Incoming Student Checklist

- Obtain your GWorld Card **ASAP**
  - The GWorld Office is on the bottom floor of the Marvin Center, and is open 8:30am to 4:30pm

- Complete and Submit Immunization Form to Colonial Health Center via Online Portal **ASAP**
  - *Only If Born After August 1, 1993*
  - Submit electronically at mychc.gwu.edu and log in with your NetID and password

- Arrange for Third Party Billing (if you want a tuition invoice mailed to your sponsor) by **August 24**
  - Send a letter from your sponsor which includes the (1) name, (2) billing address, and (3) telephone number of your sponsor, as well as (4) your name, (5) GWID, and (6) the dollar amount of definition of fees and charges to be paid to thirdparty@gwu.edu

- Register for **Fundamental Issues in US Law and Legal Research and Writing for International LLM Students** **ASAP**
  - In BanWeb, go to “Student Records and Registration” -> “Registration Menu” -> “Register, Drop and/or Add Classes”, type the Course Registration Numbers of the two classes, 90861 and 92969, hit “Submit”

Immigration Tasks (All Tasks Mandatory for F-1 and J-1 Students)

- Check In to ISO Online ([https://internationalservices.gwu.edu/e-check](https://internationalservices.gwu.edu/e-check)) AND
- Check In to ISO In Person
  - Bring your passport to the International Services Office, 5th floor of the Marvin Center
- Update Your Local Address In BanWeb
  - Go to [https://banweb.gwu.edu](https://banweb.gwu.edu), log in, then click “Personal Information Menu” then “Update Addresses” then change your “current” address to your residence in the D.C. area

Accounts and Tech-Related Tasks

- Watch How-To Videos About Email Accounts, Bill Payment, and More...
  - [https://law.gwu.libguides.com/computing_HowTo_tutorials](https://law.gwu.libguides.com/computing_HowTo_tutorials)
- Download the “GW Pal” (Personal Alarm Locator) App and Sign Up for GW Alerts on BanWeb (optional)
- Establish Automatic Forwarding of @gwu.edu Email Address to @law.gwu.edu (optional)
- Update Pronoun and Preferred Name, and Record Name Pronunciation, on the GW Law Portal
- Need Help? Go to the Information Desk on the first floor of the Law School Monday 8:30am - 10am, Tuesday 8:30am - 10am; 2:30pm - 5:30, Wednesday 8:30am - 10am, and Thursday 9am - 11am (Outside those hours please stop by the Help Desk window on the 2nd floor of Stockton (Room 202) or email ithelp@law.gwu.edu.)

Getting Ready for Classes

- Rent a Locker through the Student Bar Association (SBA) (optional) – Lower Lerner 102
  - 5:00pm – 7:00pm on Wednesday
  - 9:00am – 12:30pm; 5:00pm – 6:30pm on Thursday
  - 9:00am – 10:30am; 4:00pm – 5:00pm on Friday
- Take a Guided Tour of the Law School (optional) – Stockton Information Desk
  - 9:00am, 5:00pm, & 6:00pm on Thursday
  - 9:00am and 5:00pm on Friday
- Purchase Law School Books and Supplies
  - GW Bookstore – Marvin Center Lower Level, Open 9:00am to 5:00pm
  - SBA Used Book Sales – (Location and Time Same as Locker Rentals, Above)
- Submit Change of Specialization Form (If Necessary) by August 30
- Retrieve Assignments on Law Portal At Least 24 hours after You’ve Registered for a Class!