Checklist for New Students

1. Fulfill admission provisions (if granted provisional admission)

If you have been granted provisional admission, your official admission letter listed the actions that you must take to secure full admission.

The most common provision is to have a hard copy of your official transcripts sent directly from the institution to the university (or hand-delivered in a sealed envelope). The transcript must show the degree awarded. If you just recently graduated, wait until the transcript records degree awarded.

A common provision for international applicants is the English provision. Visit the Graduate School website for more information (gradschool.umd.edu/admissions/international-admissions).

You have until the end of the first term to have your provision lifted.

2. Create your directory ID and password

Visit the IT division’s website (it.umd.edu/new/student.html) to create your Directory ID and set up your e-mail account. You will use your Directory ID and password to access University of Maryland resources, such as the online registration system (Testudo) and your university email account.

3. Get your student ID

Student IDs are available in the Mitchell building. To obtain an ID, you must be registered for classes and you must have proof of identity, such as a valid driver’s license or passport. If you have questions about the ID system, contact the Office of the Registrar at (301) 314-8240.

You may use your ID to withdraw books from libraries; ride the shuttle buses; and gain admission to most athletic, social, and cultural events. You may also use it as a prepaid debit card for UMD food establishments and printing services, and as a general form of identification on campus. Learn more on the Registrar’s website: registrar.umd.edu/current/Policies/id-cards.html.

4. Submit your immunization records

If you have not done so already, turn in the required immunization records to the University Health Center as soon as possible (health.umd.edu/clinicalservices/allergimmuntravel/immunizations). If you have any questions regarding immunization, contact the University Health Center at (301) 314-8114.
5. Register for classes

The university’s web-based registration services are available online at testudo.umd.edu. Follow these steps to register for classes:

1. Select “Office of the Registrar.”
2. Select “Registration (Drop/Add).”
3. Select the term for which you are registering.
4. Enter your Directory ID and password.
5. Create your schedule for that term.

See the Schedule of Classes: ntst.umd.edu/soc

Review the Graduate Registration Policies: gradschool.umd.edu/catalog/registration_policies.htm

6. Review campus policies

For campus policies and practices, please consult the Graduate Catalog: gradschool.umd.edu/catalog

For program policies and practices, please consult your program’s or department’s website.

7. Read the UMD Honor Pledge

The University of Maryland Graduate School expects all graduate students to uphold the highest standards of academic integrity and adhere to the UMD Honor Pledge: osc.umd.edu/OSC/AcademicHonorPledge.aspx

8. Remember that the Graduate School is here to help

You are a student of the Graduate School. We are here to support you from admission to graduation and every milestone in between.

If you have any questions or concerns regarding your graduate education, please feel free to contact us:

- By phone at (301) 405-3644,
- By email at gradschool@umd.edu, or
- In person at 2123 Lee Building.

We are open Monday through Friday from 8:30 a.m. to 4:30 p.m.

Visit the Students section of the Graduate School website for more guidance and resources: gradschool.umd.edu/students