

Graduate Skills How to Booklet

WSU Vancouver
2022-2023

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I. Building Evacuation

- A. If you are in any building on campus and the fire alarm sounds, you must stop what you are doing and exit the building immediately. If you do not exit the building, the fire marshal has the authority to fine you up to \$1,000.
- B. If you are in the VCLS building, you will exit through the closest door and proceed to the parking lot west of VCLS (Orange lot). For VSCI, proceed to the Orange parking lot west of the building. If you feel it is unsafe (such as when you are in class on the ground floor and smoke is billowing from the building), then get away from the building at least 50 yards.
- C. Stay in the designated area until Public Safety gives the okay to re-enter the building.
- D. If you are in another building, follow other people who are from that building to their safety location.
- E. Do not leave the campus unless you let someone in charge know that you are leaving. In the event of a fire or bomb threat, we would not want others going into the building to look for you unnecessarily.
- F. In the event of a bomb threat, no alarm will sound. Instead, you may be asked by faculty or support staff to evacuate the building quietly and quickly. Go to the same location as instructed above.
- G. In the event of an emergency, you will receive an alert to your phone from [WSU's Emergency Notification System \(ENS\)](#). There is no need to enroll in this system, all students, staff, and faculty are automatically enrolled.
- H. To make sure you are in the know for non-emergency VSCI-related alerts, subscribe to those at <https://lists.wsu.edu/mailman/listinfo/vsci.alerts>

II. Email and Network ID

A. You must obtain a network ID first by going to the following website:

www.wsu.edu/nid

- Click on create Network ID then follow the instructions.
- Activate your email account: Once accepted to WSU and after making your advance payment on tuition you will receive an email notification regarding the creation of your WSU student email account. This notification should arrive within two business days of making your advance payment and will contain your new email address and provide instructions for activating your WSU student email account.
- **Note:** This account is your official WSU account, so check it regularly as official WSU email communication from various WSU academic and student support offices and your professors will be sent to this WSU email account.

B. For more details about your network ID, email, Canvas, computer labs, wireless access and more, [please see Information Technology's website.](#)

III. Employment Appointments

A. What employment types are available for graduate students?

1. RA/TA (Research Assistantship or Teaching Assistantship)

An RA/TA appointment is for each semester a graduate student is registered for classes. An RA/TA appointment carries medical benefits immediately. Salaries for RA appointments are paid on grant funds. When on an RA/TA appointment, please register for the full time load of 12 credits. A minimum of three credits is required during the summer semester for an RA appointment. A student must have been appointed as an RA/TA during the previous spring semester to be paid as an RA through the following summer semester.

2. Temporary Employment

If a student is not registered for three credits, then a student can be paid as a temporary employee (no health-benefits). A non-student temporary is eligible for medical benefits after six months of consecutive employment.

B. Mandatory Trainings for Research Education-Graduate Student

1. Responsible Conduct of Research (RCR/CITI) for Graduate Students located at: <https://myresearch.wsu.edu> and **must** be completed within the first week of appointment.
2. Discrimination/Sexual Harassment Prevention: <http://hrs.wsu.edu/dshp/>

IV. Keys

A. How do I get keys?

1. [Please click here to access the Key Assignment Record form.](#) You will need to have your WSU ID and Cougar card. Complete the top section, then fill in the specific rooms you need keys for and sign the bottom of the form. Your graduate advisor should be able to help determine which keys you will need. Once complete, email a scanned copy to [Pat Meyer.](#)
2. The department approval signature will be obtained for you.
3. After the keys have been picked up from Facilities, grad students will be notified via email and may pick up keys from the office staff.
4. Please do not mark the keys with room identifying information. You will be responsible for turning in your keys to the office staff when you leave the university.
5. Notify the office staff immediately if you have lost your keys.

B. How do I get external access of the building I work in?

6. Vancouver WSU buildings require external access by way of the Cougar Card (WSU ID card) when the building is closed.
7. You will need to get a [Cougar Card from Student Services](#), and request external access on the Key Assignment Record, as well as a key to the main office area and/or a lab space you are assigned to.
8. If your Cougar Card swipe is not unlocking the doors to your building, contact Student Services so they can add that access directly to you card.

