July 30, 2019  **Events and Deadlines**

This newsletter is distributed to department heads, graduate program directors, graduate program contact staff, and graduate faculty.

**Graduate Program Directors**

**Graduate School staff will be back to Eisenhower Hall August 5th.**

The Graduate School team will be moving back to Eisenhower August 1st and 2nd. **Our main office will be at 344 Waters Hall through Friday, August 2nd. The Graduate School team will be working from Eisenhower effective Monday, August 5th.** Email is the preferred communication method since only the main telephone line was transferred. The Graduate School team members will be in transition August 1st and 2nd while we move back to Eisenhower Hall. Thus students and faculty are encouraged to schedule appointments in advance so that the designated team member can indicate where and when to meet them.

**Fall 2019 Graduate Student Orientation Registration Open**

The Graduate School and other campus support units will host welcome and orientation activities for new graduate students during the week of August 19th. A schedule of sessions and activities and link to a registration form are available on the Graduate School website. Direct email notifications about orientation are sent to incoming graduate students who have accepted a summer or fall 2019 admission offer in CollegeNet. However, to ensure that all students receive this information, graduate programs are encouraged to promote graduate student orientation activities to their new and current graduate students.

In addition to attending orientation and welcome activities, listed below, new graduate students are encouraged to use the [Graduate Student Survival Guide](#) at the beginning of and throughout their graduate career. The guide contains key information to help graduate students succeed academically, professionally, and personally.

[Register Here](#) Advance registration is requested for most of the sessions listed below. Please register by August 16.

**Parking** If you plan to park on campus during the week of orientation activities, you must have a campus parking permit, or you may pay for hourly or day-long
parking in the parking garage. Visit the Parking Services website for information about obtaining a parking permit.

**A schedule of sessions:** [Graduate School Website](#)  

**August 19** - Required International Students.  
**August 20** - [Campus Tours](#).  
**August 21** - You're Hired! Expectations, Payroll, and Benefits for NEW GTAs, GRAs, and GAs.  
**August 22** - Orientation for Graduate Students with Teaching Responsibilities and [Campus Tours](#).  
**August 23** - "Acclimating to American Graduate-Level Writing", international graduate student workshop.

**Save The Dates**  
The Graduate School has dates reserved for upcoming meetings this fall.

- New Graduate Program Directors: **September 13th** 9:30-11:00 a.m., room 121 Eisenhower Hall  
- College Liaison: **October 11th** 2:00-3:30 p.m., room 3042 Business Building  
- Graduate Program Update Meeting: **October 22nd** 3:00-5:00 p.m., Town Hall room, Leadership Hall  
- New Graduate Faculty Orientation: **November 7th**, 2:30-4:00 p.m., room 121, Eisenhower Hall or **November 8th**, 9:00-10:30 a.m., room 121, Eisenhower Hall. New Graduate Faculty choose one session.

**Faculty**

**International Students**

Funds required for international graduate applicants has risen due to the university’s tuition and fee increases. Departments should discard the old Affidavit of Financial Support forms and the Assistantship/Scholarship Information forms. Current forms were updated on July 10, 2019. The Affidavit of Financial Support form is on the Graduate School website and is available for applicants to retrieve. The Assistantship/Scholarship forms are available to only departments on the Graduate School secured website.

**Graduate Students**

**Spring 2019 graduates: Important information regarding diplomas**

Graduate diplomas for spring 2019 graduates mailed from K-State July, 29th. Diplomas were mailed to the KSIS degree/diploma mailing address, or if requested, to the eShipGlobal address provided by the graduate. If a diploma mailed to an incorrect address provided by the graduate, the graduate is responsible for requesting a replacement and paying the required
Diplomas are not mailed to graduates who have a hold or delinquency noted in their KSIS account.

**Important information regarding GTA/GRA/GA health insurance for Fall 2019**

- Fall health insurance will cover the period **08/01/2019 to 12/31/2019**.
- You must enroll in health insurance online – [enrollment link](#).
- Once Human Capital Services approves your eligibility for the GTA/GRA/GA insurance, United Healthcare will send you a payment link. This link is only **active for 5 days**.
- Be aware that you must submit your online application to United Healthcare by 08/31/2019.
- The $738 charge will be removed from your KSIS account during the month of September. Please note that you will not be charged a late fee if you do not pay the $738 charge in your KSIS account.

The FAQs on our [website](#) have been updated. Please refer to that for more information.

For further information on Graduate [Student health insurance](#). Please send any questions to [isss@ksu.edu](mailto:isss@ksu.edu).