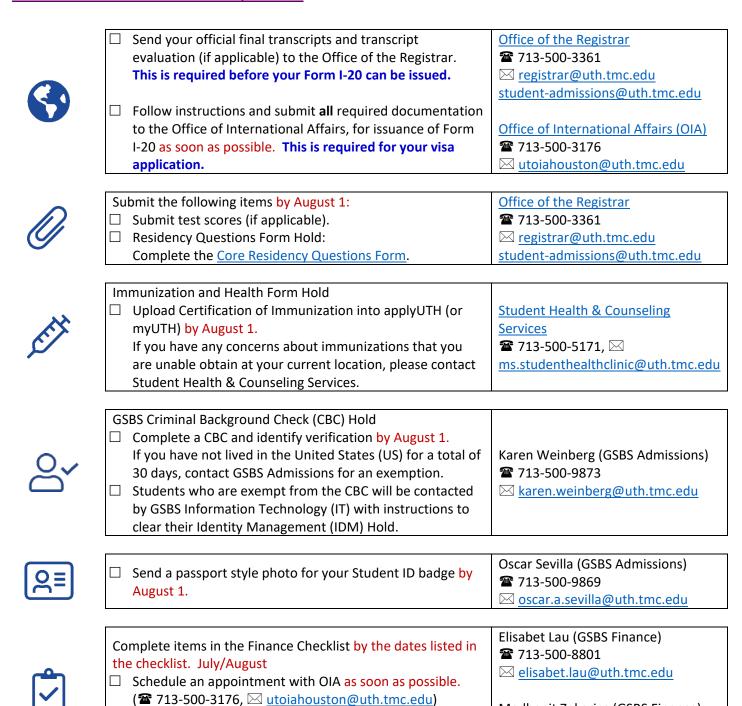
QUICK GUIDE to Institutional Administrative Steps Before arriving to Houston, Texas

An email is sent by GSBS Admissions in June, and by GSBS Finance in early July. Included in the emails are detailed instructions that are not in this Quick Guide. <u>Please be sure to refer back to the emails</u> and detailed instructions provided.



☐ Complete pre-employment/onboarding paperwork online

(if applicable).

Medhanit Zekarias (GSBS Finance)

2 713-745-5257



QUICK GUIDE to Institutional Administrative Steps After arriving to Houston, Texas

An email is sent by GSBS Admissions then GSBS Academic Affairs in June, and by GSBS Finance in early July. Included in the emails are detailed instructions that are not in this Quick Guide. <u>Please</u> be sure to refer back to the emails and detailed instructions provided.

| | Clear your Activity Guide Hold. August Contact GSBS Admissions with your updated contact information (Houston address, US phone number, Email address if it needs to be updated). August | Oscar Sevilla (GSBS Admissions) 713-500-9869 oscar.a.sevilla@uth.tmc.edu |
|---------|---|--|
| | | |
| 3 | International Affairs Hold August | Office of International Affairs (OIA), |
| | ☐ Check-In with the Office of International Affairs (OIA) at | 2 713-500-3176 |
| | your scheduled appointment time. | <u>utoiahouston@uth.tmc.edu</u> |
| | | GSBS Academic Affairs |
| | After you clear your International Affairs Hold: August ☐ Contact GSBS Academic Affairs for guidance regarding registration. ☐ Register for the upcoming semester. ☐ Inform OIA (☑ utoiahouston@uth.tmc.edu) and GSBS Finance (☑ gsbs finance@uth.tmc.edu) that you have registered. | [PhD students] |
| | | Dr. Natalie Sirisaengtaksin |
| | | 2 713-500-9870, 🖂 |
| | | natalie.sirisaengtaksin@uth.tmc.edu |
| | | [MS students] Dr. Wassim Chehab |
| | | 2 713-500-9874 |
| | | |
| | | [Registration] Bunny Perez |
| | | 2 713-500-9871 |
| | | ⊠ <u>lourdes.v.perez@uth.tmc.edu</u> |
| | | T |
| | Follow the Finance Checklist for possible additional steps (not | |
| <u></u> | all steps may be applicable to you): August | Flicabet La (CCDC Finance) |
| | Health Insurance Certification (HIC) Hold. | Elisabet Lau (GSBS Finance) 713-500-8801 |
| | ☐ [MDA Funded] Check-In with MD Anderson Visa and Immigration Services Administration (VISA) Office. | □ |
| | ☐ [MDA Funded] Complete a Drug/Tobacco Testing by MDA. | ensabet.idu@utii.tiiic.edu |
| | ☐ [MDA Funded] Complete a Brug/ Tobacco Testing by MDA. ☐ [MDA Funded] Comply with the MDA Vaccine Mandate. | Medhanit Zekarias (GSBS Finance) |
| | ☐ [UTHealth Funded] Check-In with UTHealth Payroll and | ₹ 713-745-5257 |
| | Human Resources. | |

This handout is made in collaboration with the GSBS International Student Association (ISA) group.

☐ Apply for a Social Security (SS) card if you don't have a SS

number.