Wesleyan University

Office of Graduate Student Services

Fall 2016
New Graduate Student Packet
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Welcome to graduate student life at Wesleyan! The graduate community is made up of approximately 200 students working toward PhD or MA degrees in Astronomy, Biology, Chemistry, Earth and Environmental Sciences, Mathematics and Computer Science, Molecular Biology and Biochemistry, Music and Ethnomusicology, and Physics. Also part of the graduate community is a group of non-degree seeking students who are spending time at Wesleyan as Foreign Language Teaching Assistants, German Exchange students, and Writing Fellows.

The Office of Graduate Student Services will be your primary administrative office. Staffed by Cheryl-Ann Hagner (Director) and Barbara Schukoske (Administrative Assistant V), the office is open Monday through Friday 8:30am-5pm. The office is located on the first floor of the Exley Science Center, rooms 128-132. The office suite includes a small lounge that is available to graduate students 24 hours per day, seven days per week. We are here to help you and hope you will not hesitate to contact us if you have a question before you arrive or to stop in once you have arrived.

This packet includes important information related to your arrival at Wesleyan. Please review the information and contact us if you have any questions.

Arrival Dates: Please plan to arrive between Tuesday August 23, 2016 and Monday August 29, 2016.

Travel Arrangements: Notify your department of your expected arrival day/time. Information on getting to Wesleyan from an airport or train/bus station is available: http://www.wesleyan.edu/about/visitors/transpor.html

Housing: Review the Wesleyan-owned graduate housing options and submit an application not later than July 1, 2016. http://www.wesleyan.edu/reslife/grad_housing/index.html Graduate student housing opens on Tuesday August 23, 2016. Please do not arrive before this date.

Orientation: Orientation is scheduled to begin at 9am on Tuesday August 30, 2016. Review the enclosed Orientation schedule and plan to be at all mandatory sessions. Orientation will include opportunities to get to know other graduate students, to learn more about Wesleyan, to receive instructions on enrolling in the university and registering for classes, and to process paperwork related to stipend payments and tax forms.

Immigration: International students will receive a questionnaire via email from Ms. Janice Watson, the Coordinator of International Students during the first week of May. Please return the questionnaire as soon as possible. This is the first step in the visa application process. NOTE: Visas for international students who are sponsored by an organization outside of Wesleyan such as Fulbright or USAID will not receive a questionnaire from Wesleyan. The sponsoring organization will process the visa. Foreign Language Teaching Assistants will receive information from Ms. Eloise Glick.

Wesleyan Email Username: An email will be sent in June to your personal email address with your Wesleyan email username, a temporary password, and instructions on how to access Wesleyan email from off-campus.

We look forward to meeting you and helping you with a smooth transition to life at Wesleyan.

Sincerely,
Cheryl-Ann Hagner
Director, Graduate Student Services
chagner@wesleyan.edu

Barbara W. Schukoske
Administrative Assistant V
bschukoske@wesleyan.edu
# TENTATIVE

New Graduate Student Orientation Schedule - Fall 2016

ESC = Exley Science Center

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
<th>LOCATION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue Aug 23</td>
<td>8:30am-5pm</td>
<td>Grad Stu Housing Opens</td>
<td>Pick up keys in Office of Residential Life, North College, Room 019, (lower level)</td>
<td></td>
</tr>
<tr>
<td>Tue Aug 30</td>
<td>9am-12pm</td>
<td>New Grad Student Orientation</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Mandatory for all new graduate students, BA/MA students, and non-degree seeking students</td>
</tr>
<tr>
<td>Tue Aug 30</td>
<td>12pm-1:15pm</td>
<td>All Grad Student Picnic Lunch</td>
<td>ESC Patio, Lawn Ave (Rain Site: ESC Lobby)</td>
<td>Optional</td>
</tr>
<tr>
<td>Tue Aug 30</td>
<td>1:15pm-4pm</td>
<td>New Grad Student Orientation</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Mandatory for all new graduate students and non-degree seeking students. Optional for BA/MA students.</td>
</tr>
<tr>
<td>Tue Aug 30</td>
<td>4pm- 5pm</td>
<td>New International Students</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Mandatory for all new international students</td>
</tr>
<tr>
<td>Wed Aug 31</td>
<td>9am-12pm</td>
<td>Pedagogy</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Mandatory for all new graduate students, BA/MA students, and non-degree seeking students</td>
</tr>
<tr>
<td>Wed Aug 31</td>
<td>2pm</td>
<td>Campus Tour</td>
<td>Meet at Office of Graduate Student Services, ESC Rooms 128-132</td>
<td>Optional</td>
</tr>
<tr>
<td>Thu Sept 1</td>
<td>10am-1pm</td>
<td>Chemical Hygiene</td>
<td>ESC Room 58 (lower level)</td>
<td>Mandatory for all new graduate students in the lab sciences, including BA/MA students.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Fri Sept 2</th>
<th>By appointment during the hours of 9am-5pm</th>
<th>Forms Collection</th>
<th>Office of Graduate Student Services, ESC Rooms 128-132</th>
<th>Mandatory for all new graduate students, BA/MAs, and non-degree seeking students</th>
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</thead>
<tbody>
<tr>
<td>Important Dates</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fri Sept 2</td>
<td>8:30am</td>
<td>On-Campus Enrollment Begins</td>
<td></td>
<td></td>
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<tr>
<td>Mon Sept 5</td>
<td>5pm</td>
<td>On-Campus Enrollment Ends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon Sept 5</td>
<td>8:30am</td>
<td>Drop-Add Period Begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon Sept 5</td>
<td>8am</td>
<td>Classes Begin</td>
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Wesleyan University
Graduate Housing

