

New Student Checklist

University Center for International Education

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Dayton, OH 45435

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E-mail: uciearrivalassistance@wright.edu

Web page: <http://www.wright.edu/ucie>

Directions: This form is intended to help you keep a record of some of the things you need to do in preparation for your studies at Wright State University. Check off the items below as you accomplish them.

- _____ **Carefully read your admission letter.**
- _____ **Fill out and send back the Arrival Notification Sheet via fax, e-mail attachment (to the e-mail address in letterhead above) or regular mail to the UCIE office marked "Attn: Arrival Assistance Staff" as soon as you have all of the necessary flight information available.**
- _____ **Book airline flight with arrival in sufficient time to attend the Mandatory Orientation Program BUT do not arrive USA earlier than 30 days prior to the beginning date listed in your I-20 item #5.**
- _____ **Read and follow the suggestions on the Procedures Sheet (see reverse side)**
- _____ **Pay the SEVIS fee and apply for your student visa at the American Consulate in your area.**
 - PLEASE REVIEW items 3 and 4 on the reverse side of this page for details
- _____ **Read over the following information sheets:**
 - _____ **"Planning for Your Arrival" Memo (green)**
 - _____ **Housing Information Sheet (pink)**
 - _____ **Make plans for your temporary housing upon your arrival**
 - _____ **Carefully review item 9 on the reverse side of this page regarding the "Medical History Form"**
 - _____ **Complete the "Medical History Form" and bring it with you**
- _____ **Plan your arrangements for Housing at Wright State University by doing one of the following.**
 - _____ **If you choose to live on campus, you must send in the Residence Services application and pre-payment as early as possible, preferably a minimum of three months in advance of the academic quarter you will begin studies at Wright State University.**
 - _____ **Visit our web site (www.wright.edu/ucie/students/housing.html) for a listing of available private apartments in University area (see "Housing Information Sheet").**
 - _____ **If you choose to live off-campus and you are looking for a roommate, please visit our roommate request web-page: http://www.wright.edu/ucie/students/rooms_available.html**
Also, if you wish to have your name listed on the above web-page, please e-mail us your information listed in the following format to: uciearrivalassistance@wright.edu

NAME:	_____	
WSU ID #:	_____	(See admission letter)
PHONE #:	_____	(Include country and city codes)
E-MAIL:	_____	
- _____ **Within the first few days of your arrival in Dayton, Ohio you **must**:**
 - _____ **Report to the UCIE office to have your passport and visa documents processed and photocopied, as **you will not be able to register for class until you have done this.****
 - _____ **Register for the mandatory Orientation Program**
 - _____ **Schedule an appointment with your academic adviser & register for classes**
 - _____ **Attend Orientation**

Procedures for Incoming F-1 and J-1 Students from Overseas

Directions: The following steps must be followed to enter the United States in valid F-1 or J-1 student status:

1. Read page 2 of the form I-20 carefully and complete section 11 on page 1 as instructed. Alternatively, if you received a DS-2019 read page 2 before applying for your student visa.
2. Prior to applying for your student visa, we suggest you review our web site below to better prepare your application: <http://www.wright.edu/ucie/students/visainfo.html> You may also find it valuable to review the government web site (below) for U. S. Consulate policies in your area: <http://www.state.gov/>
3. Carefully follow the instructions on the enclosed I-901 SEVIS “fact sheet” and pay the \$100 SEVIS fee. http://www.wright.edu/ucie/admissions/fact_sheet_sevisform.pdf
4. Take form ***I-20 or DS-2019*** to the American Consulate along with ***your passport, letter of admission, proof of \$100 SEVIS fee payment, and proof of financial support***. At the Consulate, you will be asked to complete an application for a visa in a face-to-face interview. Please note – **apply early**: making an appointment for a student visa interview may take up to two months.
5. Visit **Education USA** center for Visa-Orientation (If available). <http://educationusa.state.gov/>
6. When you present the form I-20 or DS-2019 and visa application to the American Consulate, an F-1 or J-1 visa will be placed in your passport. The name of the University that is on your I-20 or DS-2019 will also be written on your visa. Then, your form I-20 or DS-2019 will be returned to you usually in a sealed envelope and will be opened by US officials at the US/BCIS port of entry. **You must attend the school whose name is on the student visa in your passport for one academic term before being eligible to transfer legally to another university.**
7. On the airplane you will be asked to complete an I-94 form. You should **complete the form using your name as it is written on your passport and on your I-20 or DS-2019.**
8. At the port-of-entry, the Immigration official will ask to see your passport and all pages of your Form I-20AB or DS-2019. Therefore, **you should not pack the passport and I-20 or DS-2019 forms in your "checked" bags; instead, you must keep these forms in your "carry-on" luggage.** The immigration official will stamp the Form I-94 (white card) and return it to you. The official will also stamp and return the form I-20 or the form DS-2019 to you. *This is your I-20 or DS-2019 copy and must be kept throughout your entire stay in the USA.*
9. When you arrive at Wright State University, please bring your passport, I-94 and I-20 or DS-2019 to the University Center for International Education office located in *Room E190* of the Wright State University *Student Union* Building.
10. You are required to submit the Medical History form during the first Quarter of study. You must have received all of the immunizations that are listed on both of the pages of the Medical History form. If you do NOT have all of these immunizations, **you will have to get them when you arrive at WSU** . Please note that these immunizations may be more expensive in the U.S.A., so it is recommended to receive all of them in your home country. If you don't know which immunizations you had as a child, we recommend that you ask your family physician. If you have any questions please contact the UCIE.