International Student Checklist

Before Visa Interview

Before Registering Courses

Before Traveling

Has the ETSU Account been activated?

Yes

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 Letter of Support 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?

Has the Immigration Document Request been submitted?

Yes

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?

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
  - Not applicable
- If yes: Has testing been scheduled with the University Advisement Center?
  - Yes
  - Not applicable

Has Academic Advisor or Graduate Coordinator been contacted?

Yes

Register For Courses:

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

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 January 9, 2018?
- Are flight plans made to arrive at Tri-Cities airport?
  - Yes
  - Not applicable
- Is airport pickup with IFP, Taxi, or other arranged?

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?  
  - Yes
- Has all tuition and fees been paid before class purge date?  
  - Yes
- Have all course books been purchased?  
  - Yes

### 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