UCONN

Important University Business and Deadlines

ISSS, Office of the Bursar, Student Health and Wellness (SHAW),The Graduate School

WELCOME! We will begin at 8:00 a.m.

Introduce yourself in the chat. Please tell us your name and where you are joining from.

June 7, 2022

Hello!

Arthur Galinat, Associate Director - ISSS



Nadine Boudissa, International Advisor - ISSS



Agenda

- ISSS
 - ISSS To-Do List for New Students
- One Card Office
- Office of the Bursar
 - Paying your UConn Fee Bill
- Student Health and Wellness (SHAW)
 - Health History Form, MyHealth.uconn.edu, Enrolling in Student Health Insurance
- Payroll
 - New employee paperwork for new Grad Assts. (Withholding & SSN)
- The Graduate School
 - Graduate School Orientation and New Grad Student responsibilities

ISSS To-Do List

- 1. Review ISSS Pre-Arrival Information and "International Student Welcome Guide" https://isss.uconn.edu/prepare-for-arrival/
- 2. Prepare to arrive on campus by the start of classes
 - a. Storrs campus degree students need to arrive by **August 20** to move into campus housing and for orientation/welcome program **August 22**
 - Storrs campus exchange students need to arrive and move in August 20
 - c. Graduate and Regional campus students confirm orientation dates with your academic departments and arrive early enough to attend.

ISSS To-Do List cont'd

- 3. Review ISSS Pre-Arrival Orientation in HuskyCT
- 4. Attend ISSS In-Person Orientation Session
 - a. 8/22/2022 Storrs Campus Graduate Students & Undergraduate Students who started UConn Abroad.

slido



What degree are you starting at UConn?

(i) Start presenting to display the poll results on this slide.

slido



What UConn campus are you admitted to?

① Start presenting to display the poll results on this slide.

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What country are you joining us from today?

(i) Start presenting to display the poll results on this slide.

UCONN

It's More Than Your ID!

Husky One Card – One Card, Many Services

One Card Office onecard@uconn.edu

Key Points to be Covered

- Husky One Card Your Key to Campus
- How do you obtain your Husky One Card?
- What if you lose your Husky One Card?
- The One Card Office Website It's a useful tool!
- What are Husky Bucks?





Husky One Card - Your Key to Campus

Functions of the Husky One Card:

- Official UConn ID
- Husky Bucks Account
- Residence Hall and Lab Access
- Resident and Community Meal Plans
- Recreation Facility Access
- Access to Athletic Events
- Student Health & Wellness Services
- University Library Card
- Printing
- Transportation Services through U-Pass





Online Photo Submission

- Log into onecard.uconn.edu through the cardholder login with your NetID and password
- Step 1: Upload a photo of your government issued ID in JPEG format
- Step 2: Upload a head-shot photo in JPEG format according to the photo upload quidelines

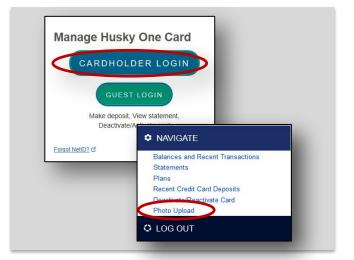


Photo Upload Guidelines

- JPEG format, color photo (no black and white)
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or ¾ angle)
- No hats, caps, scarves, or sunglasses
- No copyrighted photos or proofs
- No animals or props
- No photo filters
- Solid light background
- No shadows on face
- A straight face or smile no funny faces, please
- NOTE: If your photo does not accurately represent you, you will be asked to retake your picture in the One Card Office before we issue your card to you.

How do I obtain my Husky One Card?

