

## SCHEDULE OF EVENTS

**STUDENT ID DISTRIBUTION** - ID cards can be picked up from your department **beginning the week of August 20th**. Anyone who did not submit a photo will need to go to the Deacon OneCard Office located in Angelou Hall, Suite 001. <http://rlh.wfu.edu/current-students/deacon-onecard/>.

**TA ORIENTATION – Wednesday, August 22<sup>nd</sup>, Greene Hall Room 162, 1:00 – 3:00 p.m.**

All new graduate students who have been awarded a Teaching Assistantship (TA) are required to attend.

### **INTERNATIONAL STUDENTS:**

**Check In Sessions: Thursday, August 23<sup>rd</sup> or Friday, August 24<sup>th</sup>**

Office of Global Programs and Studies, 116 Reynolda Hall, 9:00 a.m. – 11:00 a.m.

All new international students are required to check in with the Office of Global Programs and Studies.

**International Student Library Orientation and Tour: Friday, August 24<sup>th</sup>**

ZSR Library, Auditorium Room 404, 1:00 – 1:30 p.m.

**International Student Orientation: Friday, August 24<sup>th</sup>**

**The Barn on Reynolda Campus, 5:00 p.m. – 7:00 p.m.**

All new international students are required to attend the New Graduate International Student Orientation presentation and dinner.

### **NEW GRADUATE STUDENT WELCOME SOCIAL**

**Friday, August 24<sup>th</sup>, The Barn at Reynolda Village, 106 Reynolda Village, 2:00 – 4:00 p.m.**

All new graduate students are requested to attend.

### **COLLECTION OF TAX AND I-9 FORMS/STIPEND DISTRIBUTION**

**August 31<sup>st</sup> – Room 122 Manchester Hall – 9:00 a.m. – 12:00 Noon.**

If you are a student who is receiving a stipend (Assistantship or Graduate English Fellowship), you will be required to complete the following forms:

- W-4, NC-4, Direct Deposit forms and I-9 (Employment Eligibility Verification) Form and Instructions

***Additional information will be going out to students at a later date with instructions on how to access the forms through our new university system Workday. It will also provide a list of acceptable documents that are required for verification.***

Human Resources must see your **original document(s)**, please bring one of the acceptable document (unexpired) from List A or List B and C to 122 Manchester Hall between 9: 00 a.m. – 12:00 p.m. on Friday, August 31st. A Human Resources representative will be there to collect and process your forms. Stipends will also be distributed from this location during this time. Failure to provide original verification documents will prolong the distribution of your stipend. Contact Human Resources at 336-758-4700 if you have any questions.

Graduate students are paid on the last day of each month.

### **MONDAY – AUGUST 27th**

**1<sup>st</sup> Day of Classes**