V. Mail

A. How do I receive and send mail?

1. The office will send a list of all new graduate students to the mailroom. This will allow outside business related mail and inter-campus mail to be received for you in our department. Each graduate student will have a designated mailbox. The building of your mailbox is listed next to your desk assignment that was emailed out. If you have questions about this, contact your program coordinator.
2. Inter-campus mail can be sent from the area workrooms to specific people and locations on any WSU campus. Please speak to office staff for assistance.
3. All official mail that is intended to leave WSU must have a budget number on it. You should obtain a budget number from your faculty advisor.
4. No personal mail can be sent from the department outgoing mail bin. If you have questions regarding mail room policies, you can send them to van.mailroom@wsu.edu

VI. Photocopying/Scanning

- A. Where may I make copies of information related to graduate work or course material?
1. Obtain a copy code from office staff for the copier in the main office area. This number is based on your graduate advisor. If you have a TA position, you will need a separate code for any copying done for class-related work (i.e. syllabus or quizzes).
 2. The photocopiers in the workrooms can print a document from a USB drive.
- B. Where may I make personal copies?
1. Personal copies may be made at the library for 4¢ (subject to change). There are three photocopiers available in the library.
 2. You will need to use your Cougar Card. You may put money on your card. There is a vending station right in the student copying room with the copiers where you may add money (cash) to your ID card; however, the vending machine does not give change. If you need to make copies and don't have an ID card, you may ask for a copy card at the Library Circulation Desk. However, they would prefer that you use your ID card. This service is available during regular library hours.
 3. If you have more questions, [contact the library directly](#).

VIII. Purchasing

- A. What are the methods used to purchase items for lab and field research?
1. P-card - Purchasing (credit) card
 - P-card: used to purchase items directly from a local store or online.
 - Either by the support staff or the one requesting the purchase.
 2. Purchase Order (PO)
 - Processed and usually called in by support staff but in some cases may be used to pick up merchandise from a local store.
- B. When is the P-card used, and what is the process?
1. Most purchases are made with the CAS credit card, otherwise known as the p-card through office staff. However, some graduate advisors also have a p-card.
 - There are 2 general-use CAS p-cards. One is in Diego Murillo's name, and the other is in Alison Logan's name. Alison Logan, (alison.logan@wsu.edu) located in VSCI 230, makes most of the p-card purchases for CAS.
 2. Complete a Purchase Request Form (PRF) following instructions below (Bullet D). Please also refer to purchasing FAQs and purchasing quick facts for additional information. In VCLS the yellow PRF is located on the counter across from VCLS C. Office staff can also email you a copy—you don't have to print it on yellow, but it is preferred. You can also submit an electronic copy to Alison Logan via email attachment.
 3. Each graduate advisor has specific rules for purchasing. Some labs have staff leads that will submit orders to office staff for you. Please speak to your graduate advisor for their ordering rules. You must provide a budget before you submit an order to Alison Logan.
 4. If you would like to make your own purchase online or at a store, you can check out the p-card from office staff. Again, you will need to obtain permission and a budget from your graduate advisor. [Before making a purchase, carefully review the 'Prohibited Purchases' section here.](#)
 5. In addition, you may not keep the card any longer than necessary to make your purchase. The purchasing card should never be kept overnight.
- C. Is there a limit on the amount that I may spend using the P-card?
- Yes. Every P-Card has its limit for expenditures and number of times it can be used daily. Please consult with the respective cardholder.
- Both Diego's and Alison's p-cards have a \$5,000 limit per transaction.
 - Orders between \$5,000 and \$10,000 require a Purchase Order (PO).

D. How do I request a purchase order if needed?

Complete a Purchasing Requisition form (PRF) (yellow form located on counter across from VCLS C):

- Complete the vendor's information.
- Ask your graduate advisor for the budget number and write it on the form.
- Obtain your graduate advisor's signature as indicated on the PRF.
- Complete the order using the appropriate catalog/item numbers, descriptions, quantity, unit, and unit price. (FYI: "unit" refers to how the item is packaged: each, box, pack, case, etc.)
- If you need an order ASAP, then mark the "please rush" box and indicate shipping method desired. Be sure to communicate this to your purchaser.
- If the order is to be picked up from a local store, please indicate the name of the person picking up the order.
- A PO will be generated on WSU's system, and unless you are picking the item up locally, support staff will contact the vendor to place the order for you.