UConn Campus	Distribution Location	Hours
UConn - Avery Point	Library, 1 st Floor	8:30am-6pm (M-Th) 8:30am-4pm (F)
UConn - Graduate Business Learning Center (GBLC)	Business Office Suite 503, 5 th Floor	9am-6pm (M-Th) 9am-5pm (F)
UConn – Hartford (Undergraduate & SSW Programs)	Office of Student Services, Hartford Times Building, Room 106	8:30am-4:30pm (M-F)
UConn - Law	Law Library, IT Help Desk, Room 234	By Appointment
UConn - Stamford	Operations Department, Room 101	9am-4pm (M-Th)
UConn - Storrs	Student Union, Room 228	8am-4pm (M-F)
UConn - Waterbury	Info Desk in Main Hallway	8am-6pm (M-Th) 9am-2pm (F)



If you experience difficulties uploading your photo documentation, please send a detailed email to onecard@uconn.edu, including the documents to be uploaded in JPEG format.



Husky One Card Care/Policies

Treat your Husky One Card with the care as you would a driver's license or credit card. Cards that are cared for properly, should last for several years.

Do Not:

- Use a wireless charger while your card is attached to your phone
- Mark or bend your card
- Punch holes in your card
- Scratch the magnetic strip on your card
- Use your card as an ice scraper
- Put a magnet next to your card
- Add stickers to your card





Damaged One Card:

- Burning or bubbling on card
- Vertical/horizontal gouges or scratches on magnetic stripe
- Vertical wear on the magnetic stripe
- Bent or curling cards
- Vertical break of card or ragged vertical/horizontal break
- Abnormal marks including teeth marks
- Equipment damage (such as from a washer or dryer)

SOS! Uh-oh... My card...

It's Lost

- Deactivate it at <u>www.onecard.uconn.edu</u> (mobile responsive)
- Residential Storrs students should visit the One Card Office to obtain a replacement ID
- Regional students should send a detailed email to <u>onecard@uconn.edu</u> stating a replacement ID is needed
- There is a \$30 replacement fee that can be paid via credit/debit card at www.onecard.uconn.edu or students can place the replacement fee onto their fee bill



SOS! Uh-oh... My card...

It's Broken and it's not Working... Everywhere

- Residential Storrs students should visit the One Card Office to obtain a replacement ID
- Regional students should send a detailed email to <u>onecard@uconn.edu</u> stating a replacement ID is needed
- There is a \$30 replacement fee for lost or damaged Husky One Cards and can be paid via credit/debit card at <u>onecard.uconn.edu</u> or students can place the replacement fee onto their fee bill

Will be replaced for free for normal wear

<u>It's Not Working...In my Residence</u> <u>Hall</u>

(Storrs and Stamford Residence)

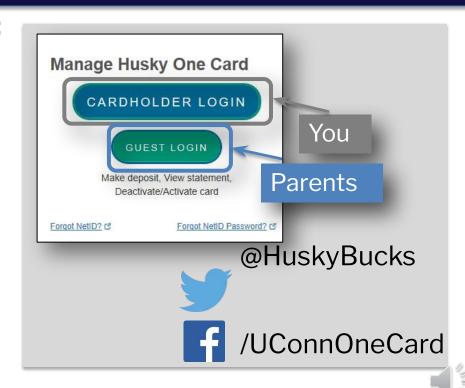
 Send detailed email to cardaccess@uconn.edu



Our Website: It's a Useful Tool!

At <u>onecard.uconn.edu</u>, patrons can:

- Check Husky Bucks Balance and Recent Transactions
- Check Meal Plan Point Balances
- View Husky Bucks Deposit Options
- Make a Husky Bucks Deposit
- Set up Low Balance Notifications
- Activate/Deactivate their Husky One Card
- Set up a Guest to view their Husky Bucks Account
- Report Residence Hall Door Access Issues
- Online Photo Submission
- Update Preferred/Display Name



Husky Bucks – Campu\$ Ca\$h

Husky Bucks is a debit account on your Husky One Card. Once funds are in the account, just swipe your card to make purchases, both on and off campus, without having to carry cash or other cards.

- One Dollar = One Husky Buck
- Cash withdrawals are not permitted
- Used for printing





Husky Bucks Deposits

IN PERSON (Storrs Campus):

- Husky Bucks Cash Deposit Terminals (Student Union, Library, and Bookstore)
- One Card Office (non-cash deposits)

ONLINE (Storrs & Regional Campus):

- The One Card Office Website onecard.uconn.edu
 - Charge the Fee Bill
 - Credit card





Do you have a Meal Plan?

