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Welcome to graduate student life at Wesleyan! The graduate community consists 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 22, 2017 and Monday August 28, 2017.

**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](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, 2017. [http://www.wesleyan.edu/reslife/grad_housing/index.html](http://www.wesleyan.edu/reslife/grad_housing/index.html) Graduate student housing opens on Tuesday August 22, 2017. Please do not arrive before this date.

**Orientation:** Orientation is scheduled to begin at 9am on Tuesday August 29, 2017. 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.

There will be a pre-orientation session for new international graduate students on Friday August 25, 2017. All new international students are welcome to attend. Please plan accordingly.

**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 visa information from Ms. Jennifer Bomar.

**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.

Cheryl-Ann Hagner, Director  Barbara W. Schukoske, Administrative Assistant V  
chagner@wesleyan.edu  bschukoske@wesleyan.edu
# TENTATIVE

**New Graduate Student Orientation Schedule - Fall 2017**

*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 22</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>Fri Aug 25</td>
<td>Noon – 3pm</td>
<td>Pre-Orientation for New International Graduate Students</td>
<td>Woodhead Lounge, ESC Room 184</td>
<td>Optional for new International graduate students – lunch provided</td>
</tr>
<tr>
<td>Tue Aug 29</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 29</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 29</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 29</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 30</td>
<td>9am-12pm</td>
<td>Pedagogy for PhDs, MAs, BA/MAs</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 30</td>
<td>9am-12pm</td>
<td>Pedagogy for FLTAs</td>
<td>Fisk Hall</td>
<td>Mandatory for all new Foreign Language Teaching Assistants</td>
</tr>
<tr>
<td>Wed Aug 30</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>Wed Aug 30</td>
<td>3:30 pm</td>
<td>BA/MA Meeting</td>
<td>Woodhead Lounge</td>
<td>Mandatory for all BA/MA students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Continued on next page</strong></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event</td>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Thu Aug 31</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>
</tr>
<tr>
<td>Fri Sept 1</td>
<td>By appointment during the hours of 9am-5pm</td>
<td>Forms Collection</td>
<td>Office of Graduate Student Services, ESC Rooms 128-132</td>
<td>Mandatory for all new graduate students, BA/MAs, and non-degree seeking students</td>
</tr>
</tbody>
</table>

**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Sept 1</td>
<td>8:30am</td>
<td>On-Campus Enrollment Begins</td>
</tr>
<tr>
<td>Mon Sept 4</td>
<td>5pm</td>
<td>On-Campus Enrollment Ends</td>
</tr>
<tr>
<td>Mon Sept 4</td>
<td>8:30am</td>
<td>Drop-Add Period Begins</td>
</tr>
<tr>
<td>Mon Sept 4</td>
<td>8am</td>
<td>Classes Begin</td>
</tr>
</tbody>
</table>
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/housing_application.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, 2017
Assignments for Wesleyan graduate housing will be made by mid-July.
Wesleyan graduate housing will open on Tuesday Aug 22, 2017

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/insurance/index.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 or Writing Fellows. 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.

Foreign Language Teaching Assistants must purchase the Gallagher Student Health Insurance Plan and
may not elect to provide their own insurance. Questions about this should be directed to Ms. Jennifer
Bomar in Academic Affairs, jbomar@wesleyan.edu.
To: All Incoming Graduate Students  
From: Joyce Walter, Director of Davison Health Center  
Re: Health Form/Vaccination Compliance and Tuberculosis Screening

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 17 matriculation available in late 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 6, 2017**  
**9a.m. – 4p.m.**  
**Additional appointment times available as needed.**

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

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Cost</th>
</tr>
</thead>
<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</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella vaccine confirmation</td>
<td>Lab cost if titers required</td>
</tr>
<tr>
<td>Varicella vaccine confirmation</td>
<td>Lab cost if titer required/approximately $200 if vaccine requested instead of blood titer</td>
</tr>
<tr>
<td>Meningitis vaccine required</td>
<td>Approximately $150, if needed</td>
</tr>
</tbody>
</table>

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.

