



Check-list for incoming SP2 Students

1. Welcome & Congratulations again on your acceptance and enrollment to SP2!

- a. Please submit your enrollment fee by signing in to your online application. Once completed you will begin receiving email communication from SP2.

2. Save the Date: New Student Orientation

3. Like us on Facebook and visit the Incoming Students 2014 event page.

- a. Begin connecting with new students and to receive information about housing, new student orientation and etc.

4. Apply for Financial Aid

- a. Complete FAFSA - www.fafsa.ed.gov
Complete loan entrance counseling and sign master promissory note - www.studentloans.gov
[List of local banks on Penn's campus](#)

5. Set up your Penn Key & Password

- a. Your PennKey gives you access to a Penn email account and many other essential online services. You will receive a Penn Key Set-Up Code in the mail or e-mail within 5 to 7 business days after your enrollment fee has been submitted. As soon as you receive the set-up code, you can create your Pennkey. This step is critical because your PennKey will allow you to complete most of the remaining tasks on this checklist.
- b. **If you need help with Penn Key access, contact Albert Louie at louie@sp2.upenn.edu**

6. Visit Campus Express: Available to incoming students May 2015

- a. You must have your PennKey & password to access Campus Express.
- b. Campus Express allows students to create their SP2 email account, buy a meal plan, request a PennCard, which is necessary to access buildings on campus and access health insurance information and forms.

7. Find a place to live

- a. On-campus housing is available to graduate students at Sansom Place <http://cms.business-services.upenn.edu/residential-services/applications-a-assignments/graduate-students/on-campus-housing.html>
- b. Graduate students can also apply to become a Graduate Assistant in one of Penn's undergraduate college houses. As a graduate assistant you would provide supportive



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services and programming for undergraduate students in dorm. Housing costs are covered and a subsidized meal plan is provided.

To apply: <http://www.collegehouses.upenn.edu/join/ga>

- c. Off-campus housing options:

Campus-Apartments <http://www.livecampusapts.com/>

Moving to Philadelphia:

http://www.upenn.edu/provost/graduate_admissions/moving/housing

- d. Planning your Search/ Local Neighborhoods: <http://cms.business-services.upenn.edu/offcampusservices/planning-your-search/housing-search-basics.html>

8. International Students

- a. Be sure you complete all the necessary tasks before you arrive; see the [International Students & Scholars Pre-arrival Checklist](#). Also, don't forget to check in with the [Office of International Programs](#) at 3701 Chestnut Street, Suite 1W, as soon as you arrive at Penn. In the spring, you can also participate in Online Information Sessions for Incoming International Students.

9. Enroll in or waive Student Health Insurance

- a. You must sign up for [Student Health Insurance](#), or show proof of acceptable alternate insurance, by the deadline of August 31. If you miss this deadline, you will automatically be enrolled (and billed for) student health insurance.

10. Sign up for Direct Deposit

- a. Direct Deposit is the safest and easiest way to get any Student Account Refunds and Payroll you may receive. Go to [Penn InTouch](#) and select "Student Billing Account," then "Enroll in Direct Deposit." You will need a U.S. bank account; [see a list of banks close to campus](#).

11. Update your personal information

- a. Update your address information, emergency contacts, and profile on [Penn InTouch](#). Carefully review your billing, local, and permanent addresses so that communication from your school will be sent to the correct address. Periodically review your profile to make sure everything is correct.