New Student Checklist

Prior to Arrival

1	After receiving offer letter, followed instructions for drug test. Returned offer letter with required documentation, confirmed negative drug test result and hire date with Human Resources and notified mentor of hire date.
2	Discussed travel reimbursement with mentor as outlined in offer letter http://financial.lanl.gov/travel/regulations/gra_ugs_regs.shtml
3	Gathered documents required for employment in the U.S. (refer to the *List of Acceptable Documents for I-9 Verification* that is part of the offer letter). **Note that without these documents, your hire date may be delayed** (Applies to all students)
4	Gathered appropriate documentation for badging – see Security Smart (in offer package) with details.
5	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	Met with mentor and reviewed Student Workplan
6	**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