Davison Health Center  
327 High Street  
Middletown, CT 06459  
860-685-2470  
TDD 860 685-4788  
Fax: 860-685-2471
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, 2017/2018
12-months: $31,794 (June 1 – May 31)
9-months: $23,845.50 (September 1 - May 31)
(Monthly: $2,649.50)

Stipend Amounts for Music, 2017/2018
PhD 12-months: $27,024.90 (June 1 – May 31)
PhD 9-months: $20,268.63 (September 1 - May 31)
(Monthly: $2,252.07)
MA 12-months: $20,666.10 (June 1 – May 31)
MA 9-months: $15,499.53 (September 1 - May 31)
(Monthly: $1,722.17)

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

Dependency Allowance 2017/2018 = $141.50 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-20/DS-2019 and I-94 (print your I-94 from website: [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home))
- 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 the University Bookstore 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/glspgradinfo.html](http://www.wesleyan.edu/wescard/glspgradinfo.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-serve 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. **ogss-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/](http://www.wesleyan.edu/its/)
Planning for Arrival Expenses

We recommend that you arrive prepared with access to approximately $2000 US dollars to get yourself settled at Wesleyan. Depending on your situation, you could incur expenses for the following:

**WESLEYAN GRADUATE HOUSING DEPOSIT**

A $200 housing deposit is due when the student signs the lease. The deposit can be cash, money order, personal check, cashier’s check, or wire transfer. The deposit will be returned with interest when the student leaves University housing. Any charges incurred by Physical Plant or Residential Life will be deducted from the deposit.

**HEALTH INSURANCE PREMIUM**

University policy mandates that all students maintain health insurance. Graduate student health insurance premiums vary depending on the type of insurance that is selected. The fee for Gallagher Student Insurance is added to the student’s Student Account by the end of September. Wesleyan electronically sends a billing statement to every Wesleyan student account holder via the assigned Wesleyan email account. Each bill must be settled with Student Accounts within 30 days. The premium for students who enroll in Cigna insurance will be deducted from the student’s paycheck. For information on making payments to the Student Account: [http://www.wesleyan.edu/grad/student-services/Student%20Accounts.html](http://www.wesleyan.edu/grad/student-services/Student%20Accounts.html)

**HEALTH IMMUNIZATIONS**

The State of Connecticut requires proof of certain immunizations. If you require lab tests or vaccines, the out-of-pocket costs are approximately $150-$350. For more information refer to page 7 of the New Student Information Packet: [http://www.wesleyan.edu/grad/student-services/StudentPacketFall.pdf](http://www.wesleyan.edu/grad/student-services/StudentPacketFall.pdf)

**GROCERIES AND HOUSEHOLD ITEMS**

The Transportation Department offers a free local grocery shuttle service every Sunday from 12:30pm-3:30pm. The van leaves from the Usdan University Center and travels to two local grocery stores -- Aldi and Price Chopper -- and returns to Usdan.

The Graduate Student Association hosts a shopping trip during arrival week to bring students to local stores to purchase household items that you were not able to bring with you (i.e. bedding, kitchen supplies, etc).
**LAUNDRY**

Laundry facilities are available on campus. You swipe your WesCard or Mac-Gray Card (depending on your residence) to pay for using the washers and dryers. For information about laundry on campus: [http://www.wesleyan.edu/wescard/Laundry/Index.html](http://www.wesleyan.edu/wescard/Laundry/Index.html)

**BOOKS**

Books that are required for classes are sold at the University book store. Payment is via credit card, cash, or check.

**GSA FEE**

$20 will be charged to each graduate student’s student account for the Graduate Student Association student activity fee.

**STIPEND PAYCHECK DATES**

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

**NOTES FOR STUDENTS NEW TO THE USA**

**INCOME TAXES**

The stipend dollar amount stated in your offer letter is the amount paid before taxes are withheld. Taxes will be withheld from your paycheck. International students: For more information refer to page 10 of the New Student Information Packet: [http://www.wesleyan.edu/grad/student-services/StudentPacketFall.pdf](http://www.wesleyan.edu/grad/student-services/StudentPacketFall.pdf)

**TIPPING ETIQUETTE**

Tipping for many services is customary in the US. Be prepared to tip waiters at sit-down restaurants, bartenders, barbers/hairdressers, taxi drivers, and food delivery folks. You can calculate the tip as a percentage of your total bill: 15-20% is considered standard in most communities.