

Graduate Student Checklist

Welcome to GW! As you begin your program, feel free to use our helpful checklist to make sure you are in good financial and administrative standing with GW.

General Checklist:

- Check in with your department and school about orientation or new student sessions.
- Claim your [GW NetID](#) to setup your GW email.
- [Register](#) for your courses.
- Calculate your [cost of attendance](#), which is the most that you would be able to borrow in additional loan programs to cover your [tuition and fees](#), room and board, transportation, books and supplies, and personal expenses.
- If you want to grant another individual access to your financial, [GWorld](#), and educational records, be sure to submit your [FERPA Student Consent Form](#).
- Request your [parking permit](#) for the semester or year.
- Visit the [Office of Graduate Student Assistantships & Fellowships](#) for potential funding opportunities.
- [Arrange](#) for your bill to be paid in full by the first day of the semester, or sign up for the [Monthly Payment Plan](#).
- Enter your bank account information in [Student Account eBill](#) to make electronic payments and receive your [direct deposit credit refund](#) automatically.
- Update your current address in [GWeb](#).
- If you received a [tuition award](#), check with your department to find out when it will be applied to your student account.
- Review the [withdrawal and refund policy](#).
- Explore the option of purchasing [tuition insurance](#) to protect your tuition investment.
- If you are a GW employee, learn more about your [tuition benefits](#).
- If you have an organization paying your bill (such as an embassy or employer), submit your sponsor authorization to [Third-Party Billing](#).
- Be sure to check for financial and registration [holds](#) prior to your designated time to register each semester.
- If you are already covered by a medical insurance policy, you may be eligible or consider waiving the [Student Health Insurance Plan \(SHIP\)](#). The deadlines for waiving SHIP are August 1 through September 12 for the Fall Semester and December 1 through February 1 for Spring Semester.

Financial Aid Checklist:

- Submit your [Free Application for Federal Student Aid \(FAFSA\)](#).
- We will automatically award the [Federal Direct Unsubsidized Loan](#).
- Review [Direct Loan limits](#) for your degree program.

- Apply for a [Federal Graduate PLUS Loan](#) or [Private Alternative Loan](#) to cover additional charges or expenses and then submit GW's [Supplemental Graduate Loan Questionnaire](#) (located under forms and documents then click the graduate tab) for the correct aid year.
- [Complete Entrance Counseling](#) for the Federal Loan Programs.
- [Complete Loan Agreement for a Subsidized/Unsubsidized Loan \(MPN\)](#) and [Complete Loan Agreement for a PLUS Loan \(MPN\)](#) if applicable.

Prepare for Graduation:

- At the beginning of the semester in which you plan to graduate, be sure to submit your [Application for Graduation](#) online by the appropriate deadline. Please also note the deadlines for making name and address changes.

Do you still have questions? Do not understand the process? Cannot find what you are looking for? We are happy to help, [just let us know!](#) You can also call at 202-994-9000.

This checklist is not all encompassing, please check with your department for additional requirements.