

## 2. General Policies

### 2.1. Graduate Student Forms

All graduate students with GRA or GAA appointments receive a packet of forms that must be completed prior to receiving their stipend. These forms include:

Domestic students - Please see Kris to fill out the following forms upon arrival to campus:

- \_\_\_\_\_ Internal Revenue Service W-4 form
- \_\_\_\_\_ Connecticut form CT W-4
- \_\_\_\_\_ I-9 (requires display of multiple certified identification papers such as Social Security Card, Driver's license, birth certificate, passport)

The benefits form must be filled out by attending one of the benefits sign up sessions at the beginning of the semester in order to purchase highly subsidized health insurance.

International students must see Ellen Lowe in the Payroll Department prior to completing the federal and state tax forms. She can be reached by calling (860) 486-2423 or email her at [ellen.lowe@uconn.edu](mailto:ellen.lowe@uconn.edu) to schedule an appointment. The benefits form must be filled out by attending one the benefits sign up sessions at the beginning of the semester in order to purchase highly subsidized health insurance.

- \_\_\_\_\_ Benefit forms
- \_\_\_\_\_ Internal Revenue Service W-4 form
- \_\_\_\_\_ Connecticut form CT W-4

In addition, international students must submit to Kris the following for copying and also fill out an I-9 form:

- \_\_\_\_\_ I-9 form
- \_\_\_\_\_ I-20
- \_\_\_\_\_ Visa
- \_\_\_\_\_ Passport with I-94 form
- \_\_\_\_\_ Social Security Card (once received)

All of these forms can be obtained from Kristina Ashley.

### 2.2. Vacation Policy

Graduate students are allowed two weeks of vacation per academic year and must obtain written approval from their advisor and department at least four weeks in advance of their vacation plans. Travel Authorization forms must be filled out both for vacation and conference-related travel through the Environmental Engineering Program. Forms can be obtained from Kristina Ashley and must be filled out by the graduate student and approved by their major advisor.

**Caution to international students traveling overseas: please consult the Department of International Services and Programs (DISP) prior to making reservations and travel plans. Traveling students unable to return within the approved time due to incorrect visas, etc. may be terminated.**

In the case of an emergency, notify your major advisor to make appropriate arrangements.

### **2.3. UConn Identification Card**

Students can obtain a Student ID card from Dining Services located in the Wilbur Cross Building.

### **2.4. Graduate Student Office Policies**

Office Space. Every EEP graduate student is assigned a desk in F.L. Castleman room 210 or 136. Keys to the desks can be found inside each individual desk. If you do not have a key, please see Kristina Ashley. When desk space is limited, priority is given to Ph.D. students with GRA's, Plan A M.S. with GRA's, Plan A M.S. then Plan B and Professional Practice M.S. students.

Computers & Printers. Computers and printers in FLC 210 are not for public use. Contact your major or research advisor for computer support.

Supplies. The first year all graduate students will receive the following supplies from the program: 1 zip disk, 2 -3 1/2" diskettes with case, 1 CD-RW, 1 CD-R with case, pad of paper, pen, pencil and highlighter. These are intended as starter supplies for your research and educational needs. No other supplies will be provided.

Photocopying & Faxing. Research accounts for photocopying can be obtained from your research advisor. A personal account can be set up by prior arrangement in the CEE main office. All FAX machine use in CEE office must be recorded and payments for personal use made to the main office at time of faxing.