

INFORMATION SHEET
Baylor University Graduate School
www.baylor.edu/graduate/incomingstudents

Welcome to Baylor!

1. A student must complete the [health form](#) before registering for classes. If you have any questions, please call the Health Center at (254) 710-1010. *Please Note: OMBA and EMBA students **are not** required to complete the health form.*
2. Students may register for classes only after receiving the letter of admission from the Graduate School. If you were *admitted before receiving your degree, you are required to send a final transcript, to Graduate Admissions by the first day of class or a hold will be placed on your registration.* International students in F-1 status must also qualify for an I-20 before they are permitted to register. Go to www.baylor.edu/globalengagement for additional information.
3. To find out more information about registering for classes your first semester, please contact your graduate program office directly. You can also visit the Office of the Registrar's website www.baylor.edu/registrar. If you need to **obtain your Bear ID** (used to create your Baylor email address) or **Baylor ID** number, go to www1.baylor.edu/managebid. It is *very* important that you use your Baylor email address throughout your studies at Baylor. It is the email address that is used by the Cashier's office, and all other administrative offices on campus.
4. All graduate students receiving a stipend must complete an I-9 and a W-4 form. The Department of Homeland Security holds Baylor accountable for the proper collection of information and completion of these forms. Please go to our [Graduate Student Employment Forms](#) webpage for more information and copies of the forms.

If you are receiving a stipend you are also eligible to use the installment plan for paying university fees at no additional charge (normally a \$60 charge). Contact the **Cashier's Office** now for more information about the installment plan and university fees. cashiers_office@baylor.edu (254) 710-2311

5. If you want to pursue financial aid to help with your costs there are priority dates that you need to meet. Go to www.baylor.edu/sfs for more information regarding financial aid programs and the application process. If you have further questions after reviewing this information please contact the Financial Aid Office by phone at 1-800-BAYLOR-U, option 8,2, then 3 for a counselor or 254-710-2611 or by email at Financial_Aid@baylor.edu. International students are not eligible for US Government (federal) funding.

Please Note: To ensure timely processing of you FAFSA, Baylor needs either your Social Security Number or individual Taxpayer Identification number. If you did not provide this information in your application, please login to BearWeb and click Student Academic Services >> Student Records >> Update Missing SSN (this option will only appear in BearWeb if you did not already provide this information).

6. Only coursework which appears in the *Graduate Catalog* may confer graduate credit. Your Graduate Program Director can help you with questions.

7. If you registered for graduate-level coursework under the category of “post baccalaureate,” please be aware that any graduate-level courses will have to be petitioned for credit toward your graduate degree program.

8. For those programs requiring foreign language, the requirement will consist of one or more languages approved by the degree program in consultation with the Graduate School. Proficiency in a foreign language may be demonstrated via any one of the options listed in the *Graduate Catalog* under Specific Degree Requirements for each degree.

9. Graduate students are required to be *enrolled in at least one graduate credit* during the semester of graduation and to file an ‘Intent to Graduate Form’ with the Graduate School at the beginning of the semester of graduation. Students are responsible for meeting all deadlines stated in the *Graduate Catalog*. International graduate students must be enrolled in a minimum of 9 credit hours each academic semester, except during the thesis or dissertation phase of their program. Please contact International Student and Scholar Services if you have questions (254-710-1461 or ISSS_Support@baylor.edu).

10. Bacterial Meningitis Vaccine Requirement: Bacterial meningitis caused by *Neisseria meningitis* may be a serious infection, rapidly leading to death or disfigurement. The best way to prevent infection is to be immunized against it. College students are at increased risk because of age and lifestyle issues.

As of January 1, 2012, all new, entering college students in the state of Texas who are under the age of 22 need to have had a bacterial meningitis vaccine within the last 5 years **in order to attend class.**

There are two ways a student may be exempted from this requirement:

1. An affidavit or certificate signed by a physician who is duly registered and licensed to practice in the United States, stating that in the physician’s opinion, the vaccination would be injurious to the health and well-being of the student; OR
2. An affidavit signed by the student saying that the student declines the vaccination for reasons of conscience, including religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. This form may be requested by going to <https://corequest.dshs.texas.gov/>.

All new, entering students under age 22 must comply with the above requirements at least 10 days prior to the first day of the semester/term. **Students will not be allowed to register for classes until they have satisfied the above requirements.**

If you have questions, please contact the Baylor Health Center: http://www.baylor.edu/health_center/

11. As a graduate student, you are a member of the **Graduate Student Association**. Visit www.baylor.edu/gsa to find out more information. The Graduate School web site is www.baylor.edu/graduate.

12. Congratulations! We look forward to hearing from you. If the letter from the department did not include a response portion, please let us know your intent regarding the offer of admission by emailing us at Graduate_Admissions@baylor.edu. Please include your first and last name and department of study. If you already know your Baylor ID number, please include that too.

Additional Information for Admitted International Students

- As an international student, you will need U.S. Immigration Form I-20 (from Baylor's International Student and Scholar Services Office) in order to obtain an F-1 entry visa from the U.S. Embassy or U.S. Consulate in your country. International students who are Canadian citizens do not need an F-1 visa but must pay the SEVIS fee. Instructions are included in the information packet sent with the I-20.

Once you have been fully accepted into the Graduate School, you will receive an email from the International Student and Scholar Services Office with directions to login and request your I-20.

Please read the important information found on [The Center for Global Engagement](#) about the F1 visa, the I-20 and SEVIS, and events and activities.

All international students are required to enroll in health insurance. Visit Baylor's [Health Services](#) website for important information.

Students receiving assistantships must have a Social Security number. Information about applying for a Social Security number will be provided when you check in with the ISSS Office.

- An information packet will be sent with your I-20. You are responsible for reading it carefully and following instructions. Become familiar with the Important Dates pages.
- International students are not eligible to apply for FAFSA funding or the Texas Tuition Equalization Grant (TTEG) or any other US government funding programs.
- Health Insurance is mandatory for all international students and their dependents at Baylor University. The cost of the coverage will be automatically charged to your account upon registration. If you already have health insurance you must contact the Health Center Insurance Office regarding a waiver before the beginning of the semester. For further information regarding the Health Form or Insurance call the **Health Center** at (254) 710-1010.
- All first time students (including transfer students and American citizens) who reside on campus must show proof of immunization against bacterial meningitis or present an exemption certificate. The following link will assist with this requirement: http://baylor.edu/health_center/
- It is very important that you make your housing arrangements prior to your arrival on campus; you will have many tasks upon arrival, leaving you very little time to look for housing. Also, as the fall semester approaches, housing options will become more limited since there will be many students searching for accommodations. There are apartment complexes within walking or bike-riding distance of campus to suit a variety of needs, budgets, and personal preferences. The following links will assist you with housing options: <http://www.baylor.edu/offcampushousing/>, <http://www.baylor.edu/graduate/currentstudents/index.php?id=98874>. You can also find students needing roommates at www.bearcribs.com.