

New Graduate & Professional Student Checklist

Completing the following action items will help ensure that you have a smooth transition into graduate school.

REQUIRED ACTION ITEMS

1. Activate your MyUCLA Account
2. Set up BruinDirect Deposit
3. Activate your UCLA Email
4. Get Your BruinCard
5. Activate Your UCLA Zoom Account
6. Choose Your Health Insurance
7. Complete your Title IX Training
8. Activate Your Handshake Account

RECOMMENDED ACTION ITEMS

1. Apply For Housing
2. Review Financial Aid Opportunities
3. Get Your Transportation Card
4. Get a Parking Permit
5. Prepare to Establish CA Residency

UCLA Graduate Student
Resource Center

Student Activities Center
220 Westwood Plaza, Suite B-11
Los Angeles, CA 90095



SCAN ME

REQUIRED ACTION ITEMS

1. Activate your MyUCLA Account

Your [MyUCLA Portal](#) is your portal to UCLA where you can enroll in courses, check course grades, view financial aid information, review your transcripts, and so much more.

Steps to Activate MyUCLA:

1. You need your 9-digit university ID (UID) number
2. Go to [MyUCLA.ucla.edu](https://myucla.ucla.edu)
3. On the right of the screen is a login box, click on “Create UCLA Logon/Password”
4. Follow the instructions on the screen

Part of the MyUCLA set-up process is setting up Multi-Factor Authentication (MFA). MFA adds extra protection for your UCLA Logon account. With MFA enabled, you'll be asked to take an extra step to confirm your identity when signing into a UCLA account. This extra step prevents a hacker from accessing your account using a stolen password.



2. Set up Bruin Direct Deposit

BruinBill is your financial account statement. All university charges and financial aid assistance is added to your BruinBill account. Any tuition remission or fee coverage that comes with the financial aid package offered by the university will automatically be paid through BruinBill. Any remaining funds after charges have been paid will be deposited to your bank account through BruinDirect Deposit. Any outstanding charges are the student's responsibility. Students should review their BruinBill monthly to ensure all charges and accounts are up to date

How to Access BruinBill

1. Login to MyUCLA
2. In the blue header, click on the "Finances and Jobs" tab
3. In the tab, under the left-most column titled "BruinBill", click on the subsection titled "BruinBill"
4. It will take you to a separate page, click on "Continue to BruinBill"
5. A new window will pop up with your BruinBill account

BruinDirect is a fast, secure process to deposit financial aid refunds directly to a student's bank account. (A U.S. bank account is required.) Fellowships, stipends, loans, and any non-payroll payments are eligible to be directly deposited to students. Refunds processed using this method occur each weeknight and are then deposited into your bank account within 2-3 business days. Without a BruinDirect account, refunds will be mailed to the address you indicate on MyUCLA and are dependent on the U.S. Postal System

How to Set up BruinDirect Deposit

1. Access your BruinBill (see above)
2. On your BruinBill account, go to the left-hand menu and click on "My Account"
3. Follow the instructions for setting up BruinDirect Deposit

3. Activate your UCLA Email

Activate Your UCLA Email

1. Go to <https://g.ucla.edu> and in the bottom left-hand corner click “Click to activate your account”
2. Read the prompt and click “Get started”
3. When prompted to “Sign In with your UCLA Logon ID”, enter your UCLA Logon ID and Password in the appropriate fields. Click “SIGN IN”

NOTE: If you already have a personal email account you prefer to use, you can set up email forwarding.



Welcome to Google Apps for UCLA.

Google Apps is an integrated communication and collaboration solution offered by Google, which includes Gmail, Google Calendar, Google Docs, and more. Google Apps is available to employees, students, alumni, and retirees. Affiliated individuals can be granted accounts with appropriate authorization.

If you are [eligible for a Google Apps for UCLA account](#) and are experiencing issues [logging in](#), please contact the IT Support Center at (310) 267-HELP (4357), help@it.ucla.edu, or visit their help desk at Kerckhoff Hall, Suite 124.

[Tell me more](#) [Getting help](#)

System Status

via [Google Apps Status Dashboard](#)

4. Get Your BruinCard

What is a BruinCard used for?