Husky Bucks and Points are NOT the same



Husky Bucks

- You decide how much to deposit and when to deposit
- Never expire
- Refundable upon graduation
- Use at all on campus restaurants, cafes, and businesses
- Use off-campus at local restaurants and stores
- Use at UConn Bookstore

Meal Plan Points

- Quantity determined by meal plan and you cannot add extra at discounted rate
- Expire at the end of every semester
- Use 'em or lose 'em
- Use only at UConn Dining Services food locations
- Cannot be used off campus
- Cannot be used at UConn Bookstore



These are just a few of the merchants who accept Husky Bucks!



















































Contact Information



Office of the Bursar



Amanda Ehrhardt,
Office of the Bursar

Fee Bill Due Dates

- You will receive an email when bill is issued. View fee bill in your Student Administration system.
- Undergraduate Fall fee bills will be issued by end of June and due 8/1
- Graduate Fall fee bills will be issued by early July and due 8/26
- What happens if bill isn't paid on time?
 - Late fees up to \$300
 - Hold restricting you from adding classes and other University services such as the Rec Center until paid in full

Paying Internationally? No problem!

Pay through Western Union Global Pay for Students

- Send payment in your home currency
- All fees shown upfront
- Allows for tracking and research if there's an issue
- Begin by registering the payment through our custom link

https://student.globalpay.wu.com/geo-buyer/universityofconnecticut#!/

Please do not send a wire directly to UConn!

<u>Important!!</u> Only wire what is due to your fee bill. Any overpayment will be returned back to the originating bank account.

More Info on our Website

www.bursar.uconn.edu

We're here to help!

- Email: bursar@uconn.edu
 - Phone: 860-486-4830
- Live Chat on our website
- In-Person at our office in the Wilbur Cross Building



Student Health and Wellness (SHaW): Important Business & Deadlines

Tuesday, June 7th

VACCINATION REQUIREMENTS



Required Vaccinations (Immunizations)__

Measles (or MMR)

- Two vaccinations
 - First dose on or anytime after your 1st birthday, and second dose no sooner than 28 days after your first dose **OR** documentation of positive measles titer (blood test)

Varicella (Chicken Pox)

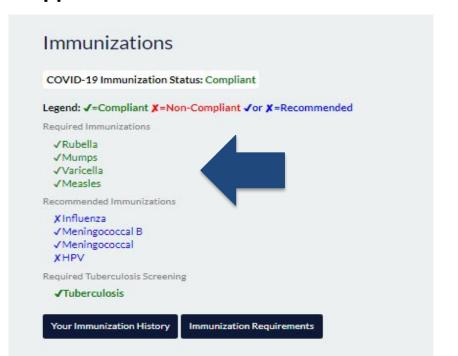
- Two vaccinations
 - First dose on or anytime after your 1st birthday, and second dose no sooner than 28 days after your first dose **OR** documentation of positive measles titer (blood test)

Tuberculosis Screening

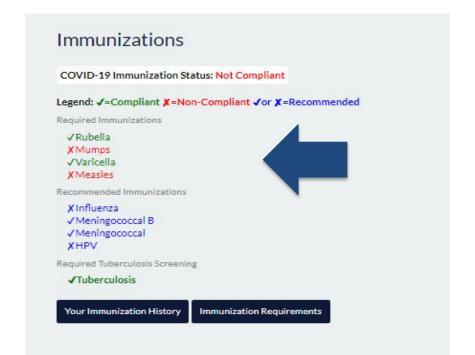
- Complete "Tuberculosis (TB) Risk Assessment" in Student Health Portal.
- If you answer "yes" to any question you will need a TB test.
- Tuberculosis testing must be done within 6 months of your matriculation date.

Do I Have To Schedule An Immunization Appointment?

If you are 100% compliant, you do NOT need to schedule an immunization appointment.



If you are NOT compliant, you DO need to schedule an immunization appointment!