E. What is the process for placing an order over \$10,000?

- Complete the PRF
- Obtain a quote from the three companies you wish to purchase from and submit it with the PRF.
- Andrea Hanmann will complete a Departmental Requisition (DR) and submit it to the appropriate Purchasing Department.
- Items \$10,000 and over must go out for bid unless you need to purchase the item(s) from a sole source (if only one particular vendor has what you need).
- If the item must be purchased from a sole source, a memo must accompany the DR to explain why. To obtain the instructions for the memo, please see your support staff.
- Estimated time - 2-5 weeks.

IX. Safety Training in Labs

- A. You will need to review the WSU Safety Orientation PowerPoint and complete a Safety Orientation Checklist. You can find that form and presentation on the WSUV Environmental Health and Safety website. Scroll down to the bottom of the page:
<https://admin.vancouver.wsu.edu/ehs/environmental-health-safety>

X. Supplies

Some office supplies are available in the workroom of the main office in your work area. These supplies are purchased through the department's program funding. Please use sparingly. Ask office staff for access.

XI. Telephones/Fax

- A. How do I use the telephone to contact people at WSU Vancouver?
When calling someone at WSU (any campus), you only need to dial the last 5 digits of the phone number (i.e. 546-9620 would be 6-9620).
- B. How do I make an off campus telephone call?
Dial (7) to get an outside line; then the telephone number.
- C. How do I make a long distance call?
1. You will need a long distance authorization code to make all long distance calls. You may obtain this from your graduate advisor/supervisor.
 2. Dial (7) to get an outside line. Dial (1) the area code, the 7 digit telephone number, then enter your authorization code and #.
- D. How do I send a fax?
1. Use the copier in the mailroom/workroom of the main office in your work area to send faxes. In VSCI, this is the color photocopier.
 2. Please ask staff if you need assistance in sending a fax.

XII. Travel

A. Travel Approval

1. Who are the CAS Travel Support contacts?

- General travel email: van.cas.travel@wsu.edu
- Managed by:
- Linda Campbell, 360-546-9441, lk_campbell@wsu.edu
- Diego Murillo, 360-546-9630, diego.murillo@wsu.edu
- Casper Menson, 360-546-9636, casper.menson@wsu.edu

2. Who will process my travel?

CAS Travel Support will process all CAS travel by retrieving your submitted form and:

- Purchase airfare (if requested)
- Make car and hotel reservations (see below for further details)
- Process the Spend Authorization (SA) to obtain approval for your travel based on the information you provide

3. How do I get approved for travel as a WSU representative?

Before travel, authorization from the university must be obtained by getting a Spend Authorization (SA) form processed and signed by an approving authority **for out of state and foreign travel. In state travel doesn't require a SA but is a good idea for making sure funding is in place.:**

- An SA form is created by the travel support staff after you submit the CAS Travel Request form (see below).
- This should be requested at least 10 days prior to your travel start date.
Note: All local travel (i.e., Portland) is still considered travel and needs to be authorized.

4. What form do I need to complete?

[Complete the CAS Travel Request form by clicking here.](#) Please note that you must download the file to edit.

5. How will I know that my travel is being worked on?

Once you have submitted your CAS Travel Request form to van.cas.travel@wsu.edu, you will receive a confirmation email.

B. Airfare Purchase

6. I am an employee. May I purchase my own airfare?

Yes, WSU employees are permitted to purchase their own airfare or CAS Travel Support will purchase your airfare using WSU guidelines and the information you indicate when you submit the travel request. If we do the purchasing, we encourage you to pick out exactly what you would like and submit the details on your request. Please provide us with your date of birth, name as is listed on ID and your cell phone number.

Keep in mind, if you choose to purchase your own airfare you will have to wait until after the conclusion of travel to be reimbursed.