- **Official University ID:** Use your BruinCard to get gain admittance to campus events and tests
- **Debit Card:** [Load your BruinCard](#) with funds to make purchases at any [BruinCard merchant](#)
- **Library Card:** Use your BruinCard for access to computers, books, and late night study sessions
- **Gym Pass:** Scan to enter recreational venues and gym facilities
- **Laundry Card:** Needed for any UCLA housing facilities

Request Your First BruinCard (FREE):

1. Have your UID# ready
2. **Review** [photo submission guidelines](#) on the BruinCard website (MyUCLA and MFA setup required to access. You will be required to sign-in with your MyUCLA logon before you can see the guidelines)
3. **Submit** a digital copy of a passport quality photo
4. [Make an appointment](#) to pick up your BruinCard (Walk-in appointments are also available but are almost impossible to get at the start of the school year)



5. Activate Your UCLA Zoom Account


Zoom is the program all of UCLA uses for video-conferencing and virtual meetings. All students receive access to a zoom pro license.

Activate Your Zoom Account:

1. Log on to ucla.zoom.us, using your MyUCLA login information, to activate your account. (For students in the Health Sciences schools, log on to uclahs.zoom.us)
2. After logging on, you have activated your account

Setup Your Zoom Account:

1. Log on to ucla.zoom.us
2. On the left-hand side of the screen, click on "Profile"
3. Review and edit your "Profile"
4. On the left-hand side of the screen, click on "Settings"
5. Scroll down to the "In Meeting (Advanced)" section
6. Enable "Automated captions"
7. Review and edit meeting settings



Log In

CAPS employees can use HIPAA Zoom, at <https://ucla-hipaa.zoom.us>, for meetings that pertain to medical treatment or counseling sessions.

GETTING STARTED

1. Log In to create a UCLA Zoom account.
2. Download Zoom for your computer or mobile device.
3.
 - In the Zoom App, Choose the "Sign In With SSO" button.
 - Type "ucla" as the company domain.For campus HIPAA Zoom, type "ucla-hipaa". **UCLA HIPAA Zoom is reserved for CAPS employees.**

Members of UCLA Health and the Health Sciences schools, please use Zoom for UCLA Health:
<https://uclahs.zoom.us>.

CAMPUS GUIDELINES

[Security Settings](#)
[Accessibility](#)
[Licensing](#)

TUTORIALS

[Video Tutorials: General Use](#)
[Zoom Instructions for Bruin Learn](#)

SUPPORT

IT Support Center
help@it.ucla.edu
310-267-4357 (7HELP)
Faculty and staff can also contact their department's local IT.

UCLA HEALTH

[UCLA Health Zoom Log In](#)
[UCLA Health Zoom Guide](#)
[UCLA Health IT Customer Care](#)

6. Choose Your Health Insurance

[UCSHIP](#) is a systemwide plan providing enhanced health benefits to all enrolled students. All students are **automatically enrolled in UCSHIP**. Health Insurance is mandatory for all students and without it you will not be able to register.

If you want to keep UCSHIP, you don't have to do anything.

If you have comparable insurance and do not want to keep UCSHIP as dual coverage... You must submit a request to waive enrollment by the specified deadline every year.

[How to Get Your UC SHIP Insurance Cards](#)

Fall 2024 Deadlines:

Program	Deadlines
LAW - LLM	August 9, 2024
LAW - MLS	August 9, 2024
LAW - JD	August 9, 2024
Medical Student	August 9, 2024
LAW - SJD	August 9, 2024
Fully Employed MBA	August 23, 2024
All other graduate programs	September 20, 2024



