WELCOME! We will begin at 8:30 a.m.

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

Arthur Galinat,
International Student & Scholar Services
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. Submit Spring 2022 Study Plan to ISSS  
   https://isss.uconn.edu/spring-2022-study-plan/

   a. For all students studying at UConn in the U.S.  
   b. Complete the online orientation prior to arrival.

4. Prepare to arrive on campus by the start of classes  
   a. Storrs campus degree students need to arrive by January 13 for  
      orientation/welcome program January 14-January 17.  
   b. Storrs campus exchange students need to arrive and move in January 15  
   c. Regional campus students confirm orientation dates with your academic  
      departments and arrive early enough to attend.
What degree are you starting at UConn?
What UConn campus are you admitted to?
What country are you joining us from today?
One Card Office

Danielle Canfield
One Card Office

Presenting:
It’s More Than Your ID!
It’s More Than Your ID!

Husky One Card – One Card, Many Services

One Card Office
Key Points to be Covered

01 Husky One Card - Your Key to Campus!
02 How do you obtain your Husky One Card?
03 What if you lose your Husky One Card?
04 What are Husky Bucks?
05 Questions?
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
How do I obtain my Husky One Card?

- UConn Students will be given the option to select “Mail Card”, “Law School”, “GBLC” or “Pick up at Storrs Campus.”
  - UConn non-residential students: all Husky One Cards will be mailed by default to the mailing address listed in the Student Administration System. *(For this reason, we request that all mailing addresses in the Student Administration System be reviewed at the time of photo documentation upload to ensure that it is up-to-date to avoid any delays in receipt of the Husky One Card.)*
  - UConn Storrs/Stamford residential students: will be mailed their Husky One Cards up until 2-weeks prior to move-in.
  - All UConn patrons may also opt to pick up their Husky One Card at the Storrs campus One Card Office, located in the Student Union in room 228, across from the Information Center. The One Card Office hours are Monday through Friday, 8am – 4pm.

- 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.
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 guidelines

**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.
Husky One Card -
When do I know to “tap” my ID versus “swipe” my ID?

Tap your Husky One Card when you see the “tap” sticker

Areas you may “tap” your One Card:
• When printing on campus
• When accessing your Residence Hall, at the Dining Facility or at the Recreation Facility

Other Unique Features:
• If you lose your One Card, your credentials may need to be reprogrammed when you receive a new card
• A Door Access Administrator may ask for these numbers so you may gain access to assigned buildings and labs
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 [www.onecard.uconn.edu](http://www.onecard.uconn.edu) (mobile responsive)
- Residential Storrs students should visit the One Card Office to obtain a replacement ID
- Regional students should send a detailed email to onecard@uconn.edu stating a replacement ID is needed
- There is a $30 replacement fee that can be paid via credit/debit card at onecard.uconn.edu or students can place the replacement fee onto their fee bill

**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 onecard@uconn.edu 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 onecard.uconn.edu or students can place the replacement fee onto their fee bill
- Will be replaced for free for normal wear

**It's Not Working... In my Residence Hall (Storrs and Stamford Residence)**
- Send detailed email to cardaccess@uconn.edu
Husky Bucks – Campus Cash

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

Check out onecard.uconn.edu for a list of Husky Bucks Merchants near you!
Contact Information

onecard.uconn.edu
onecard@uconn.edu
860-486-3129
@HuskyBucks
UCOneCard

Location:
One Card Office
Student Union, Room 228

Hours:
Monday through Friday
8am – 4pm
Fee Bill Due Dates

• You will receive an email when bill is issued. View fee bill in your Student Administration system.

• **Undergraduate** Spring fee bills will be issued by end of November and **due 1/8**

• **Graduate** Spring fee bills will be issued by early December and **due 1/14**

• 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 GlobalPay 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!*

**Important!!** 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

Jocelyn Cates, SHaW- Health Information Management

Tresca Smith, SHaW - Business Operations
Immunization Requirements

Required Vaccinations:

**TWO** measles (or MMR) immunizations (one after your first birthday and one at least 28 days later), OR

Documentation of positive measles titer (blood test)

**Varicella** (Chicken Pox) – **TWO** varicella immunizations (one after your first birthday and one at least 28 days later), OR

Documentation of positive varicella titer (blood test)

**Tuberculosis Screening** – Complete the “Tuberculosis (TB) risk assessment” on your student health portal. If you answer “yes” to any of the questions you will need a **TB test**. All Tuberculosis testing must be done within 6 months of your matriculation date.

If required there are two acceptable testing methods:

QuantiFERON®-TB Gold (QFT-GIT)

tuberculin skin test (PPD)

[Health Information | Student Health and Wellness (uconn.edu)]
Submitting your requirements

**Step 1:** Obtain a copy of your official immunization record from your physician’s office.

**Step 2:** Go to [Student Health Portal](https://myhealth.uconn.edu) select “pending forms” and enter your immunization information.