Housing Options
Graduate Students have the option to live in Wesleyan-owned housing or in units that are privately owned. The Office of Residential Life coordinates Wesleyan housing. The Office of Graduate Student Services posts announcements about privately owned housing options to a graduate student list serve.

Wesleyan Housing
Wesleyan housing is available to graduate students currently enrolled in a graduate program and their immediate family members (domestic partners/spouses and children or legal dependents). Rentals are organized through the Office of Residential Life.

Types of Wesleyan Housing
There are three options for Wesleyan graduate housing: one-person apartments, group housing, and family housing. Descriptions of available housing and rental rates are posted on the Office of Residential Life website: http://www.wesleyan.edu/reslife/grad_housing/grad_options.html

Applying for Housing
It is recommended that you apply for housing as soon as possible. Every effort will be made to meet your housing preference; however, housing is provided on a space-available basis and is not guaranteed. Upon receiving notification of your assignment, you will be given the opportunity to decline Wesleyan University housing prior to signing your lease. The application is available http://www.wesleyan.edu/reslife/grad_housing/grad_housing_app.html

Lease
Students must sign a binding lease with the University upon receiving keys for their unit. A security deposit of $200 is required upon signing the lease. Signing the lease indicates an agreement to live in Graduate Housing for the duration of one academic year. All leases end on May 31st of each year.

Rental Insurance
We highly recommend that each resident of Wesleyan graduate housing consider purchasing a rental insurance policy. Information on a commonly used rental insurance policy can be found here: http://www.nssi.com/

Important Dates
Applications for Wesleyan graduate housing are due before July 1, 2016
Assignments for Wesleyan graduate housing will be made by mid-July.
Wesleyan graduate housing will open on Tuesday Aug 23, 2016

Contact Information
If you have any questions, please contact Amy Alfano in the Office of Residential Life at 860-685-3550 or reslife@wesleyan.edu
Wesleyan University

Health Insurance

University policy mandates that all students maintain health insurance in order to avoid potentially difficult and costly medical situations and to ensure that medical services outside the University Health Center are covered. Wesleyan provides the following options for health insurance coverage.

1. Gallagher Student Health & Special Risk: Please see the Gallagher web site for policy information and rates: https://www.gallagherstudent.com/. Graduate students selecting this plan are responsible for enrolling by the enrollment deadlines posted on the University Health Services web site http://www.wesleyan.edu/healthservices/geninfo/insurance.html.

2. CIGNA: This plan is limited to full-time, degree-seeking graduate students who receive a stipend. It is not available for non-degree seeking students such as foreign language teaching assistants, German exchange students, Ford Fellows, etc. Enrollment is processed through the Wesleyan Office of Human Resources. For information about the CIGNA plan and rates: http://www.wesleyan.edu/grad/student-services/health.html. Please note that graduate students are not eligible for Delta dental insurance.

3. Wesleyan graduate students are eligible to access healthcare services at the University's Davison Health Center. Services are available during academic sessions. For more information about the Davison Health Center: Davison Health Center Services.

