### Before Visa Interview

(For F and J visas)

<table>
<thead>
<tr>
<th>Has the ETSU Account been activated?</th>
<th>Yes</th>
</tr>
</thead>
</table>

#### Prepare Documents for Upload:

- Passport:
  - Is valid passport ready for upload?
  - Are dependent/s valid passport/s ready for upload? (If applicable)
- Funding:
  - Has the Fees Estimate page been reviewed?
  - Has the Scholarship page been reviewed?
  - Is the Support Affidavit form completed? (If applicable)
  - Do all documents of funding meet or exceed the required Fee Estimate minimum?
- Acceptance Letter:
  - Is acceptance letter valid for the upcoming term?

<table>
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<tr>
<th>Has the Immigration Document Request been submitted?</th>
<th>Yes</th>
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#### Prepare for Interview

- Has the home country US Consulate website been reviewed?
- Has the student visa page been reviewed?
- Has the visa application been submitted?
- Is the visa appointment scheduled?
- Has the SEVIS Fee been paid?
- Are all documents for interview ready?

### Before Registering Courses

- Purchase Insurance:
  - Has the insurance page and video been reviewed?
  - Has insurance been purchased?
  - Has a copy of the insurance card been printed?
- Submit Immunization Records:
  - Has the immunization page and timeline been reviewed?
  - Has account with MedProctor been created?
  - Are immunizations completed and submitted 30 days before traveling to campus?
  - Is TB Test scheduled with Student Health Services?
- Undergraduates:
  - Has LAUNCH been completed?
  - Is Accuplacer testing required?
  - Yes □ No □ Not applicable
  - If yes: Has testing been scheduled with the University Advisement Center?
  - Yes □ No □ Not applicable

<table>
<thead>
<tr>
<th>Has Academic Advisor or Graduate Coordinator been contacted?</th>
<th>Yes</th>
</tr>
</thead>
</table>

#### Register For Courses:

- Has registration video been viewed?
- Have classes been registered for the upcoming term?

### Before Traveling

#### Arrange Housing:

- On campus:
  - Have types of housing been reviewed?
  - Has application for housing been submitted?
  - Has meningococcal immunization been submitted?
  - Has Meal Plan been purchased?
  - Has a date for move-in been arranged?
- Off Campus:
  - Have apartments been researched?

#### Immigration Check-In:

- Has Check-In and Orientation page been reviewed?
- Has Check-In date and seat been reserved?

#### Graduate Students with GA/TS:

- Has email to Dr. Elhindi been sent to schedule the Oral Proficiency Interview (OPI)?
- Has department been contacted for their orientation date?

#### Plan Date of Travel:

- Has the Travel Arrangements page been reviewed?
- Are travel dates set to arrive by August 20, 2018?
- Are flight plans made to arrive at Tri-Cities airport?
- Is airport pickup with IEP, Taxi, or other arranged?
- Yes □ No □ Not applicable

#### Recommended:

- Have attended a Pre-Arrival Meeting?
- Does budget for expenses cover funds in hand?
- Has the ETSU App been downloaded to device?
- Have cellphone plans been researched?
- Have IBB, ETSU student organizations, and life in Johnson City been reviewed?
- Has D2L information been reviewed?
- Undergraduates: Has Preview been signed up for?

This checklist includes links to more information. Click the blue texts to access webpages and forms.
**Traveling**

**Documents at Port of Entry (POE):**
- Have the [TSA](#) and [POE](#) pages been reviewed?
  - Yes
- Is [IPS contact](#) information on hand?
  - Yes
- Are passport, visa, and I-20 or DS-2019 on your person and ready to hand POE Officer?
  - Yes
- Are dependent/s documents ready to hand POE Officer?
  - Yes
  - Not applicable

**Travel by Flight:**
- Is airport pickup contact information on hand?
  - Yes
- Are [hotel](#) or housing arrangements in place?
  - Yes

**Travel by Vehicle:**
- Does budget cover expenses for ground travel?
  - Yes
- Are [hotel](#) or housing arrangements in place?
  - Yes

**Campus Arrival: Required**

**Check-In and Orientation:**
- Has the reserved Check-In Presentation been attended?
  - Yes
- Have all immigration documents been submitted online?
  - Yes
- Has the International Orientation been attended?
  - Yes

**TB Test:**
- Has a copy of the insurance card been printed?
  - Yes
- Has a TB Test appointment been scheduled?
  - Yes

**Has IPS been notified of new scholarship offer?**
- Yes
  - Not applicable

**Graduate Students with GA/TS:**
- Has department orientation been attended?
  - Yes
- Has OPI been completed?
  - Yes

**GA/On campus employment:**
- Has SEVIS registration been requested at IPS?
  - Yes
  - Not applicable
- Has the [Social Security Number](#) been applied for 10 days after entering the US?
  - Yes
  - Not applicable
- Has appointment with the [Office of Human Resources](#) been scheduled to complete I-9, work eligibility?
  - Yes
  - Not applicable

**Has the ETSU ID Card been retrieved?**
- Yes

**Expenses:**
- Has a bank account been opened?
- Has all tuition and fees been paid before class purge date?
- Have all course books been purchased?

**Campus Arrival: Endorsed**

**Campus Activities:**
- Has the IBB Welcome day been attended?
  - Yes
- Have applications to other [ETSU student organizations](#) been made?
  - Yes
- Has the [ETSU activity calendar](#) been reviewed?
  - Yes

**Undergraduates: Has Preview been attended?**
- Yes

**Other:**
- Has the [ETSU App](#) been downloaded to device?
  - Yes
- Have [cellphone plans](#) been researched?
  - Yes
- Has a [Meal Plan](#) been purchased?
  - Yes