7. I am a student or non-employee. May I purchase my own airfare?

Students and non-employees may purchase their own airfare if that is preferred. Reimbursement should not be requested until after your travel is complete.

8. May I use my favorite airline?

Yes, travel staff will try to accommodate this request. However, economy is the primary criteria.

University travelers are to use U.S.-flag air carriers for international air transportation. If a foreign carrier is used, the traveler is to justify the use of the foreign carrier on the Travel Authority or Travel Expense Voucher. Again, economy is the primary criteria to apply when making travel decisions.

9. What if I have a seat preference on the plane?

Please indicate this in comments section of the request. Travel staff will try to accommodate your seating preferences.

10. What if I have other special needs for my flight?

Please add your requests in the comments section of the request. Travel staff will try to accommodate these requests if they are available.

C. Hotel Reservation

11. Who should make my hotel reservations?

It is best for you to make your own hotel reservations because a personal credit card number is needed to hold the room. Ask the hotel clerk if they have state/government rates. This is different for each location. Your travel support staff can provide you with the maximum lodging rate.

12. What additional information is needed if travel staff reserves my hotel for me?

If you prefer travel staff to reserve a room for you, you will need to supply a credit card number, expiration date, and the 3-digit code on the back.

13. Can travel support pay for my lodging in advance?

Faculty/employees: No, you will need to pay for the hotel and then request a reimbursement from WSU after travel. You may do this by completing the Travel Reimbursement Claim form on SharePoint and include your hotel receipt.

Please note: WSU now reimburses travelers for shared economy lodging accommodations, such as Airbnb. Because these places are not licensed and insured public facilities, travelers book them at their own risk of paying for any and all cancellation fees, change in location due to last minute unavailability, etc.

14. How much should I pay for my hotel?

Lodging rates are different in each location. Ask your travel support staff what the maximum lodging rate is for your destination then ask the hotel if they can offer that state government rate.

You may also check for yourself at the following website for domestic travel: <http://www.gsa.gov/portal/category/21287>. Do not use the breakdown for incidental expenses, which is located by clicking the tab “Meals & Inc. Exp.”, it is not what WSU uses for meal breakdown.

International/foreign per diem rates may be found at:

https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

15. What if the hotel does not have the government rate available?

If the government rate is unavailable, an exception may be requested if one of the six exception rules apply:

- When costs in the area have escalated for a brief period, either during special events or disasters.
- When lodging accommodations are not available in the area at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a removed site would be consumed by additional transportation and other costs.
- When the traveler attends a meeting, conference, convention, or training session where he or she is expected to have business interactions with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility.
- When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.
- When a meeting room is required, and it is more economical to acquire special lodging accommodations (i.e. a suite) rather than acquire a meeting room and a room for lodging.

16. What is the maximum lodging exception that I may be reimbursed?

If one of the above exceptions applies and is approved, the maximum reimbursable lodging amount is 150 percent of the total allowable reimbursement rate (meals and lodging) for the location; you will need to absorb the additional cost if you decide to pay a higher rate.

Example: If the lodging **per diem** is \$113 and meal per diem is \$56, you would multiply \$169 by 150%. The maximum you could be reimbursed for this room would be \$253.50 per night.

You may still be reimbursed for your meals up to the maximum rate for the location.

17. What kind of receipt should I submit for a reimbursement?

Try to obtain an itemized receipt that shows you paid the expenses and the method of payment. Indications of an adequate receipt:

- Shows the arrival and departure dates and the daily rate and individual taxed for each day.
- Shows the last 4 digits of your credit card number
- The “balance due” line shows a zero balance

Note: A hotel reservation, although showing the rate, is not considered a final receipt. If you charge a meal to your room or any other unallowable charge that is fine. We will subtract that from the amount to be reimbursed.

D. Rental Car

18. May I reserve a rental car for myself?

Yes. It is best to use Enterprise Rent-a-Car because they are contracted with WSU and this contract includes comprehensive and collision, bodily injury, and property damage liability coverage. Do not request any additional insurance coverage when renting from Enterprise.