Students may elect to provide their own insurance and must submit proof of insurance to the Office of Graduate Student Services. Students will be required to sign an insurance waiver form. Failure to provide proof of insurance and submit a signed waiver form will result in automatic enrollment in the Gallagher health plan. This one-time charge will be billed to the student’s account.
Welcome to Wesleyan. To fully qualify for enrollment, all incoming students must meet certain health standards set by the State of Connecticut and the University. These include compliance with vaccination against Measles, Mumps, Rubella, Varicella, Meningitis and Tuberculosis blood testing and possible testing for Hepatitis B. You must also complete a health form (version for fall matriculation available in May) and found online at: www.wesleyan.edu/healthservices/office/healthforms.pdf.

To simplify and facilitate the process of immunization compliance, Wesleyan’s Davison Health Center has organized a special clinic during which incoming graduate students should schedule a 20-minute visit with a Health Center Nurse.

Please call 860-685-2470 or email healthforms@wesleyan.edu to schedule an appointment.

TB/Vaccination Clinic
Date Wednesday,
September 7, 2016
9a.m. – 4p.m.
Additional appointment times available as needed.

Please refer to the table below for the procedures and costs:

<table>
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<tr>
<th>PROCEDURE</th>
<th>COST</th>
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<tbody>
<tr>
<td>Tuberculosis blood test</td>
<td>Lab cost if testing required</td>
</tr>
<tr>
<td>Hepatitis blood test</td>
<td>Lab cost if testing required Lab cost if titers required</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella vaccine confirmation</td>
<td>Lab cost if titer required/approximately $135 if vaccine requested instead of blood titer</td>
</tr>
<tr>
<td>Varicella vaccine confirmation</td>
<td></td>
</tr>
<tr>
<td>Meningitis vaccine required</td>
<td>Approximately $135 if needed</td>
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Thank you for your cooperation with this procedure. If you fail to provide a health form or comply with the required screening, a hold will be placed on your enrollment and purchase of books. Please note - It takes about twenty-four hours for a hold to clear.
Wesleyan University
Stipend Information
Students not receiving a stipend may disregard this page

The 9-month stipend year for new graduate students runs from September 1 through May 31.

Stipends are paid bi-monthly on or around the 15th and the 30th of each month. Half of each month’s rent will be deducted from each stipend payment for students that reside in university housing.

Graduate students, except international students, are responsible for determining their own tax liability. New graduate students are required to complete forms W-4 and CT W-4 and submit an I-9 employment form. This will be done during Orientation. You will not receive a stipend payment until these forms are completed and submitted. If you have questions regarding your tax forms or tax status, please contact the Payroll Office at payroll@wesleyan.edu.

The Payroll Office will assist new international students in determining your tax status while at Wesleyan. Please address questions relating to income taxes to the Payroll Office at payroll@wesleyan.edu. Be sure to identify yourself as an international graduate student.

A limited number of dependency allowances are available each year. Information on the dependency allowance and applications are available in the Office of Graduate Student Services. When approved, payments will be made via Direct Deposit on the first pay period of each month.

Please direct questions about stipends to Cheryl-Ann Hagner, Director of Graduate Student Services, 860-685-2223, chagner@wesleyan.edu.

**Stipend Amounts for Science and Math, 2016/2017**
12-months: $30,570 (June 1 – May 31)
9-months:  $22,927.50 (September 1 - May 31)
  (Monthly: $2,547.50)

**Stipend Amounts for Music, 2016/2017**
PhD 12-months:  $ 25,984.50 (June 1 – May 31)
PhD  9-months:   $ 19,488.37 (September 1 - May 31)
  (Monthly: $ 2,165.37)
MA 12-months:   $ 19,870.50 (June 1 – May 31)
MA  9-months:    $ 14,902.87 (September 1 - May 31)
  (Monthly: $ 1,655.87)

Stipend Rates for Foreign Language Teaching Assistants are determined by each program. Students should refer to the offer letter for stipend information.

**Dependency Allowance**: $130 per approved dependent, per month
Students who enter the United States in either an F-1 or J-1 visa status are usually considered non-resident aliens for income tax purposes during the first five calendar years present in the U.S. Compensation and miscellaneous payments may be subject to income tax withholding and/or reporting. Collection of information and data assists Wesleyan in determining a student’s tax residency status. Non-resident aliens are taxed under a separate set of IRS rules than U.S. citizens, permanent residents or resident aliens.

