

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

Required tasks:

All students are required to complete the [Student Health Verification forms](#) to the Student Health Services [BOX confidential site](#) by July 15, 2022. For questions or concerns about submitting this form, email shsrecords@claremont.edu. If a vaccine exemption is needed, fill out this [form](#).

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 9, 2022**. 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. An email will be sent out mid-June to students to complete the trainings.

Complete CITI training. | [Instructions](#)

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](#)

It's important to understand KGI's processes and policies. Review KGI's Student Handbook [Sign Acknowledgment Form](#).

Confirm Orientation attendance and provide additional information to the Student Affairs office by **August 1** | [Orientation Registration and Student Information](#)

Create a [Handshake Account](#) with your KGI email | Handshake will be a tool used for all things related to your career and registering for KGI career events. Internships, job search and help with where to begin.

To promote professionalism, students should create a KGI branded email signature. [Instructions and templates](#)

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](#)

Our marketing team will often highlight students and events. | Complete this [social media release form](#) to be featured.

School of Pharmacy and Health Sciences students only: Review and sign the [SPHS Code of Professionalism Expectations](#) (applicable to students in the MSGC, MSGDA, PA, PharmD and OT programs)

PharmD students only: Read the Office of Experiential Education [Welcome letter](#) in its entirety to register for Complio and begin gathering important health information and licensing documents

PharmD students only: Register for the Pharmacists Letter and complete the training courses from the Office of Experiential Education | [Registration link](#)

Some students will receive information about completing Lab Safety training via email.

Recommended tasks:

If interested in housing, information can be found here. | [Housing Information](#)

Review these resources that are available to all Claremont College students, free of cost. | [Wellness and 7C Resources](#)

Follow KGI's social media channels: [Facebook](#) | [Instagram](#) | [TikTok](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#)

If you need accommodations, review the [Student Accessibility Services webpage](#).

Review all resources on this website. | [Being Successful at KGI](#)

KGI offers the Clifton's StrengthsFinder Assessment tool to help students learn more about themselves and how to apply their strengths in their academics, teams, and internships. If you would like to take the assessment and schedule a meeting to review the results, please email student_affairs@kgi.edu.

Familiarize yourself with information from KGI's [Registrar's office](#)

KGI business cards are available to purchase through Career Services for \$21.00/100 cards. Deadline is September 30. | [Order form](#) *International students: please order once a local phone number is secured.*