1. GET ACCEPTED
Wait to receive your official acceptance letter from GSE Admissions. This will give you all of the information you need to get started as a new student.

2. CONFIRM ACCEPTANCE
Log in to GrAdMIT www.gradmit.buffalo.edu/login. Use the username and password given to you for the online application process. If you don’t remember, we can reset it as soon as possible to confirm your acceptance and follow the directions to set up a new secure password.

3. SET UP ELECTRONIC ACCESS
Get your UBITName, Person Number and One-Time Password
Wait to receive email notification from Graduate Enrollment Management Services that your UBITName and Person Number are BOTH available in GrAdMIT. Once you receive this email, go under the “status” tab in GrAdMIT and retrieve your UBITName and Person Number.

After you access your UBITName and Person Number, you will receive an email with your one-time password approximately 2-7 business days later (If you have previously been a UB student, you will not receive a One-Time Password. Contact UBIT Help Desk at 716-645-3542)

Once you have these three pieces, go to the UBIT activation page buffalo.edu/ubit/activate to activate your account and create your new password. If you have trouble accessing your UBIT account and/or email, please contact the UBIT Help Desk at 716-645-3542, and identify yourself as a new student.

4. IMMUNIZATION DOCUMENTATION
Immunization and Meningitis Information Requirements for New Students
In accordance with New York State Public Health Law, UB requires all students born, on or after January 1, 1957, to provide proof of immunity against measles, mumps, and rubella. The State also requires that all students receive information about meningococcal disease and have made an informed decision about whether or not to receive immunization against meningococcal disease. New UB students matriculating into a program will not be allowed to enroll in classes until they have fulfilled these requirements. Immunization requirements for non-matriculating students vary. If you have specific questions please contact the Office of Graduate Admissions at 716-645-2110.

Please visit health.buffalo.edu/immunization for complete details.

5. SELECT YOUR CLASSES
Make a list of the courses you plan to take, along with the course registration numbers. The registration numbers are online at registrar.buffalo.edu/schedules or listed under the HUB Student Center in MyUB. Discuss your options with your assigned faculty advisor.

PLEASE NOTE: if you need to take undergraduate courses while in your graduate program, you need to fill out this form registrar.buffalo.edu/pdfs/OutsideofCareerPetition.pdf and get appropriate approval to register for the course(s). According to the Office of Student Accounts, you will be charged graduate level tuition and fees for undergraduate coursework.

6. ENROLL IN YOUR CLASSES
Students enroll in classes via the HUB Student Center, which is available in MyUB myub.buffalo.edu. Information about HUB, including how-to videos, is available at buffalo.edu/hub. Please note: Registration and schedules are real-time; grades and service indicators information is updated once every 24 hours. Online services are available 7:00 a.m. - 11:00 p.m. EST daily.

TURN OVER for more helpful information
7. **UBMAIL**

To learn more about your UBmail, please go to ubit.buffalo.edu/ubmail. Faculty and the academic departments utilize student’s UBmail for all communication. If you do not wish to use your UB account, please read the directions on having your email forwarded to another account. If you have any trouble accessing your UBIT account and/or email, please contact the UBIT Help Desk at 716-645-3542, and identify yourself as a new student.

8. **PARKING AND TRANSPORTATION**

All students wishing to park on university campuses are required to register their motor vehicles annually with Parking and Transportation Services. Registration is fast and easy online at myub.buffalo.edu. Student parking is by permit only, which can also be obtained on MyUB. We strongly encourage you to obtain a parking permit before you arrive on campus for classes. Information on all parking and transportation matters, including bus and shuttle schedules, maps and directions can be found at: ub-parking.buffalo.edu

9. **GET YOUR UBCARD**

Once you have registered for classes you can get your UBCard. You will need your UBCard to access certain university services, such as the library. To receive a UBCard, you must be currently registered for classes. You also need a picture ID such as a driver’s license or a passport. The UBCard Office is located in 228 Student Union on the North Campus. Please visit the UBCard website to access their hours of operation: myubcard.com/card Please note that having your card before you begin classes is not required, but highly recommended.

10. **IMPORTANT LINKS FOR NEWLY ACCEPTED STUDENTS**

**General UB Information**
- General Information: buffalo.edu/aboutub
- Student Academic Records & Financial Services: sarfs.buffalo.edu
- Academic Calendars: registrar.buffalo.edu/calendars/academic
- Graduate Student Association: gsa.buffalo.edu
- Career Services: ub-careers.buffalo.edu
- Transportation & Parking: ub-parking.buffalo.edu
- Student Health Center/Forms: buffalo.edu/studentlife/who-we-are/departments/health
- Academic Writing Assistance: gsa.buffalo.edu/student-resources/

**Financial** (In order to be eligible for federal financial aid, you must take at least 6 credit hours).
- Free Application for Student Aid (FAFSA): fafsa.ed.gov
- Costs of Attendance: financialaid.buffalo.edu/costs/gradcost.php
- UB Financial Aid Office: financialaid.buffalo.edu/costs
- GSE Financial Aid Information: gse.buffalo.edu/admissions/fin-aid

**Registration**
- Class Schedules: registrar.buffalo.edu/registration
- HUB Student Center tab via MYUB: myub.buffalo.edu
- HUB Help: buffalo.edu/hub
- Student Forms: registrar.buffalo.edu/forms

**Buffalo Information**
- General Information: buffalo.com
- Buffalo Convention and Visitors Bureau: visitbuffaloniagara.com

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**QUESTIONS?**

Call: 716-645-2110
Visit: gse.buffalo.edu

Office of Graduate Admissions and Student Services
366 Baldy Hall
North Campus