

# 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 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?
- ☐ 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