

New Student Checklist

Prior to Arrival

1	Returned offer letter with required documentation and confirmed hire date with Human Resources and mentor	
2	Discussed travel reimbursement with mentor and received a written pre-approval (via email) for travel expenses, as outlined in offer letter http://financial.lanl.gov/travel/regulations/grants_regs.shtml	
3	Gathered documents required for employment in the U.S. (refer to the <i>List of Acceptable Documents for I-9 Verification</i> that is part of the offer letter). Note that without these documents, your hire date may be delayed (Applies to all students)	
4	Made arrangements to meet mentor after New Hire Orientation (on the first day)	

Upon Arrival

1	Attended New Student Orientation	
2	Completed GET (General Employee Training), Site Specific Training, and all general training requirements for employees http://int.lanl.gov/training/	
3	Picked up LANL Badge from the Badge Office (located on the second floor of the Otowi Building)	
4	Obtained a Cryptocard (you will need this to access e-mail and forms can be completed at New Hire Orientation) (To be coordinated by your group office administrator)	
5	Read and understand Student Mentoring Policy Procedure IPP 787.2 http://policies.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=IPP787&FileName=ipp787.2.pdf	
6	Met with mentor and reviewed Student Workplan	
7	If you are minor , you must complete the form: Health and Safety Restrictions for Minors. The form can be found at: http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf	

Departure

1	Turned in all LANL Property (badge, keys, Cryptocard, etc.) the day of departure	
2	Completed departure processing forms with mentor http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml	
3	Completed the on-line Annual Student Survey http://dominoapp2.lanl.gov/esurveyor5/annual_student_exit_survey.nsf/WebWelcome?OpenNavigator	