

NDSU - New Student Checklist

Mechanical Engineering Grad Students

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.
https://www.ndsu.edu/police_safety/annual_notices_and_training/lab_safety_course_modules/
- Complete Lab Access Request form**
https://www.ndsu.edu/fileadmin/me/Forms/Lab_Access_Request.pdf
Consult with your advisor about the labs you need access to.
- Complete Security Access Training** (For Teaching Assistant positions only)
<https://www.ndsu.edu/registrar/facstaff/access/>
- Stop at HR/Complete I-9:** Hastings Hall