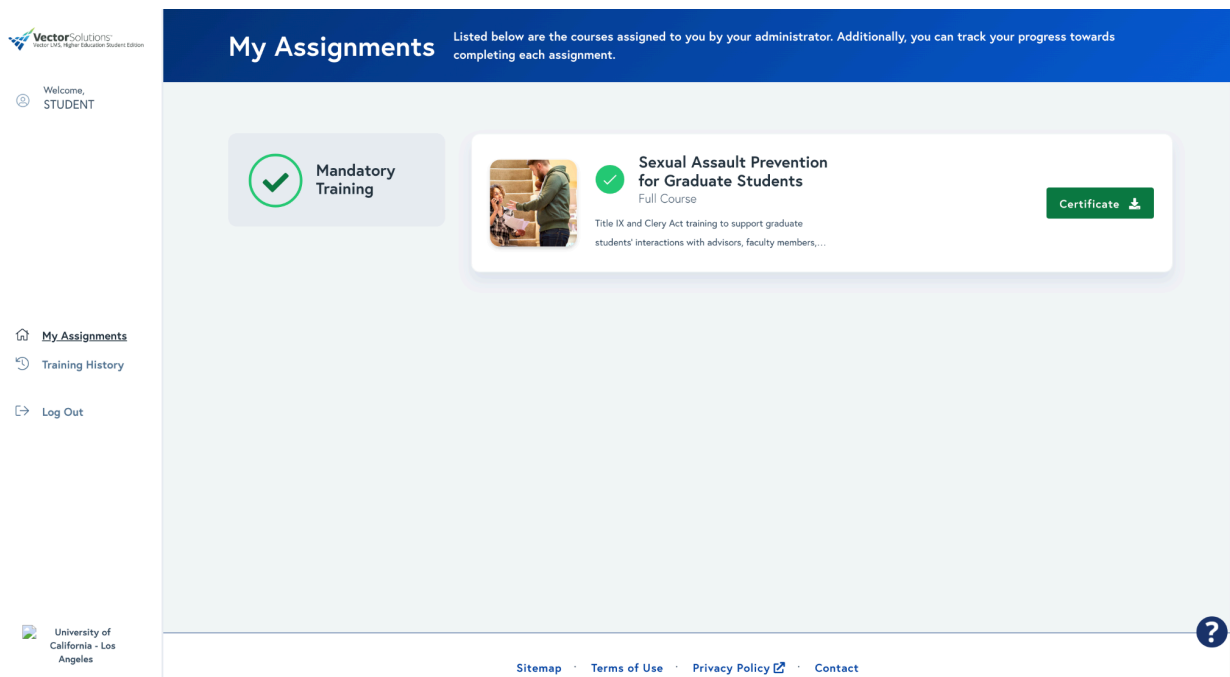
7. Complete your Title IX Training

To fulfill our mandated legal and policy requirements for sexual harassment and sexual violence prevention education, **every UC graduate and professional school student is required to complete sexual assault prevention training (for new students that's an online training AND a live virtual training).**

The training includes education about the University's and legal definitions of consent, consensual relationships, prohibited conduct, options for bystander intervention, trauma-informed approaches, and risk reduction awareness information.

Failure to meet the requirements will result in a registration hold on your student record for the next academic term.

You will receive an email at the start of Fall Quarter (usually September/October) with instructions on how to complete the training.



The screenshot shows the 'My Assignments' page in the VectorSolutions system. The page has a blue header with the title 'My Assignments' and a sub-header: 'Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.' On the left, there is a sidebar with a 'Welcome, STUDENT' message and navigation links for 'My Assignments', 'Training History', and 'Log Out'. The main content area displays two assignment cards. The first card, 'Mandatory Training', has a green checkmark icon. The second card, 'Sexual Assault Prevention for Graduate Students', also has a green checkmark icon and includes a 'Certificate' button with a download icon. Below the title of the second card, it says 'Full Course' and 'Title IX and Clery Act training to support graduate students' interactions with advisors, faculty members, ...'. The footer of the page includes the 'University of California - Los Angeles' logo and a navigation bar with links for 'Sitemap', 'Terms of Use', 'Privacy Policy', and 'Contact'. A help icon (question mark) is located in the bottom right corner.

