



**Submit your Final Transcript(s):**

To matriculate into your graduate program, SAS must receive an official transcript **directly from your school** containing your grades, graduation date, and the degree conferred. If your school has not already submitted an official transcript, you must arrange for it to be sent to [gdasadmis@sas.upenn.edu](mailto:gdasadmis@sas.upenn.edu). If your program only provides paper copies, please have it mailed directly to the following address: 3401 Walnut Street, Suite 322A, Philadelphia, PA 19104-6228

**Set up your PennKey no later than July 1:**

PennKey is your user ID and password that allows access to University of Pennsylvania's electronic services. PennKey registration. Visit [PennKey Registration](#) to set it up.

**Your PennKey is required to receive your student email, PennCard, and submit your payroll documents.**

**Visit [Campus Express](#)**

Access a variety of services including housing, transportation and parking, dining, Penn ID (see PennCard below), and much more.

**Get your PennCard:**

Sign up for your PennCard via [Campus Express](#) and follow their instructions on how and where to pick it up.

**Your PennCard is required to access all School of Arts & Sciences buildings.**

**Student Registration & Financial Services "MUST DO":**

Visit the SRSF ["Must Do" List](#) to set-up Emergency Contact Information, Privacy Setting Options, and other requirements.

**Visit the [Graduate Student Center](#)**

Check out their extensive list of remote resources and activities. Make sure to sign up for their weekly [newsletter](#) to learn about upcoming programs and events!

**Sign up for [Student Health Insurance](#):**

All full-time and dissertation status students are required to have acceptable health insurance coverage for both in-patient and outpatient medical care in the Philadelphia area *and* to provide information about their insurance coverage each year. As a condition of enrollment in the University, students subject to this requirement are required to actively [enroll in the Penn Student Insurance Plan \(PSIP\)](#) or **request an insurance waiver online.**

**Incoming students may sign up on July 1 for the 2024-2025 academic year. The deadline to enroll in coverage is August 31. If you do not take action, you will be automatically enrolled in the PSIP.**

Dental insurance is available for students at an additional cost.

**Access and Check your Student E-mail Account:**

Your Penn e-mail is the main channel of communication between you, your grad group, and the school administration. Follow the instructions to [access your e-mail](#).

**Comply with University Immunization Requirements:**

The University of Pennsylvania requires all incoming students to be immunized against certain diseases and to submit this information before coming to campus. Student Health Services has additional information on [immunization requirements and submission instructions](#).

**If you are a non-US Citizen:**

[Visit ISSS](#) for instructions on mandatory immigration check-in AND the [Onboarding@Penn](#) for instructions on submitting your I9 documentation to be set up in Workday.

## University Resources

The most up-to-date source of information is Graduate Student Resource Guide on the Graduate Student Center's website: <https://gsc.upenn.edu/resources>.

- The [Graduate Student Center](#) is a central hub for resources, activities, support, and advocacy for all graduate and professional students at Penn.
- The [SAS Office of Diversity, Equity, and Inclusion](#) supports all students, faculty, staff, post docs, and alumni in the School of Arts and Sciences. This office supports dialogue, inquiry, and programming that works toward creating inclusive and equitable practices to provide access to academic research environments and the pursuit of knowledge.
- [Center for Excellence in Teaching, Learning and Innovation](#) is available to graduate students interested in improving as teachers, whether they are working as TAs or preparing to become future faculty.
- [Weingarten Center](#) provides a wide range of academic support programming and professional consultation services in university-relevant skills such as reading, writing, study strategies, and time management. The Weingarten Center's [Disabilities Services](#) staff work closely with students who self-identify with disabilities in order to ensure equal academic opportunities and access to all University programs, activities and services.
- [Career Services](#) provides support and resources to assist PhD and master's degree students with career exploration and planning at any time during their academic programs.
- [Student Health and Counseling](#) (formerly SHS and CAPS) is the primary care and psychological care division of [Wellness at Penn](#). Penn's state-of-the-art medical and counseling centers are designed to provide high-quality, compassionate care for undergraduate, graduate, and professional students during their academic journey.
- **HELP LINE:** One call to the HELP LINE can assist students in finding personal and mental health support, [215-898-HELP](#).
- [Division of Public Safety \(DPS\)](#) delivers a comprehensive and integrated safety and security program in partnership with the Penn and University City community they serve.
- Students should be aware of [Sexual Misconduct Policy, Resource Offices and Complaint Procedures](#). [Penn Violence Prevention](#) provides support and information about options for reporting sexual misconduct. The [Associate Vice President for Equity and Title IX Officer](#) is responsible for providing strategic leadership of the University's efforts to comply with Title IX and foster gender equity. The AVP also oversees the investigation of complaints against Penn faculty, staff and enrolled students alleging violations of the University's Sexual Misconduct Policy.
- Penn's [Family Resource Center](#) provides information, programs, and resources for students and post-docs with children. The Family Center provides a space for student parents to connect and develop supportive networks and offers a welcoming and family-friendly environment for Penn students, post-docs, caregivers, and children.
- [Penn Libraries](#) comprise over seven million volumes, one million of which are in electronic form, over 33,000 videos, four million microforms, more than 100,000 e-journals, and over 1,300 online databases and indexes accessed from the online catalog. They provide a wide range of support for graduate and professional students.
- The [Penn Museum](#) welcomes and encourages undergraduate and graduate student researchers to make use of its collections for class projects and independent research.