

PPIA Checklist

Things to do:

- Complete the pre-arrival survey by **February 25th**. Here is the link: PPIA Admitted Student <https://heinzcollege.wufoo.com/forms/znevnfp0xpf5re/>
- Submit your short biography to Barb Diecks bdiecks@andrew.cmu.edu by **February 25th**. **Please proofread the biography as it will be shared with schools, speakers, faculty, and participants.**
 - Write the biography in 3rd person and follow the template on the website.
 - Save the biography in a word document and save it as your last name and first name.
- Arrange your travel to campus. If flying, book your flight using People's Travel by **April 1st**. People's Travel: Patty Truchok at patty79@yahoo.com or 412-621-0799. EXACT dates of travel are required-Additional information is on the incoming PPIA fellows website.
- Download, complete and return the Stipend Payment form (W-9). Send the returned form to Barb Diecks bdiecks@andrew.cmu.edu by **April 1st**.
- Submit a photo online through the ID Photo Submission Application as soon as you receive your Andrew ID. The deadline to submit your photo is **May 15th**. Use the following link to upload your photo: <http://www.cmu.edu/idplus/idcards/idphotos.html>
- Do you want to mail items to be waiting for you upon your arrival? *Please do not send mail to the Heinz College.* You will find the correct mailing address on the incoming PPIA fellows website.

What to bring or buy locally:

- School supplies: notebooks, stapler, pens/pencils, highlighters, and calculator.
- Room supplies: **sheets** (Long twin-size bed) **pillow**, **linens**, and **towels**.
- The on campus apartments each have a kitchen but the kitchens are not stocked with pots, pans, plates, etc. Bring these items or purchase them locally if you intend to cook.
- Two Business attire outfits for your trip to Washington D.C.
- Optional workout clothes/swimsuit--you will have access to the University gym and pool.