Submitting Your Health Requirements

1. Obtain a copy of your official vaccination record from your doctor's office.

2. Go to your ().

3. Select "Pending Forms" and enter your vaccination information.

4. Upload your official vaccination record OR under 'Document Upload' on your _()

DUE JULY 1st

HEALTH INSURANCE



How Healthcare is Different in the United States

- The United States does **not** have universal healthcare.
- All medical services have a cost.
- The cost of services depends on the insurance you have.
- With insurance, you may still need to pay a co-pay, co-insurance, or deductible for medical appointments or services
- What is a Co-Pay?
 - A fixed amount (\$20, for example) you pay for a covered health care service.
- May need to see a general doctor before you can see a specialist

Health Insurance

- It is University policy that all full-time students must have medical insurance coverage while at UConn
- How much you pay for your plan can determine what is covered
- Generally, plans with lower monthly payment have higher deductibles. Plans with higher monthly payments usually have lower deductibles.
- Some low-cost plans do not cover preventative care like immunizations and physicals. They only cover you in an emergency.

Health Insurance

- Student Health Insurance Plan (SHIP)
 - Obtain an ID card through the "Wellfleet Cigna" Secure
 Member Portal Account
- Plan you buy yourself (i.e. Medicaid, Access Health, Exchange Plan)
 - Plan carried by a parent or spouse
 - Plan provided by an employer

Student Health Insurance Plan (SHIP)

Students studying outside of the U.S. during Fall 2021 will NOT be automatically enrolled in insurance.

Check your Fall 2022 fee bill. If you were not billed, contact shaw-businessoffice@uconn.ed u to be enrolled.

UCONN Term Fee Bill

Term Fees

Credits

Spring2022

Deleges Francisco

Total Term Fees:

Jonathan Husky

University of Connecticut

Empl ID: 1234567

Balance Forward:	\$0.00	\$0.00	
	Personalize Find 💷 🎩	First 🕚	1-12 of 12 🕦 Las
Term Charges		Date Posted	Due Date
Technology Fee	75.00	11/03/2021	01/08/2022
Transit Fee Storrs	84.00	11/03/2021	01/08/2022
Activity Fee UG Storrs	96.00	11/03/2021	01/08/2022
Infrastructure Fee UG Storrs	234.00	11/03/2021	01/08/2022
Student Recreation Center Fee	250.00	11/03/2021	01/08/2022
Student Health & Wellness Fee	318.00	11/03/2021	01/08/2022
Visa Compliance Fee	350.00	11/03/2021	01/08/2022
University Fee UG Storrs	690.00	11/03/2021	01/08/2022
Health Insurance	1,733.00	11/03/2021	01/08/2022
Value Meal Plan	3,010.00	11/03/2021	01/08/2022
Double Room	3,619.00	11/03/2021	01/08/2022
Ugrad OS Tuition Storrs UENGR	18,849.00	11/03/2021	01/08/2022

\$29,308.00

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Health Insurance for Families

- If you have family here with you at UConn that are **not** students, it is important they have insurance too.
- Spouses or children can be enrolled in the Student Health Insurance Plan (SHIP)

Health Insurance for New Graduate Assistants. Fellows, & Interns

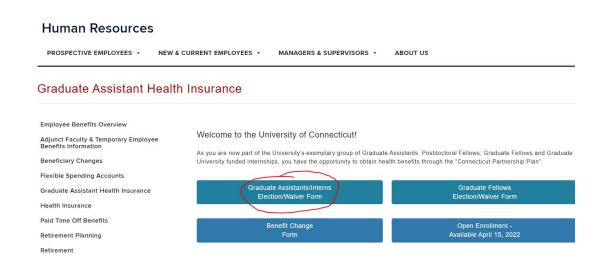
New Graduate Assistants:

You have **31 days** from your start date to enrolled in healthcare coverage through the Connecticut Partnership Plan.

Coverage is effective on September 1st, 2022

Failure to enroll means waiting until August 2022.

If you have questions, please contact Human Resources at benefits@uconn.edu or call 860-486-3034.



hr.uconn.edu/ga-health-insurance

IMPORTANT DATES



Important Dates

- Friday, 7/1/2022 Deadline to Submit Health History Form
- Monday, 8/8/2022 AlcoholEdu Opens
- Monday, 8/22/2022 International Graduate Student Orientation
- Thursday. 9/15/2022 Last day to waive school insurance

Have Questions About Health Requirements or Insurance?

