they have confirmed their own NU-SHIP enrollment in CAESAR.

### Early September (date changes each year)

Full-time enrolled students can pick up their U-Pass. [View distribution schedule](#)  
**Passes are not active until the first day of classes for new students.**

### September 5-11

Versant (English proficiency) Testing for international PhD/MFA students

### September 6-7

The International Office's [Graduate International Student Orientation](#)

### September 14 (for Students Receiving a Stipend or Being Paid)

Students can enter their Direct Deposit details on or after September 14 in [myHR](#)

### September 17

The Graduate School's New Student Orientation  
9 AM - 3 PM Pick-Staiger Concert Hall

### September 18

Deadline to complete Sections 1 & 2 of [E-Verify](#) to be paid on September 28.

### September 20

New TA Conference

### September 24

Students can begin to register for classes at 9 AM

### September 27

Classes begin

### October 3

The last day to add a class, change a section, or change the grading basis for fall quarter. (No reductions are made to bills for dropped or swapped classes after this date. Last day for full tuition refund.)

### October 10

First invoice for year generated. You will receive an email to review your account and pay by November 1<sup>st</sup> any balance due. Remember even if you are receiving a stipend and full tuition support, you will still need to pay the Activity Fee.

### October 26

Deadline for official transcripts to be received by TGS.

### November 2

The last day to drop a class. (No tuition adjustments can be made after September 29.)

### Academic calendar

[The University's academic calendar can be viewed here.](#)