If you choose to rent from a non-contracted company, you will need to purchase full comprehensive and collision coverage from the rental company. Unless full insurance is purchased, renters may be held personally liable for any loss or damage to the rental vehicle.

You will not want to use the insurance associated with your credit card or your personal auto insurance because your personal auto insurance becomes the primary in the event of an accident. Receipts are required in either case.

19. May I get a car reserved for me?

Yes, this is preferred. Travel support staff will make car rental reservations for you based on the specifications you list on your travel request form.

20. May I take passengers with me when renting a vehicle?

Only passengers related to the official business of the travel are permitted to ride in cars rented by the University. If the traveler makes a personal decision to transport an unofficial passenger, the State of Washington does not provide excess liability protection to the unofficial passenger in the event of an accident.

21. What rental car agency is contracted with WSU?

WSU is contracted with Enterprise Rent-A-Car and National Car Rentals.

Direct billing is not available through them so you must pay first and then seek reimbursement.

E. Conference Registration

22. Who pays for the conference registration?

Option 1: You pay it and request to be reimbursed before or after your trip.

Option 2: Request payment in advance on the request form. With this option, a WSU CAS credit card (aka p-card) may be used to pay the fee as long as no transportation, parking or lodging is included.

23. What if lodging, transportation or parking are included on the conference registration?

If transportation, parking and/or lodging costs are included, you may still request that WSU make the payment.

Purchasing staff can attempt to get a p-card exception to make the purchase. This will take 1-2 weeks to process and is not guaranteed as lodging, transportation and parking are not expenses typically permitted on the p-card. Submit the conference registration form along with your request by emailing it to the person who is processing your travel. Please complete any personal details before submitting it.

F. Meal Expense

24. How much may I spend on meals?

A set per diem rate will be given according to the meal location. [This rate varies depending on the city/county you were in during the meal.](#)

More information about how to calculate how much you will be reimbursed for your meals [can be found at the bottom of this webpage.](#)

See below for policies around meal reimbursement and your hours of travel.

DEFINED MEAL PERIOD

- Travelers must be in travel status during the **entire** meal period(s) in order to qualify for **meal** reimbursement (SAAM 10.40.50.b):

- Breakfast: 7 am thru 9 am
- Lunch: 12 pm thru 2 pm
- Dinner: 5 pm thru 7 pm

11-HOUR RULE

For non-overnight travel assignments (single day trips), a traveler may be reimbursed for meal expenses when the traveler has been in travel status for at least eleven hours. If the 11-Hour Rule (SAAM 10.40.50.b) is not met, meals are not reimbursable. For non-overnight travel assignments, meal payments that are a fringe benefit are taxable on the traveler's W2.

25. Are receipts required for meals?

Not usually. However, if you are using someone else's budget, please find out if they want you to keep your meal receipts. Receipts are required if the PI (Principal Investigator) wants you to claim the exact cost of meals due to budgetary restraints.

26. How do I know my meals will be reimbursed?

Grad students can only ask for meal reimbursement if it is approved by the travel funds or the PI on their grant/travel funds before the travel occurs. Some grants do not cover meal reimbursement. Currently, the Elling and Higinbotham awards do not allow meal reimbursement.

You may never receive more than the per diem rate.

A. Budgets

27. If the payment budget is not mine, how do I prove I have permission to use it?

Ask the PI to send an email to the person processing your travel. You will receive an email letting you know who is processing your travel request form shortly after submitting it.

28. In addition to any grants that I may be awarded, are there any additional funds provided for travel?

CAS tenure track faculty and grad students who qualify may receive an allotted amount to use toward travel to conferences and meetings.

CAS Travel Support keeps track of these balances. Balances may be requested at any time.

B. Reimbursements

29. How do I get reimbursed for travel expenses?

[Complete a Travel Reimbursement Claim Form.](#) You need to download this form to edit it.

Attach your receipts in pdf. form to the travel email address along with the claim form.

30. When should I submit my request for travel reimbursement?

No later than 60 days from date of return. If a Travel Advance had been given in advance of travel, then reimbursements should be requested by the tenth day of the month following your trip to clear the Travel Advance. This is rarely given.

