

# International Student Checklist

International  
Programs & Services

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

## 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?  
(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 [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](#)?  
 Yes  Not applicable  
Is airport pickup with [IFP](#), Taxi, or other arranged?  
 Yes  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.

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## Traveling

### Documents at Port of Entry (POE):

Have the [ISA](#) 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?
- Have all immigration documents been submitted online?
- Has the International Orientation been attended?

### TB Test:

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

### Has IPS been notified of new scholarship offer?

Yes  Not applicable

### Graduate Students with GA/TS:

- Has department orientation been attended?
- Has OPI been completed?

### 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