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 18 (unless otherwise noted). If you have questions, please contact Student Affairs at Student_Affairs@kgi.edu.

**Required tasks:**

All students are required to submit proof of the following immunizations:

- COVID 19 - Primary COVID-19 vaccine series or current bivalent vaccine.
- Hepatitis B (HBV) — 3-dose series
- Measles, Mumps, and Rubella (MMR) — two-dose series
- Meningococcal Conjugate (MCV4) and booster on or after age 16
- Primary series of Tetanus, Diphtheria, Pertussis, and Tdap booster within the past ten years
- Tuberculosis — Screening questionnaire (TB skin test, CXR, or Quantiferon blood test to be performed, if indicated)
- Varicella Zoster (VZV) — 2-dose series or date of disease
- Influenza — Must complete vaccine no later than October 31, 2023

With the exception of the Influenza vaccine, documentation of the above must be uploaded to a secure site by August 18, 2023. The link to the secure site will be sent via email in late July. Students in the MSPA, OTD, MSGC, and PharmD programs will upload all health records and other requirements using a separate website. Please follow the directions provided by your program director. For questions or concerns about submitting this form, or to request a medical or religious exemption, please email student_affairs@kgi.edu.

Complete the liability waiver form. | Keck Graduate Institute Liability Waiver

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, 2023. 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.

Every student will be required to complete the following trainings: 1) Diversity, Equity, and Inclusion 2) Sexual Harassment Prevention and 3) Alcohol EDU training. Email reminders will be sent directly to you by our partner, Vector Solutions | Access Training

All students are required to take the following training courses: 1) Responsible Conduct of Research and 2) Human Subjects Research | Access Training
All students (like 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 and Proprietary Information Agreement

Confirm Orientation attendance and provide additional information to the Student Affairs office by August 11, 2023. | Orientation Registration and Student Information

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

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

Some students will be required to complete additional training and tasks depending on your specific degree program. If this applies, you will receive information separately.

**Recommended tasks:**

If interested in housing, information can be found here. | Housing Information

Register for 7C Timely Health to access free, 24/7 virtual medical and counseling services. | 7C Timely Health

Follow KGI’s social media channels: Facebook | Instagram | TikTok | Twitter | YouTube | LinkedIn

If you need accommodations, review the Student Accessibility Services webpage.

Familiarize yourself with information from KGI’s Registrar’s office

KGI business cards are available to purchase through Career Services for $22.00/100 cards. Deadline is September 29. (International students, please order once a local phone number is secured.) | Order form