

# NDSU - New Student Checklist

## Mechanical Engineering Grad Students

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### Welcome to Mechanical Engineering Program!

- ☐ **Email** tanya.erickson@ndsu.edu to request an **Employment Verification Letter** for a SSN. (International Students).
- ☐ **Meet with your advisor** to select classes and get enrolled.
- ☐ **Request a grad desk**, if needed. Connect with advisor first, then have advisor submit a request for a desk space to tanya.erickson@ndsu.edu.
- ☐ Safety Training (for Lab Access)
  - ☐ **Laboratory Safety Training:** Online via Vector Solutions. If you're not able to access this training, contact tanya.erickson@ndsu.edu to be added.
  - ☐ **Shop Training:** Sessions are scheduled soon after the start of the semester. When available, sign-up sheets will be posted outside the ME office (Dolve 111).
  - ☐ **Initial Waste Handling:** Required if student is expecting to generate Hazardous Waste. First attempt is in person, then this training is renewed online each semester. Discuss with advisor if this training is needed.
- ☐ **Complete Lab Access Request form**  
Consult with your advisor about the labs you need access to.
- ☐ **Complete Security Access Training** (For Teaching Assistant positions only)
- ☐ **Stop at HR/Complete I-9:** Hastings Hall