

# NEWLY ACCEPTED STUDENT ROADMAP

## IMPORTANT INFORMATION FOR NEW STUDENTS

### 1. GET ACCEPTED

Wait to receive your official acceptance letter from GSE's Office of Admission. This will give you all of the information you need to get started as a new student.

### 2. CHECK YOUR ONLINE ACCEPTED STUDENT PROFILE

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

- a. It is the same as your application status page with the same login and password credentials. The accepted student portal is a resource to use that is tailored towards your program and personal needs. To accept your offer of acceptance, you will need to:
  - i. Complete the Reply to Offer of Admission form
  - ii. Pay your enrollment tuition deposit
- b. For international students: You will receive additional instructions on your portal regarding the I-20 visa application process.

### 3. SET UP ELECTRONIC ACCESS

- 1 **Get your UBITName, Person Number and One-Time Password.** Wait to receive email notification that your Person Number and UBITName are available in your applicant status page.
- 2 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**)
- 3 Once you have these three pieces, go to the UBIT activation page [buffalo.edu/ubit/activate](https://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 **Enroll in two-step verification from Duo.** The first time you log into UB services like HUB, MyUB or UBlearns, you will be asked to enroll a device in two-step verification to confirm it is really you and protect your account. Learn more and enroll at [buffalo.edu/ubit/duo](https://buffalo.edu/ubit/duo) as soon as you activate your UBITName ([buffalo.edu/ubit/activate](https://buffalo.edu/ubit/activate)).
- 5 Once your UB account is activated, and you enrolled in the two-step verification process, you will gain access to your MyUB profile which includes your accounts on UBmail email, HUB Student Services Center, UBlearns and more UB Applications.

### 4. CLEAR YOUR HOLDS & SERVICES INDICATORS

Once you have your UB account set up, you should begin to **remove your holds in your HUB Student Center**. Select the 'To-Do' icon and follow the instructions to remove your hold. [Follow our step-by-step guide](#).

**Immunization and Meningitis Information Requirements.** All incoming students must provide an [official record in English](#) of their measles, mumps and rubella immunity and meet the meningitis information requirement.

### 5. VERIFY NYS RESIDENCY (IF APPLICABLE)

To qualify for the in-state residency tuition rate, you must provide residency documentation indicating you have lived in New York State for 12 or more months. You can submit the required documentation to your student application portal **if you selected that you are a NYS resident on your application**. You will be deemed an out-of-state resident for tuition purposes until supporting documentation is approved to verify New York State residence. Visit your Accepted Student Portal for information including a list of required supporting documents and how to submit them for approval.

### 6. ENROLL IN OUR ACCEPTED STUDENT EVENTS AND CONTACT YOUR ADVISOR

Use the **Connect** tab of the Accepted Student Portal to find your department's contact information, as well as your faculty or academic advisor.

Use the **Next Steps** tab to find and register for accepted student events including meet and greets, new student roadmap webinars, and orientation sessions.

Once you have confirmed your enrollment, make sure to use this checklist as a resource to keep you on track during the weeks and months leading up to the start of your coursework.

### • REGISTER FOR 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](https://registrar.buffalo.edu/schedules) or listed under the HUB Student Center in MyUB. Discuss your options with your assigned faculty or academic advisor and register as soon as your enrollment window opens. Enrollment dates are listed in HUB.

\*\*Please note: if you need to take undergraduate courses while in your graduate program, you need to fill out this form and get appropriate approval to register for the course(s).

### • JOIN OUR LINKEDIN GSE CONNECT GROUP FOR ACCEPTED STUDENTS

Join [GSE Connect](#)—a private LinkedIn group created exclusively for accepted students. Once in this group you can connect with fellow newly accepted students in your program, gain access to exclusive articles and useful advice about GSE and UB.

### • REVIEW AID AND FUNDING OPTIONS

There are many options to consider when funding your graduate education. [The Office of Financial Aid](#) will help you become aware of the factors that may influence your financial aid awards. The Career Design Center offers Student and Graduate Assistant positions through the [Bullseye job-posting service](#).

\*\*Domestic students only: Fill out the FAFSA. You can [complete the FAFSA form](#) to apply for federally subsidized loans to help pay for attendance in graduate school. There are outside scholarship applications that may require FAFSA completion for consideration.

### • INTERNATIONAL STUDENTS: SUBMIT YOUR FINANCIAL DOCUMENT, RECEIVE YOUR I-20, AND COMPLETE YOUR INTERNATIONAL STUDENT CHECK-IN

All F-1 and J-1 students starting a new program at UB, transferring to UB from another U.S. university or entering the U.S. with an initial I-20 are required to complete the [International Student Check-in](#).

### • REVIEW BILLING DEADLINES AND PAYMENT PLAN OPTIONS

All UB students receive an electronic billing statement (eBill). All eBill notifications are sent via email to the student's university email address. Make sure to check UB's [Billing website](#) for your essential billing checklist.

### • 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](https://myub.buffalo.edu). Student parking is by permit only, which can also be obtained on MyUB.

### • GET YOUR UB CARD

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.

### • COMPLETE THE ONLINE EDUCATION REQUIREMENT

UB requires all new students to pass "Sexual Assault Prevention for Graduate Students," an online education requirement. The training is available on the [Student Life Gateway](#). This must be completed before the start of the semester.

### • REVIEW UB GSE'S CURRENT STUDENT RESOURCES WEBPAGE

[This webpage](#) groups helpful links for new students into different sections so you have everything you need in one place. Here you can find links like the GSE directory, counseling services, and other academic resources.

### • ON AND OFF-CAMPUS HOUSING FOR UB GRADUATE STUDENTS

Visit our [campus living website](#) for more information on applying for on-campus housing as a graduate student. Apartments and homes are available near the GSE in Amherst as well as in the City of Buffalo and the towns of Tonawanda, Clarence, and Cheektowaga.

### • SUBMIT YOUR OFFICIAL FINAL TRANSCRIPT IN YOUR ACCEPTED STUDENT PORTAL

Admitted students are required to submit official transcripts from the university they received their bachelors degree from. In order for this transcript to be considered the official version, it must be submitted to our office directly from the university you graduated from.