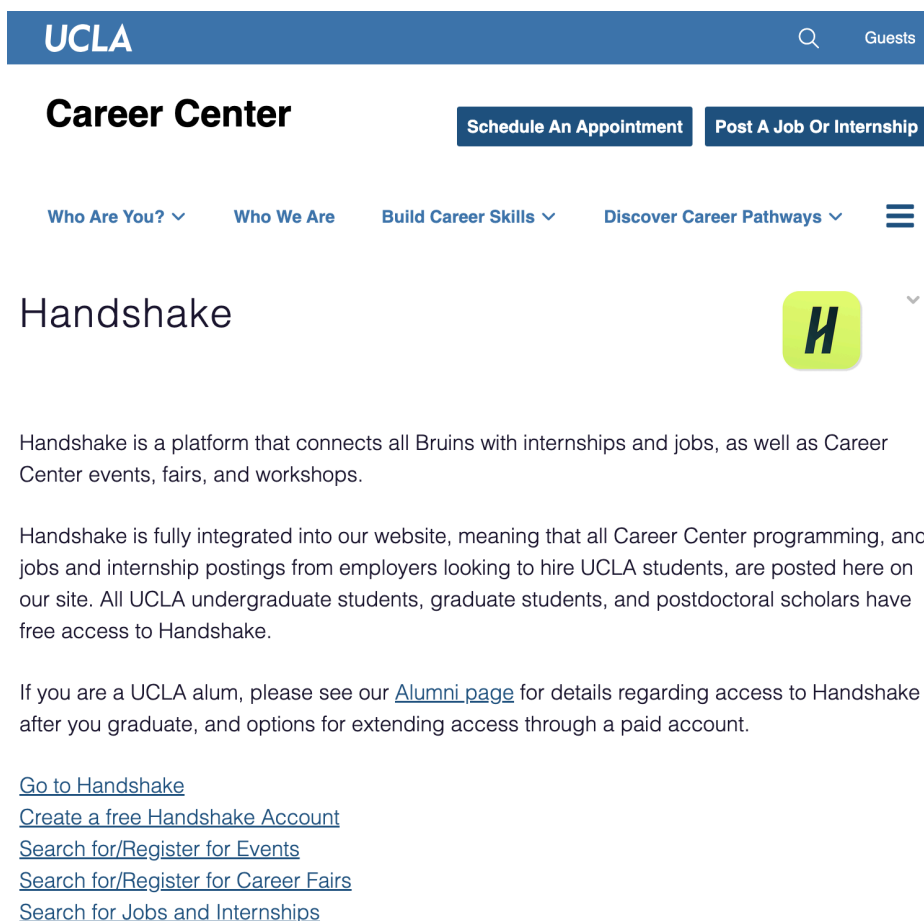
8. Activate Your Handshake Account

Handshake is UCLA's platform that connects students to professional development programs, recruiters, and job opportunities. All Graduate Career Services and Graduate Writing Center appointments and programs are made through Handshake.

For Graduate Student Orientation (GSO), all virtual and in-person events will require registration on Handshake.

Activate Your Handshake Account:

1. Go to ucla.joinhandshake.com and log on using your UCLA logon email and password
2. After logging on, you have activated your account. Nothing else is required



The screenshot shows the UCLA Career Center website. At the top is a blue navigation bar with the UCLA logo on the left, a search icon, and the word "Guests" on the right. Below the navigation bar, the text "Career Center" is displayed in large, bold, black font. To the right of "Career Center" are two blue buttons: "Schedule An Appointment" and "Post A Job Or Internship". Below these buttons is a horizontal menu with four items: "Who Are You? ▾", "Who We Are", "Build Career Skills ▾", and "Discover Career Pathways ▾". To the right of the menu is a hamburger menu icon. Below the menu, the word "Handshake" is displayed in large, black font. To the right of "Handshake" is a green square icon with a white letter "H" and a small downward arrow. Below the "Handshake" text and icon, there is a paragraph of text: "Handshake is a platform that connects all Bruins with internships and jobs, as well as Career Center events, fairs, and workshops." Below this paragraph is another paragraph: "Handshake is fully integrated into our website, meaning that all Career Center programming, and jobs and internship postings from employers looking to hire UCLA students, are posted here on our site. All UCLA undergraduate students, graduate students, and postdoctoral scholars have free access to Handshake." Below this paragraph is a third paragraph: "If you are a UCLA alum, please see our [Alumni page](#) for details regarding access to Handshake after you graduate, and options for extending access through a paid account." Below the third paragraph are four links: [Go to Handshake](#), [Create a free Handshake Account](#), [Search for/Register for Events](#), and [Search for/Register for Career Fairs](#). Below the fourth link is a fifth link: [Search for Jobs and Internships](#).

RECOMMENDED ACTION ITEMS

1. Apply For Housing

UCLA offers different apartment options located in the adjacent campus areas of Westwood and Palms/Mar Vista. Eligibility for apartment units within University Housing varies based on your student status and family situation, including:

- Single Graduate Students
- Graduate Students with Families
- Medical House Staff (medical residents, fellows, interns, and medical graduate students)
- Postdoctoral Scholars

Remember that applicants are not guaranteed a spot in university housing due to limited availability and high demand. University housing uses a lottery and waitlist system to issue housing offers to applicants. Lottery numbers are assigned in early July of the application year for students who submit their application by **July 1 st**. You can still submit a housing application after this date, but lottery numbers will be assigned based on your application's submission date. Lottery offers and waitlist positions start being issued in early July and are made throughout the academic year until mid-April of the following year. University Housing prioritizes graduate students in the following order when compiling its waitlist and issuing offers:

