International Student Checklist

Before Visa Interview

(For F and J visas)
- 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?
  - Is the Support Affidavit form completed? (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?

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?

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
  - 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?

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 Graduate School contacted you 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 dates set to arrive by I-20 Program Start Date?
- 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.
International Student Checklist

Traveling

Documents at Port of Entry (POE):
- Have the TSA and POE pages been reviewed? □ Yes □ Not applicable
- 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

Office Information
Phone: 423-439-7737
Email: Interntl@etsu.edu
Hours 8:00am - 4:30 pm