

# Arrival Check-List

## All Matriculating Students

- Submit Student Health Evaluation form to W&M Student Health (June 1<sup>st</sup> for Fall or Jan. 10<sup>th</sup> 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. 25<sup>th</sup> and Sept. 9<sup>th</sup>*
- 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)