1. Graduate students and family-housing-eligible undergraduate students
2. Medical and dental residents
3. Fellows and Postdoctoral Scholars
4. VGRs

Incoming tenants can reside in University Housing for a maximum of 3 years. Maximum tenancy for incoming graduate students with families depends on the individual student's time to degree. **For more information on apartment types and rates available through University Housing, please visit:**

<https://housing.ucla.edu/student-housing-resources> If you apply for University Housing, it is **highly recommended** that you browse off- campus housing options as early as possible to secure living accommodations in the event that you do not receive a graduate housing offer. Visit the following websites to peruse off-campus apartments:

- <https://bruinrent.io/>
- <https://ucla.uloop.com/housing/index.php/available>

- <https://uclaoffcampushousing.com/>
- <https://www.zillow.com/westwood-los-angeles-ca/apartments/>
- <https://www.apartments.com/>
- <https://www.uchaonline.com/>

We also recommend looking at the following UCLA Graduate Budgets page to calculate how your food and housing expenses will factor into your 2024-2025 Estimated Cost of Attendance: <https://financialaid.ucla.edu/graduate-aid/cost-of-attendance>

2. Review Financial Aid Opportunities

There are several funding resources available to help finance your graduate education while at UCLA, including scholarships and grants, extramural aid, and on-campus employment (e.g., teaching assistants, readers, tutors, etc.). We recommend reviewing the Division of Graduate Education's Funding page to search through the different resources and identify which opportunities you are eligible for:

<https://grad.ucla.edu/funding/#/>

For information on your individual Financial Aid Award, visit [MyUCLA.ucla.edu](https://myucla.ucla.edu) and select "Awards and Notices" under the Financial Aid and Scholarships module.

Programs Admissions Academics **Funding** Life at UCLA search grad.ucla SEARCH Sign In

Connect with us and learn about our services on the **Graduate Education Portal**.

UCLA Graduate Education

SAVE TIME
SEARCHING FOR FUNDING

Search for Funding Financial Aid & Finances Tuition Calendar Working at UCLA FAQs

Search for awards from among 625 scholarships, grants, fellowships, and postdoctoral awards. Free-to-search for applicants to any graduate program, to graduate students working on a master's thesis or doctoral dissertation, and to postdoc scholars.

It's called GRAPES and you can begin your search below.

Search graduate & postdoc funding

Sign in and we will find awards recommended for you.

UCLA Student Login

AMOUNT

- ☒ All
- ☐ Up to \$1,000
- ☐ \$1,000 to \$5,000
- ☐ \$5,000 to \$25,000
- ☐ \$25,000 & above
- ☐ Amount varies

Title	Amount	Deadline
Ruth L Kirschstein National Research Service ... The National Institutes of Health (NIH) offers up to 3 years of fellowship support for postdoctoral scholars interested in biomedical and behavioral research. The purpose of the Ruth L.	varies	08-08-2024
Marshall Scholarship The Marshall Aid Commemoration Commission awards up to 40 scholarships for US graduate students to study at a UK university for 1 or 2 years. Of these, up to 8 scholarships will be for 1 year	varies	08-12-2024
Rhodes Scholarships The Office of the American Secretary, The Rhodes Trust awards 32 exceptional American young scholars to study for a degree at	varies	08-12-2024

3. Get Your Transportation Card

During each academic year, the [Bruin Grad Pass](#) offers unlimited fare-free rides on [Los Angeles Metro bus and rail lines](#), [Santa Monica Big Blue Bus](#), [Culver CityBus](#), and for long-distance commuters, their choice of one of the many commuter lines serving Campus.

Get Your Bruin Grad Pass:

1. **Log in** to the [transit portal](#) using your MyUCLA Logon ID
2. **Complete** the federally mandated one-time Metro survey
3. **Select** Bruin Grad Pass and your method of the delivery
4. Proceed to review and **submit your order**. You will receive an email with a confirmation number

To use your new TAP card, simply tap your card at the farebox when boarding public transportation. You can also use the TAP card virtually by adding it to your wallets on ([Apple/Android](#)).



