



Welcome to the doctoral program in the Department of Economics! The following checklist will help you prepare for graduate study at UW-Madison for Fall 2017. We look forward to seeing you on campus for new student orientation. **You should arrive in Madison no later than Monday, August 14, 2017 for orientation (Tuesday, August 15) and math boot camp.**

Checklist of things to do over the summer:

1. Activate your NetID

You will need your NetID and password to access the My UW-Madison portal, which you can access by clicking on "MyUW" at the top of the Wisconsin home page (<http://www.wisc.edu/>). To activate your NetID click on the [ACTIVATE NetID](#) button located on the My UW Madison login screen. Enter your 10 digit student ID number and birth date. The NetID you create and password you enter are keys to your access to the MyUW portal, so make a record of it and keep it private. Follow the instructions at <https://kb.wisc.edu/page.php?id=1140#students> If you are unsure about your NetID and password, contact the DoIT (Division of Information Technology) Help Desk at (608) 264-4357.

2. Complete the Admission process

Please remember that admission to the graduate program in Economics is a shared process at UW-Madison between the department and the Graduate School. You must finish the last steps of the admission process with the Graduate School. You can check your status by logging into your MyUW, go to the Student Services tab and click on Graduate Application status. The link is also posted in the 'Check your application status' box on the right hand side of the graduate school admission page: <https://grad.wisc.edu/admissions/>

3. Receive your I-20 and obtain your student Visa (international students)

The Graduate School will indicate on the Graduate Application Status page whether international students need to submit financial documentation proving that they have sufficient funding to cover expenses for the duration of their studies. A Financial Statement, which is available on your graduate application status page must be completed and returned to the graduate school with the appropriate supporting document(s). Once this requirement is met, the University Graduate School Admissions office will issue the I-20. At the same time, the graduate school will send the formal letter of admission. **The Economics Department does not issue the I-20.**

Before you send the documents by mail or courier, scan the financial statement and all supporting documents first as PDF. Then send them to the graduate school by email. Usually your application status page will give you the name and contact information of the person that is reviewing your case at the graduate school. Explain on the email that you want to be sure you are sending the right material and you would like them to take a look to the documents you plan to send. You should ask what documents should be sent as originals.

If you need to provide a bank statement and the one you have is not in English, you should start with a simple translation made by yourself attached to the original bank statement. If something more elaborate is needed, the graduate school will tell you. Once you receive your I-20 and obtain your student visa you will be eligible to arrive to the US exactly 30 days before the first day of classes, which is September 6. **You should arrive in Madison no later than August 14, 2017 for orientation and math boot camp.**

4. Register for the first year PhD courses

Registration begins on Wednesday, July 5th for new graduate students. When your admission has been approved by the Graduate School, you will receive a letter in July stating that you are eligible to enroll. Enrollment is available through the My UW-Madison portal. I will send a reminder about enrollment in late June.

Please register for 3 credits in each of the following courses:

- Econ 703: Mathematical Economics, 3 credits;
- Econ 709: Economic Statistics & Econometrics, 3 credits;
- Econ 711: Economic Theory-Microeconomics Sequence, 3 credits; and
- Econ 712: Economic Theory - Macroeconomics Sequence, 3 credits.

Math Boot Camp will begin on Wednesday, August 16, 2017 and is a prerequisite for 703; thus, your attendance is mandatory. Lecture will be from 10:00 am to 12:00 pm (noon) every day during the boot camp. There will be two discussion sections of 50 minutes each to choose from, one at 2:25 and the other one at 3:30.

5. Activate your wisc.edu email account:

For email, visit the [Office365 tutorial web page](https://kb.wisc.edu/office365/) for more information at <https://kb.wisc.edu/office365/> You may need to be enrolled for classes before activating your @wisc.edu account.

6. Join the econ_grad email list

As soon as you have your @wisc.edu email address, email Kim Grocholski (kim.grocholski@wisc.edu) and request she add your @wisc address to the econ_grad email list. This list is used quite extensively by students, faculty, and staff to notify students regarding activities and important announcements in the Department of Economics.

7. Search for housing

If you are looking for a roommate for the fall semester, please let us know as soon as possible. We may have a few current students looking for roommates. If you want to know more about housing in Madison follow these links: <http://www.housing.wisc.edu/universityapartments/> and <https://campusareahousing.wisc.edu/>

It is strongly recommended that you purchase renters insurance. Here's an overview by the Madison Tenant Resource Center on renters insurance: http://www.tenantresourcecenter.org/renters_insurance

8. Sign up for International Graduate Student Orientation

New international students must report to International Student Services (ISS) and attend a mandatory orientation. You will receive information in early summer about the ISS mandatory orientation.

9. Check in when you arrive in Madison

One of the first things you will need to do upon arriving in Madison is to check in with Kim at 7235 Social Science. She will have campus information for you, a checklist of things to do to get ready for the academic year, and other information. We will also take your picture for the graduate student directory, which is an internal directory shared with faculty (not online).

