

# NEWLY ACCEPTED STUDENT ROADMAP

## IMPORTANT INFORMATION FOR NEW STUDENTS

### 1. GET ACCEPTED

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

### 2. CONFIRM ENROLLMENT

To accept your offer of admission and confirm your enrollment, please log in to your applicant status page at [ubgradconnect.buffalo.edu/apply/status](https://ubgradconnect.buffalo.edu/apply/status) to complete the reply form (and pay your enrollment deposit, if applicable) by the date listed in your acceptance letter.

### 3. SET UP ELECTRONIC ACCESS

- 1 **Get your UBITName, Person Number and One-Time Password**  
Wait to receive email notification that your Person Number and UBITName are available in your applicant status page.
- 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, go to the UBIT activation page [buffalo.edu/ubit/activate](https://buffalo.edu/ubit/activate) to activate your account and create your new password. If you have 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 Enroll in two-step verification from Duo. The first time you log into UB services like HUB, MyUB or UBlerns, you will be asked to enroll a device in two-step verification to confirm it is really you and protect your account. Learn more and enroll at [buffalo.edu/ubit/duo](https://buffalo.edu/ubit/duo) as soon as you activate your UBITName ([buffalo.edu/ubit/activate](https://buffalo.edu/ubit/activate)).

### 4. HEALTH INSURANCE & IMMUNIZATIONS

#### Health Insurance

All students taking 9 or more credits are required to have health insurance. If you have private health insurance that meets the minimum requirements you can request a waiver for the premium. Please visit [buffalo.edu/studentlife/life-on-campus/health/medical-care/health-insurance](https://buffalo.edu/studentlife/life-on-campus/health/medical-care/health-insurance) for more information.

#### Immunization and Meningitis Information Requirements

Before registering for classes, all students born on or after January 1, 1957 must provide proof of immunity against measles, mumps, and rubella. New York State also requires that all students receive information about meningococcal disease and make an informed decision about whether or not to receive immunization against meningococcal disease. Please visit [buffalo.edu/studentlife/immunize](https://buffalo.edu/studentlife/immunize) for complete details.

### 5. SELECT & ENROLL IN YOUR CLASSES

Make a list of the courses you plan to take, along with the course registration numbers. The registration numbers are online at [registrar.buffalo.edu/schedules](https://registrar.buffalo.edu/schedules) 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 [registrar.buffalo.edu/pdfs/OutsideofCareerPetition.pdf](https://registrar.buffalo.edu/pdfs/OutsideofCareerPetition.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.

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

*\*Please be advised that should you allow your registration to lapse, you will lose your status as an active student in your program and you will be assessed a reactivation fee of \$350 at the point of return.*

**TURN OVER**  
for more helpful  
information

## 6. COMPLETE THE ONLINE EDUCATION REQUIREMENT

The University at Buffalo requires all new students to pass “Sexual Assault Prevention for Graduate Students,” an online education requirement, in addition to coursework for your field of study. Sexual Assault Prevention for Graduate Students is available on the Student Life Gateway: [buffalo.edu/studentlife/who-we-are/departments/health-promotion/alcohol-edu-and-sexual-assault-prevention](https://buffalo.edu/studentlife/who-we-are/departments/health-promotion/alcohol-edu-and-sexual-assault-prevention).



## 7. UBMAIL

To learn more about your UBmail, please go to [buffalo.edu/ubit/email](https://buffalo.edu/ubit/email). All official communication will be sent to your UBmail address. If you do not wish to use your UB account, please read the directions on having your email forwarded to another account. 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.



## 8. PARKING 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 [myub.buffalo.edu](https://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: [buffalo.edu/parking](https://buffalo.edu/parking).



## 9. 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: [myubcard.com/card](https://myubcard.com/card). Please note that having your card before you begin classes is not required, but highly recommended.



## 10. IMPORTANT LINKS FOR NEWLY ACCEPTED STUDENTS

### General UB Information

General Information: [buffalo.edu/about\\_ub](https://buffalo.edu/about_ub)  
Academic Calendars: [registrar.buffalo.edu/calendars/academic](https://registrar.buffalo.edu/calendars/academic)  
Graduate Student Association: [gsa.buffalo.edu](https://gsa.buffalo.edu)  
Career Services: [buffalo.edu/career](https://buffalo.edu/career)  
Transportation & Parking: [buffalo.edu/parking](https://buffalo.edu/parking)  
Student Health Center/Forms: [buffalo.edu/studentlife/who-we-are/departments/health](https://buffalo.edu/studentlife/who-we-are/departments/health)  
Academic Writing Assistance: [buffalo.edu/writing](https://buffalo.edu/writing)  
Intercultural and Diversity Center: [buffalo.edu/studentlife/who-we-are/departments/diversity](https://buffalo.edu/studentlife/who-we-are/departments/diversity)  
Accessibility Resources Office: [buffalo.edu/studentlife/who-we-are/departments/accessibility](https://buffalo.edu/studentlife/who-we-are/departments/accessibility)

### Financial (In order to be eligible for federal financial aid, you must take at least 6 credit hours).

Free Application for Student Aid (FAFSA): [studentaid.ed.gov/sa/fafsa](https://studentaid.ed.gov/sa/fafsa)  
Student Accounts: [studentaccounts.buffalo.edu/](https://studentaccounts.buffalo.edu/)  
Costs of Attendance: [financialaid.buffalo.edu/costs/graduate/](https://financialaid.buffalo.edu/costs/graduate/)  
UB Financial Aid Office: [financialaid.buffalo.edu/costs](https://financialaid.buffalo.edu/costs)  
GSE Financial Aid Information: [ed.buffalo.edu/admission/financial-aid](https://ed.buffalo.edu/admission/financial-aid)

### Registration

Class Schedules: [registrar.buffalo.edu/registration](https://registrar.buffalo.edu/registration)  
HUB Student Center tab via MYUB: [myub.buffalo.edu](https://myub.buffalo.edu)  
HUB Help: [hubsupport.buffalo.edu](https://hubsupport.buffalo.edu)  
Student Forms: [registrar.buffalo.edu/forms](https://registrar.buffalo.edu/forms)

### Buffalo Information

General Information: [buffalo.com](https://buffalo.com)  
Buffalo Convention and Visitors Bureau: [visitbuffaloniagara.com](https://visitbuffaloniagara.com)

## QUESTIONS?

Call: 716-645-2110  
Visit: [ed.buffalo.edu](https://ed.buffalo.edu)

Office of Graduate Admission  
366 Baldy Hall  
North Campus

 University at Buffalo  
Graduate School of Education