**New Student Road Map to Success**

1. **Wait to receive your official acceptance letter from GSE Admissions**
   This will give you all of the information you need to get started as a new student.

2. **Confirm your acceptance**
   Please log in to GrAdMIT [https://www.gradmit.buffalo.edu/etw/ets/et.asp?nxappid=GRA&nxmid=start](https://www.gradmit.buffalo.edu/etw/ets/et.asp?nxappid=GRA&nxmid=start)
   (Use the username and password given to you for the online application process. If you don’t remember, we can reset it.) as soon as possible to confirm your acceptance and follow the directions to set up a new secure password.

3. **Your UBITName, Person Number and One-Time Password**
   1. Wait to receive email notification from Graduate Enrollment Management Services that your UBITName and Person Number are BOTH available in Gradmit. Once you receive this email go under the “status” tab in GrAdMIT and retrieve your UBITName and Person Number.
   2. After you access your UBITName and Person Number, you will receive an email with your One-Time Password approximately 2-7 business days later (If you have previously been a UB student, you will not receive a One-Time Password. Contact UBIT Help Desk at 716-645-3542)
   3. Once you have these three pieces, please go to the [UBIT activation page](http://ubit.activation) to activate your account and create your new password.

   If you have any trouble accessing your UBIT account and/or email, please contact the UBIT Help Desk at 716-645-3542, and identify yourself as a new student.

4. **Immunization and Meningitis Information Requirements for New Students**
   In accordance with New York State Public Health Law, UB requires all students born, on or after January 1, 1957, to provide proof of immunity against measles, mumps, and rubella. The State also requires that all students receive information about meningococcal disease and have made an informed decision about whether or not to receive immunization against meningococcal disease.

   **New UB students** matriculating into a program will **not** be allowed to enroll in classes until they have fulfilled these requirements.

   Please go to this website as soon as possible: [http://health.buffalo.edu/immunization.php](http://health.buffalo.edu/immunization.php)

   *Immunization requirements for non-matriculating students vary. If you have specific questions please contact the Office of Graduate Admissions at 716-645-2110.

5. **Select your classes**
   Make a list of the courses you plan to take, along with the course registration numbers. The registration numbers are online at [http://registrar.buffalo.edu/schedules/index.php](http://registrar.buffalo.edu/schedules/index.php) or listed under the HUB Student Center in MyUB. Discuss your options with your assigned faculty advisor.

   **Please note** if you need to take undergraduate courses while in your graduate program, you need to fill out this form [http://registrar.buffalo.edu/forms/documents/OutsideofCareerPetition111111_003.pdf](http://registrar.buffalo.edu/forms/documents/OutsideofCareerPetition111111_003.pdf) and get appropriate approval to register for the course(s). According to the Office of Student Accounts you will be charged graduate level tuition and fees for undergraduate coursework, as you are a graduate student.

6. **Enroll in classes via HUB**
   Students enroll in classes via the HUB Student Center, which is available in MyUB. Information about HUB, including how-to videos, is available at [www.buffalo.edu/hub](http://www.buffalo.edu/hub).

   **Please note:** Registration and schedules are real-time; grades and service indicators information is updated once every 24 hours. Online services are available 7:00 a.m. - 11:00 p.m. EST daily.

7. **UBmail**
   To learn more about your UBmail, please go to [http://ubit.buffalo.edu/ubmail/](http://ubit.buffalo.edu/ubmail/)

   **Please note** that faculty and the academic department utilize student’s UBmail for all communication. If you do not wish to use your UB account, please read the directions on having your email forwarded to another account.
Parking on Campus and Transportation

All students wishing to park on university campuses are required to register their motor vehicles annually with Parking and Transportation Services. Registration is fast and easy online at http://myub.buffalo.edu. Student parking is by permit only, which can also be obtained on MyUB. We strongly encourage you to obtain a parking permit before you arrive on campus for classes. Information on all parking and transportation matters, including bus and shuttle schedules, maps and directions can be found at: http://www.ub-parking.buffalo.edu/

Get Your UBCard

Once you have registered for classes you can get your UBCard. You will need your UBCard to access certain university services, such as the library. To receive a UBCard, you must be currently registered for classes. You also need a picture ID such as a driver's license or a passport. The UBCard Office is located in 228 Student Union on the North Campus. Please visit the UBCard website to access their hours of operation: http://www.myubcard.com Please note that having your card before you begin classes is not required, but highly recommended.

If you have any trouble accessing your UBIT account and/or email, please contact the UBIT Help Desk at 716-645-3542, and identify yourself as a new student.

Important Links for Newly Accepted Students

**General UB Information**
- General Information: http://www.buffalo.edu/aboutub/
- Student Academic Records & Financial Services: http://sarfs.buffalo.edu/
- Academic Calendars: http://registrar.buffalo.edu/calendars/academic/index.php
- Student Life Information: http://www.grad.buffalo.edu/life/index.php
- Graduate Student Association: http://www.gsa.buffalo.edu/
- Transportation & Parking: http://www.ub-parking.buffalo.edu/
- Student Health Center/Forms: http://www.student-affairs.buffalo.edu/shs/student-health/ (click on services) http://www.gse.buffalo.edu/health/ http://www.ub-careers.buffalo.edu/

**Financial**
- In order to be eligible for federal financial aid, you must take at least 6 credit hours. Free Application for Student Aid: http://www.fafsa.ed.gov
- Costs of Attendance: http://financialaid.buffalo.edu/costs/gradcost.php
- GSE Financial Aid Information: http://gse.buffalo.edu/admissions/fin-aid

**Housing**
- On Campus Housing: http://www.ub-housing.buffalo.edu
- Off Campus Housing Tips: http://livingoffcampus.buffalo.edu
- Group Legal Services: http://subboard.com/legal/
- Listings of Off Campus Housing Units: http://subboard.com/och/

**Registration**
- Class Schedules: http://registrar.buffalo.edu/registration/index.php
- HUB Student Center tab via MYUB: http://www.myub.buffalo.edu/
- HUB Help: http://www.buffalo.edu/hub/
- Student Forms: http://registrar.buffalo.edu/forms/index.php

**Buffalo Information**
- General Information: http://www.buffalo.com
- Buffalo Convention and Visitors Bureau: http://www.visitbuffaloniagara.com/

If you need further assistance while at UB please stop by the Office of Graduate Admissions and Student Services at 366 Baldy Hall or call us at 716-645-2110 http://gse.buffalo.edu

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