**DURING ORIENTATION**
- Provide personal information on a Foreign National Information Form (FNIF).
- Provide copies of passport, visa, I-94 (printed from web-site), and I-20/DS-2019.
- Complete and sign U.S. Federal and CT state income tax withholding statements, or W4 forms.
- Complete and sign a USCIS Employment Eligibility Verification, or I-9 form.
- If applicable, sign a Tax Treaty Exemption Statement, or 8233 form. More than 60 countries have tax treaties with the U.S. If a treaty benefit is available to a student, the student may take advantage of the benefit and should sign a tax treaty form each year in January.
- Sign a Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, or W-8BEN form.

*Please note that initial income tax related documents will be collected during Orientation. Thereafter, income tax processing is administered in the university’s Payroll Office.*

**ANNUALLY**
- Receive a W2 earnings statement from the Payroll Office each January. If a student receives a check from Wesleyan Payroll anytime during a calendar year, he/she will receive a W2 earnings statement the following January. Create a folder labeled “Wesleyan Income Taxes” and save all tax documents in a safe place.
- Receive a 1042-S statement from the Finance Office each February. If a student receives a non qualified scholarship and/or a tax treaty exemption from Wesleyan during a calendar year, he/she will receive a 1042-S statement the following February. Save in the “Wesleyan Income Taxes” folder. A 1042-S form is not issued for a student who receives a qualified scholarship.
- All students who receive either a W2 or 1042-S statement during a calendar year are required to file a U.S. federal income tax form, or 1040NR, by the following April 15th.
- All students who do not receive income during a calendar year are required to complete a Statement of Exempt Individuals, or 8843 form, and submit to the IRS by the following June 15th.
- Wesleyan provides its international students access and instructions to a web-based tax filing software called FNTR. We **strongly recommend** non-resident alien students use FNTR to prepare their 1040NR or 1040NR-EZ or 8843 forms. The software is easy to use and accurate. Instructions and passwords are provided to students by the Payroll Office every year during February/March.
Dear New Graduate Student:

Congratulations on choosing Wesleyan University to help you further your education. We look forward to your arrival and the opportunity to provide you with your Wesleyan University photo identification card, the WesCard.

Your WesCard is essential to access the University libraries, dining facilities, the Freeman Athletic Center, and any residence halls where you may reside. You also have the option of participating in the Middletown Cash Program, through which you may deposit and use money on your card to purchase meals at local restaurants, use laundry facilities on campus, purchase books or other items at Broad Street Books and participating Middletown merchants, and much more. For extensive information about your Wesleyan ID and instructions on how to obtain your Wesleyan ID, please visit our website at http://www.wesleyan.edu/wescard/glsgradinfo.html.

If you have any questions or concerns, please contact me at (860) 685-5300. Best wishes for a successful academic term.

Sincerely,

Cathy – Lee Rizza
Assistant Director of Student Accounts/WesCard Office
Office of Graduate Student Services
Electronic Communication

There are three list-serves available for communication within the graduate community. In early June, new graduate students will receive a Wesleyan email address, username and password. This information will be sent to your personal email address. Your personal email address has been added to the list-serve for new graduate students (#1 below). You may use this list serve to ask questions. All new graduate students are on this list and will see emails sent to this address.

1. new_graduates_q_a@wesleyan.edu
   - Your personal email address was added to this list upon your acceptance.
   - All new, incoming students, administrators in the Office of Graduate Student Services, and a few current graduate student volunteers receive this list.
   - We use this list to communicate information to new incoming students.
   - You may not unsubscribe from this list.
   - You may post any questions you have about Wesleyan to this list.

2. GSA-Announce@wesleyan.edu
   - This list is comprised of the Wesleyan email address of all graduate students.
   - This list will be used for important announcements from the Office of Graduate Student Services or from Wesleyan.
   - This list is not used to communicate information that is not official Wesleyan business i.e. rental advertisements and rideshare requests.
   - You may not unsubscribe from this list.
   - You may not post notices to this list.

3. gsa@wesleyan.edu
   - This list is used for messages that are not official announcements from this office or from Wesleyan. It is for sharing informal information such as rental opportunities or rideshare requests.
   - The Wesleyan email addresses of all new incoming graduate students are added to this list.
   - You may unsubscribe from this list.
   - You may post to this list.
   - Students who have unsubscribed and would like to re-subscribe may contact Barbara Schukoske at bschukoske@wesleyan.edu.

Information Technology Services (ITS)

Wesleyan’s investment in Information Technology is part of the overall commitment to the well-rounded liberal arts education for all students. We regard the ability to engage technology as one of the essential capabilities that Wesleyan graduates must develop for the 21st century. For more information about the technology and services offered to Wesleyan’s students, staff and faculty click on the following link: http://www.wesleyan.edu/its/