

Incoming Student Checklist

This checklist has been compiled to help you organize yourself this summer with required, and optional, items to be completed by **August 18th** (unless otherwise noted). If you have any questions, please contact Student Affairs at Student_Affairs@kgi.edu.

Attendance at Orientation and Academic Prologue are REQUIRED

Items to Complete in August:

- Orientation and Academic Prologue attendance provide additional information to the Student Affairs Office by **August 11th**. | [Orientation and Academic Prologue Registration](#), [Student Information](#)
- All students are required to submit proof of immunizations. Details will be communicated from the Student Affairs Office for all programs except MSPA, OTD, MSGC and PharmD. Students in these 4 programs will receive communication from their directors.
- Please email student_affairs@kgi.edu to request a medical or religious exemption.
- Complete the liability waiver form. | [Keck Graduate Institute Liability Waiver](#)
- Every student will be required to complete the following trainings.
 - [CITI Training](#): Click on the link provided and complete the training by **August 18th**.
 - Responsible Conduct of Research
 - Human Subjects Research
 - [Vector Solutions](#): Login information will be sent directly from Vector Solutions by late July. Complete by **August 23rd**
 - Diversity, Equity, and Inclusion
 - Sexual Harassment Prevention and Alcohol EDU
- All students (as are faculty and staff) are required to assign KGI the rights to inventions created at KGI, in exchange for a share of any net proceeds from commercializing that invention | [Invention Proprietary Information Agreement](#)
- Create a Handshake account to use for all things related to your career, including registering for KGI career events, internships, job search, and more | [Handshake Account Sign Up](#)
- Create a KGI branded email signature | [Instructions](#)
- Review the laptop and software requirements to ensure your computer can run required programs. Many professional and engineering applications will not run in an iOS platform | [Laptop and Software Requirements](#)

Items to Complete in September:

- All students are required to have medical insurance. A Graduate Student Health Insurance Plan (GSHIP) will be automatically added to student accounts. Students can waive out of GSHIP by providing proof of comparable insurance, by the deadline of **September 15**. International students will have the option of enrolling in an international student health insurance plan. Coverage information and a waiver link will be sent to your KGI email.
- Register for 7C Timely Health to access free, 24/7 virtual medical and counseling services. You will receive the registration information in August. Deadline to register **September 15th**.

Recommended tasks:

- If interested in housing, information can be found here | [Housing Information](#)
- Follow KGI's social media channels | [Facebook](#) | [Instagram](#) | [TikTok](#) | [X](#) | [YouTube](#) | [LinkedIn](#)
- If you need accommodations, please review our website and schedule a meeting with our team by emailing student.accessibility@kgi.edu | [Student Accessibility Services Website](#)
- Familiarize yourself with information from [KGI's Registrar's Office](#)

We are excited to be apart of your next educational adventure!
Looking forward to seeing you on August 19th.