SHaW Business Office

• shaw-businessoffice@uconn.edu

SHaW Health Information Management

studenthealth@uconn.edu



UCONN | UNIVERSITY OF CONNECTICUT

STUDENT HEALTH AND WELLNESS

studenthealth.uconn.edu

860-486-4700

studenthealth@uconn.edu



UConn Payroll



Jennifer Martin, Non-Resident Alien Taxation - Payroll

<u>jennifer.m.martin@uconn.edu</u> <u>payroll@uconn.edu</u>

https://payroll.uconn.edu/

UConn Payroll

Tax Withholdings:

- Wages are subject to federal and state taxes
- Each individual's situation is different and can affect tax liability

To determine your withholding

STEP 1: Complete the online Foreign National Information Form upon arrival in the US

STEP 2: Payroll will send you pre-populated tax forms with explanations for your review and signature

STEP 3: Return your signed tax withholding forms via the secure link in the email.

IMPORTANT: The above process may take 1-2 weeks and will not prevent you from being paid.

Foreign National Information Form

Complete the online Foreign National Information Form upon arrival in the US

Visit: https://payroll.uconn.edu/forms/

> Foreign National Information Form

Scan and Bookmark



UConn Payroll

Apply for Social Security Number (SSN):

- SSN is an identification number for tax purposes
- Must be employed to apply for SSN
- ISSS will assist with SSN application process
 - o <u>isss.uconn.edu</u> > Resources > Driving, SSN and Taxes
 - https://isss.uconn.edu/social-security-itin-2/

IMPORTANT: You can begin working without SSN but you must provide a copy to the Payroll Department via the secure link <u>Upload SSN here</u> so year end tax forms are generated correctly.

Tax Return

If you work on campus or have a taxable scholarship/fellowship you will need to file a tax return annually using SSN.

There are two resources to help international students:

- Volunteer Income Tax Assistance (VITA) can assist with tax return filing process https://accounting.business.uconn.edu/undergraduate/vita-program/
- Sprintax software from ISSS

ISSS will hold several tax workshops to explain more about the tax filing procedures in the U.S. starting in December 2022.

UConn Payroll

Additional Information:

- Form I-9: Employment Eligibility Form. Must be completed with your department on the first day of hire.
- **Direct Deposit** Can be set up once you begin working
- Social Security Number: <u>Upload SSN here</u>
- Payroll Website: www.payroll.uconn.edu
- Students receiving a grant, scholarship or fellowship should contact taxcompliance@uconn.edu for further tax related instructions

The Graduate School



Megan Petsa, The Graduate School

The Graduate School's New Student Orientation

The Graduate School's New Student Orientation

- For all newly-matriculated graduate students
- Fully online
- New graduate students will receive an emailed invitation in late July
- Modules through HuskyCT can be done asynchronously
- A recording of the Fall 2021 orientation is available on our <u>YouTube channel</u>

The Graduate School's Orientation Page

- You can find details about our orientation here along with links to other University orientations and resource pages
- Continually updated--check back for updates!
- Visit our <u>Orientation Page</u>

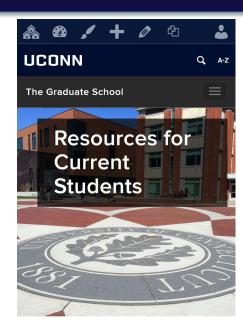


Information for New Graduate Students

Information for New Graduate Students

- What you need to know and what you need to do to get off to a great start, including information on:
 - Registration resources
 - Technology tutorials
 - Housing options
 - Policies and procedures
- Visit our <u>Information for New Graduate Students</u> webpage

- Register for classes every semester
 - Self-enroll through the <u>Student Administration System</u>
 - Important Registration Information for Graduate Students



As you continue on your graduate student journey, there will be challenges along your path. We created this repository of resources to help current students at all stages of their graduate journey. There are links ortant forms, student services, and unities on campus. We hope these resources

will foster academic, professional, and personal growth.