**Step 3:** Upload your official immunizations record OR [Health History Form](https://myhealth.uconn.edu) under ‘document upload’ on your [Student Health Portal](https://myhealth.uconn.edu)

Due **January 1st** for Spring 2022
Do I have to schedule an immunization appointment?

If you are 100% Compliant you do **NOT** need to schedule an immunization appointment.

Check the Student Health Portal! Visit

[https://myhealth.uconn.edu/](https://myhealth.uconn.edu/)
Do I have to schedule an immunization appointment?

If Not Compliant, You Must Schedule An Immunization Appointment
AlcoholEdu is an online, evidence-based alcohol prevention program that empowers college students to make well-informed and safe decisions about alcohol.

Opens December 30th

Part 1 is due January 13th

If you are 25 or older you are exempt from the program and you will not receive an invitation in your email

Alcohol, Other Substance Use, & Support | Student Health and Wellness (uconn.edu)
https://studenthealth.uconn.edu/alcohol-substance-support/
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.
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,
  - Complete the online [Foreign National Information Form](#) upon arrival in the US
  - I will send you pre-populated tax forms with explanations for your review and signature
  - Return your signed tax withholding forms via the secure link [Upload Signed International Tax Forms here](#)

IMPORTANT: The above process may take 1-2 weeks and will not prevent you from being paid.
Social Security Number (SSN) and Tax Return:

- SSN is an identification number for tax purposes
- Must be employed to apply for SSN
- ISSS will assist with SSN application process
- Each employed individual will need to file a tax return annually using SSN
- Volunteer Income Tax Assistance (VITA) can assist with tax return filing process [https://accounting.business.uconn.edu/undergraduate/vita-program/](https://accounting.business.uconn.edu/undergraduate/vita-program/)

IMPORTANT: You can begin working without SSN but you must provide a copy to the Payroll Department via the secure link [Upload SSN here](#) so year end tax forms are generated correctly.
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**: [Upload SSN here](#)
- **Payroll Website**: [www.payroll.uconn.edu](http://www.payroll.uconn.edu)
- Students receiving a grant, scholarship or fellowship should contact [taxcompliance@uconn.edu](mailto:taxcompliance@uconn.edu) for further tax related instructions
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 December
  - Modules through HuskyCT can be done asynchronously
  - Welcome and Current Student Panel (synchronous) will be Tuesday, January 13th
  - A recording of the Fall 2021 orientation is available on our YouTube channel

- The Graduate School’s Orientation Page
  - https://grad.uconn.edu/incoming-students/orientation/
  - You can find details about our orientation here along with links to other University orientations and resource pages
  - Continually updated--check back for updates!
The Graduate School’s New Student Orientation

- **Information for New Graduate Students**
  - Webpage: [https://grad.uconn.edu/incoming-students/transitioning/](https://grad.uconn.edu/incoming-students/transitioning/)
  - What you need to know and what you need to do to get off to a great start

- **Information for Current Students**
  - Webpage: [https://grad.uconn.edu/graduate-students/student-resources/](https://grad.uconn.edu/graduate-students/student-resources/)
  - TGS is here to support you at all stages of your graduate career—academics, guidance and support, career support, and more
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 January 5 and January 18 can be made directly with your supervisor.
  - Arrival after Day 10 (January 31) cannot be approved.
- Detailed information will be shared with grads in early December.
“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 GA payroll deductions to pay their student fees each semester
Graduate Assistants

- **Social Security Number (SSN) updates**
  - Once you have received your SSN, you will need to update both Payroll and Student Admin. To update Student Admin, use the Biographical Update Request Form.

- **GA Health Insurance**
  - Enroll through Core-CT. Access will be available after January 5.
  - Must enroll in or waive coverage within 31 days of start date.
  - Benefits information can be found here: https://hr.uconn.edu/ga-health-insurance/

- **Parking**
  - GAs are eligible for Area 2 parking
  - Apply online at www.park.uconn.edu.

The Graduate School’s Information for Graduate Assistants page: https://grad.uconn.edu/assistantships/
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, January 11)
- International Teaching Assistant Services
- “Not Anymore” training - required for all new graduate students

The Graduate School’s GA mandatory trainings page: [https://grad.uconn.edu/assistantships/training/](https://grad.uconn.edu/assistantships/training/)
Questions

One Card Office - [https://onecard.uconn.edu/](https://onecard.uconn.edu/)

Office of the Bursar - [bursar@uconn.edu](mailto:bursar@uconn.edu)

Student Health and Wellness
[studenthealth@uconn.edu](mailto:studenthealth@uconn.edu)

Payroll - [payroll@uconn.edu](mailto:payroll@uconn.edu)

The Graduate School
[gradschool@uconn.edu](mailto:gradschool@uconn.edu)

International Student and Scholar Services (ISSS)
[international@uconn.edu](mailto:international@uconn.edu)