31. How will I sign my expense report?

If you are a WSU employee (faculty, adjunct, staff or grad student) you must approve the expense report in Workday.

32. How long does it take to get my reimbursement?

It depends on when you turn it in and if you provide complete information and how quickly you approve electronically. It usually takes 10 business days from when it is signed by all in Vancouver and is routed to Pullman.

Reimbursement time is faster if you have travel direct deposit set up. This is separate from the direct deposit you may have already set up for your paycheck. [Here is the link if you want to set up direct deposit for travel.](#)

G. Motor Pool

The Motor Pool has been eliminated on our campus. Vehicles are *only* available for fieldwork through CAS VSCI 230 staff. The four alternative options for transportation needs are:

1. Use own vehicle and be reimbursed for mileage.
2. Contract with WSU Pullman's Motor Pool.
3. A long term (over 30 days) lease through the Department of Enterprise Services in Olympia, with an option of maintenance agreement through the Department of Enterprise Services.
4. Car rental agreements through state/WSU contracts with Enterprise and National.

H. Travel Advances

A travel advance allows a traveler to receive cash to use to defray reimbursable lodging and meal expenses while performing official duties.

- A department may not request a travel advance if the period of travel is less than 15 days.
- A traveler may not receive a travel advance more than 15 days before the start of travel.
- A travel advance may not be considered to be a loan to an employee. Any unauthorized disbursement of a travel advance is considered a misappropriation of state monies.
- A travel advance is given to permanent ongoing employees. Students or employees with a gap in service (i.e. over the summer break) are granted

Travel Advances on an exception basis only and would need an unrestricted (formerly 17-A) Gift budget as a guarantee.

- Travel Advances are rarely given and must be requested well in advance. Travel Service in Pullman must receive the request on approved SA at least 10 working days before departure.
- The Travel Advance must be cleared through an Expense Report at least 10 working days after the first of the month following return. The use of advance funds must be shown and supported with receipts or per diem meals. Unused funds must be returned to WSU. If you are considering this option, please contact Linda Campbell for complete details.

XIII. Grad Student Association at WSU Vancouver

Currently, the WSU Vancouver Graduate Student Association (GSAV) communicates with graduate students via CougSync, a listserv, and a Facebook group.

A. How do I get connected to CougSync?

[Simply click here to check out CougSync](#), the website for all things extracurricular (clubs, events, etc.) on the Vancouver campus!

B. How do I get on the Listserv?

1. To sign up, go to: <http://lists.wsu.edu/mailman/listinfo/casgradstudents>
2. Follow the instructions and enter the requested data fields.

C. How do I access Groups on Facebook?

1. Having logged into Facebook, find the group that you want to join. Groups allow people of similar interests to talk about those interests in a central place. You can find groups in several different ways, though the process to join is the same regardless.
2. Search for the group - If you know the name or part of the name of the group, you can search for it in the Facebook search bar at the top left of the page. Select the group from the search results to open the group page.
3. Two group names to search for are:
 - WSUV Graduate Student Organization
 - WSU Vancouver Psychology

Other Pullman-based pages that might be of interest:

- WSU Graduate School
- WSU GPSA
- BGSA (Biology Graduate Student Association)

XIV. Washington State Residency

- A. What do I need to do to establish residency in the state of Washington?
1. Live in the state for 12 consecutive months.
 2. Be financially independent for the prior and current calendar years (January - December).
 3. Establish ties:
 - If you have a current out-of-state driver's license, you must obtain a Washington State Driver's License within 30 days of moving.
 - If you do not have any driver's license and do not plan to drive, you must:
 - Obtain a Washington State Identification Card;
 - Register to vote in Washington;
 - Establish a bank account in Washington.
 - If you own or drive a vehicle in Washington, register it in Washington.
- B. When should I submit my application and documentation?
1. No earlier than the semester prior to the one for which you are applying, and no later than the 30th calendar day of the semester for which you are applying.
 2. If you want a decision before tuition is due, you should submit your application at least 4 weeks before the tuition deadline, because it can take 4 weeks to process an application.