New Student > Current Student

The Graduate School is here to support you at all stages of your graduate career.

Read about academics, guidance and support, career support, and more at our <u>Current Student Resources</u>

<u>Page</u>

Find quick links to forms, resources, and opportunities to get involved

Graduate Student & Postdoctoral Affairs (GSPA) Team

What Does GSPA Do?

Supports graduate education by developing engaged communities across multiple disciplines at the University of Connecticut. We help graduate students and postdoctoral scholars across the University achieve their academic, professional, and personal goals during their time at the University of Connecticut.

How Can GSPA Help You?

- Advocacy and Referral
- Individual Direct Private Support
- Mediation and Conflict Resolution
- Academic Leave of Absence
- Programming and Professional Development
- Partnering with Grad Student Organizations
- Postdoc Steering Committee
- University-wide Competitions and Awards

Late Arrivals

Late Arrival Request for New Graduate Students:

- Webpage: https://grad.uconn.edu/forms/late-arrival/
- You must have approval to arrive after the first day of the semester.
 - GAs are expected to arrive by the start date of their appointment. Arrangements to arrive between August 23 and August 29 can be made directly with your supervisor
 - Arrival after Day 10 (September 12) cannot be approved.
- Detailed information will be shared with grads in July



Graduate Assistants

"Graduate Assistant (GA)" is an umbrella term that includes both Teaching Assistants (TAs) and Research Assistants (RAs).

Registration

- Deadline to register: the start date of your GA appointment
- For GAs, 6 credits is considered full-time. (For non-GA grads, full-time = 9 credits.)
- You can still adjust your schedule through the add/drop period but you must maintain six credits of enrollment

Tuition Waiver and Fee Bill

- Your tuition waiver will not appear on your account unless there is both an active payroll authorization (processed by your department) and you are enrolled in six credits.
- GAs have access to <u>GA payroll deductions</u> to pay their student fees each semester

Graduate Assistants

- New Graduate Assistant Onboarding Page
 - This page will orient GAs who fall under the Graduate Employees Union (GEU) and provide information, resources, and to-do items specific to your role as a GA, including:
 - Social Security Number (SSN) updates
 - Once you have received your SSN, you will need to update both Payroll <u>and</u>
 Student Admin. To update Student Admin, use the <u>Biographical Update Request</u>
 <u>Form.</u>
 - GA Health Insurance
 - Parking
 - ITA Orientation and testing
 - Required Trainings
- This page will answer many questions you may have as you start your assistantship and will help you connect with the offices that can answer specific questions.

Graduate Assistant Onboarding Page

Graduate Assistant Trainings

Required Trainings:

- Employee Safety Training Assessment (during your first week of employment)
- Diversity Awareness Training (during your first semester of employment)
- Sexual Harassment Prevention Training (during your first semester of employment)
- Compliance Training (annually)
- New TA Orientation at the Center for Teaching and Learning (Tuesday, August 23)
- International Teaching Assistant Orientation
- "U Got This 2!" Interpersonal Violence Prevention training required for all new graduate students

Learn more at The Graduate School's **GA Mandatory Trainings Page**

Important Upcoming Dates

- Friday, 7/1/2022- Deadline to submit Health History Form
- Monday, 8/01/2022- Deadline to pay fee bill for Undergraduate students
- Sunday, 8/07/2022- Early move-in for new graduate students living on campus at Storrs
- Saturday, 8/20/2022- New Student Move In Date
- Monday, 8/22/2022- ISSS New Student Orientation

Questions



One Card Office - https://onecard.uconn.edu/

Office of the Bursar - bursar@uconn.edu

Student Health and Wellness studenthealth@uconn.edu

Payroll - payroll@uconn.edu

The Graduate School gradschool@uconn.edu

International Student and Scholar Services (ISSS) international@uconn.edu

Student Health Insurance Plan

Students studying outside of the U.S. during Fall 2021 will not be automatically enrolled in insurance.

Check your Spring 2022 Fee Bill If you were not billed contact tresca.smith@uconn.edu to be enrolled.