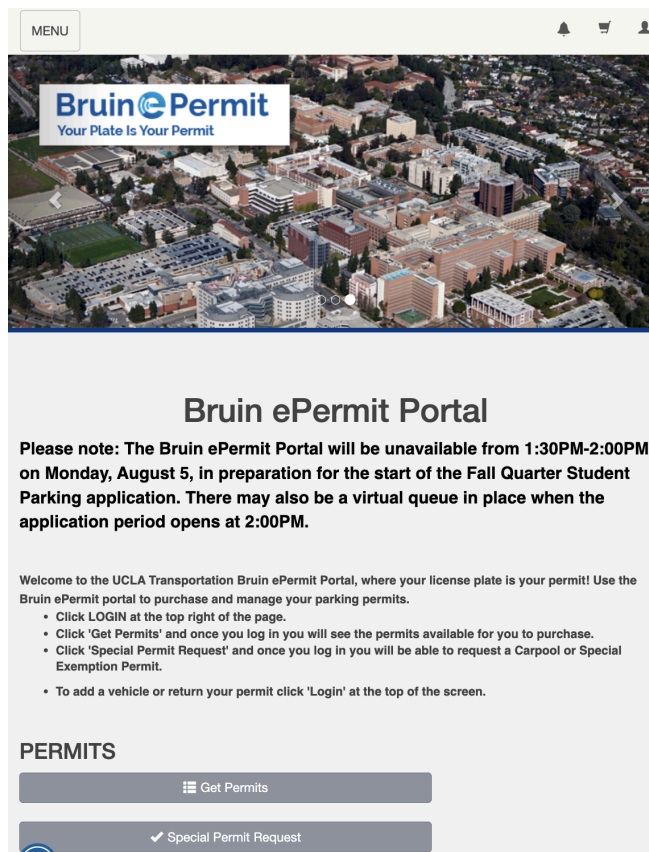
4. Get a Parking Permit

Space availability is extremely limited on campus, especially during the academic year, and is not guaranteed. While we highly encourage everyone commuting to campus to choose a [sustainable mode of transportation](#), driving may be the only viable option. During the academic year, UCLA Transportation offers students a parking application every term for permit requests. Graduate students in a professional school can purchase their permit through the [Bruin ePermit Portal](#) with no application required. For all other students...

How to Apply for Parking:

1. **Log in** to the [Bruin ePermit Portal](#)
2. **Click** on "Add/Edit Student Application"
3. **Select** the parking structures based on your preferences
4. You have the **Option** to select a daily permit or a quarterly permit
5. **Submit** the application

With the exception of professional school students, the fall quarter permit application will be available on the [Bruin ePermit Portal](#) starting August 1st. For more information about parking, visit the [UCLA Transportation website](#).



5. Prepare to Establish CA Residency

The University of California system (the UC) is a state-funded public university system. This means that for any “non-CA-resident” students there is an additional cost to tuition and fees. Continuing non-resident UCLA students seeking resident status, who feel they have met all UC residence requirements, may petition for a change of status for tuition purposes by filing a [Petition for Residence Classification](#).

If you are planning to stay at UCLA, or in the UC system, for more than one year...We recommend establishing CA Residency.

Requirement to Petition: You must have the legal ability to establish a permanent domicile in the United States, meaning that you must be a citizen or permanent resident of the United States or hold a valid, qualifying nonimmigrant visa.

You can [Petition for Residence Classification](#) at the start of every quarter/semester. (You only need to be reclassified once to have your CA residency recognized by the university.) IMPORTANT: There are certain actions you must complete a year in advance of your application. You may **need to make some of these changes as soon as you arrive in California!** Review a complete list of action items through [UCLA's registrar's office](#).

NOTE: The UC determines California State Residency based on the information you provide in the Statement of Legal Residence (SLR) — a form all new students submit (usually online) to the campus residence deputy in the Office of the Registrar. You submit this form after committing to a campus by filing your Statement of Intent to Register (SIR).

UCLA Registrar's Office



[Home](#) / [Fees & Residence](#) / [Residence Requirements](#) / Classification as a Resident

Classification as a Resident

Continuing nonresident students who feel they meet UC requirements may petition to be classified as a resident for tuition purposes.

Continuing nonresident UCLA students seeking resident status, who feel they have met all UC residence requirements, may petition for a change of status for tuition purposes by submitting a completed [petition for residence classification](#) with required documentation. A student who is in California solely for educational purposes is not eligible for status as a California resident for tuition purposes.

Establishing California Residence

Students who hope to establish California residence should consider three key factors. More details about these factors accompany the residence petition.