10. Attend Economics Doctoral Student Orientation

We have a department orientation meeting scheduled for **Tuesday, August 15, 2017**. Faculty and doctoral students will share their perspectives on the program and answer questions you may have regarding the program and the community. This will give you an opportunity to get information on the program, meet some of the current students, and get answers to some common questions. Please plan to attend this orientation. There will be more detailed information regarding welcome week in late July or early August.

11. TA Orientation & Training

If you are receiving first year funding through a teaching assistantship with the department, you **MUST** attend the 2 **required** training and orientation sessions **on August 31st and September 1st (Thursday - Friday)**. There will be a full day of activities starting around 9:00 am and ending at approximately 4:00 pm. There is no math boot camp lecture scheduled these days.

12. Take the SPEAK Test (if required)

In order for International Students to qualify for a TA support offer, they must pass the UW Speak test prior to assuming teaching responsibilities unless exempt. To be exempt from the SPEAK test, international TAs must have a score of 26/30 or higher on the speaking section of the iBT TOEFL or 8.0 or higher on the speaking section of the IELTS. Updated TOEFL/IELTS scores need to be received by the department no later than **August 1, 2017**

The graduate advisor (kim.grocholski@wisc.edu) will register you for one of the late August SPEAK tests if you need to take the test and will be teaching fall semester. The SPEAK test schedule and a practice exam can be found at: <http://www.english.wisc.edu/esl/speak.htm>

13. Graduate school online Training Program: Preventing Sexual Assault

The Graduate school at UW-Madison requires all new graduate students to complete an online training program on preventing sexual assault. You should receive a link from the graduate school. If you do not, you can access the program by following these directions:

Other useful information: Fall 2017

Academic Calendar

The official academic calendar can be found at <http://www.secfac.wisc.edu/acadcal/>

Classes begin September 6th; **however, you should arrive in Madison no later than August 14th** so you can settle in and attend the orientation session and the math boot camp. The last day of classes for the Fall 2017 semester is December 13, 2017 and the exam period runs through December 21, 2017.

Faculty Advisor

The Director of Graduate Studies (DGS) will be assigned as the advisor to incoming PhD students.

In addition to the faculty advisor, each of you will be assigned a current graduate student to serve as an informal mentor. This person can answer questions you may have about the first year of the program, campus and Madison area resources, and answer questions from a student perspective.

Health Insurance

If you will receive funding through the Department of Economics or Graduate School for your first year of study, you will be eligible for health insurance through your teaching assistantship or fellowship. If you sign up for insurance through your TA, or fellowship appointment, you do not need to sign up for SHIP (Student Health Insurance Plan) or provide any waiver. The University Benefits Office has an online slideshow for New Graduate Assistants who have qualifying appointments (TA, PA, or Fellow) <http://www.ohr.wisc.edu/benefits/docs/grad-nebs-intro.pdf> Essential payroll forms along with the I-9 Employment Eligibility Verification process is located at: <http://www.ohr.wisc.edu/benefits/new-emp/>. University employee forms and Health Insurance application should be filled out online, printed, signed and then returned to Department payroll (room 7406) on or before August 31st to be effective September 1st.

If you do not have funding through the Department of Economics, information on the University's **Student Health Insurance Plan (SHIP)** is at the following website: <http://www.uhs.wisc.edu/ship/> SHIP is mandatory for international students (and their dependents living in the U.S.) that did not receive financial support in the form of a fellowship or assistantship for the first year of study. Please note that International Students are required to enroll in SHIP unless the qualifying criteria on the waiver application are satisfied and before the compliance deadline. **International students who fail to meet the compliance deadline will be automatically enrolled in SHIP.** Individual plans do not qualify for a waiver. For more information see: <https://www.uhs.wisc.edu/ship/international/>

Immunizations and medical records

There is no immunization requirement to enter UW-Madison. However, University Health Services (UHS) strongly recommends that all students be up to date on a number of immunizations before coming to campus. Go to www.uhs.wisc.edu and look under the "New Students" link on our homepage for the recommended list and to find out

how to complete your immunization and health history forms in MyUHS. (Please do not mail any documents; UW only collects this information through MyUHS.) <http://www.uhs.wisc.edu/new-students/>

Office space

All first year students in the PhD sequence will share office 7481 Social Sciences. You will be able to pick up the keys **on orientation day**.

Tuition and Fees

Students employed at the University of Wisconsin-Madison with at least a one-third time assistantship receive tuition waiver, a stipend and health benefits. ***If you received a financial award or an appointment that included remission of tuition, the tuition charges will be taken off from your student account once your appointment is set up at the beginning of the semester.*** Please note that unless the award is a Graduate School fellowship, you are still responsible for paying segregated fees. Segregated fee information can be found here:

https://registrar.wisc.edu/tuition_&_fees.htm The Economics department payroll/HR staff member is Susana Landsverk (slandsve@ssc.wisc.edu).

If you have an external sponsor or you are paying tuition with personal funds, the following links will provide you with contact information regarding payment and tuition procedures: <http://www.bussvc.wisc.edu/bursar/samenu.html>