



ARRIVAL INFORMATION for NEW INTERNATIONAL STUDENTS

Spring 2012

Welcome to KU!

Non-Orientation MANDATORY CHECK-IN PROCEDURES

All three steps **MUST** be completed, in any order, **BEFORE** enrollment is allowed. (students participating in orientation will take care of all required steps during orientation)

Check-in with International Student and Scholar Services (ISSS)

You **MUST SIGN UP** (at ISSS* upon arrival) to attend one ISSS check-in session:
**The ISSS Office is located in Room 2 of Strong Hall, on Jayhawk Boulevard*



Tuesday, January 10, 2012	Location given upon sign up	1:30 p.m.	or
Wednesday, January 11, 2012	Location given upon sign up	1:30 p.m.	or
Thursday, January 12, 2012	Location given upon sign up	1:30 p.m.	or
Friday, January 13, 2012*	Location given upon sign up	1:30 p.m.	

Please arrive on time - NO Late Entry Allowed!

*Students arriving after the last scheduled check-in listed above must report directly to the ISSS office (closed Sat & Sun), Room 2 Strong Hall to sign up for late check-in. Note: \$150 late enrollment fee will be assessed on/after Jan 17th.

- There is a **mandatory \$35 check-in fee (for F & J status only)** that must be paid at the time of check-in. Cash, check or traveler's check only; ISSS *does not* accept debit or credit cards.
- You will hear important information on maintaining your legal immigration status, have your immigration documents scanned and reviewed, and update some information on the computer.
- **Bring your immigration documents—passport, visa, I-94 card, I-20 (F-1)/DS-2019 (J-1),** or any other documents that verify immigration status. If in a dependent status like H-4, L-2, J-2, etc., bring evidence of status for the person from whom your status is derived. Also, bring **emergency contact information** for someone in your home country (required) and in the U.S. (if known).
- **Plan for about 3 hours to complete this entire process.**

\$150 late enrollment fee will be assessed on/after Jan 17th.

Check-in with the Applied English Center (AEC)

- All international students must have their English proficiency evaluated at the AEC in Lippincott Hall. Go to the AEC as soon as possible (*on/after Jan. 4th*) to sign up to take the English proficiency test or to receive a waiver for the exam. If testing is required, you must register by 3:00 p.m. the business day prior to a test date. You need to be in the U.S. for at least 24 hours before you can take the AEC test.
- If you have them, take your original TOEFL or IELTS scores and/or your original diploma earned in residence from either an accredited U.S. institution of higher education or an institution whose medium of instruction is English.
- Students should bring their passport or other picture ID with them when they go to the AEC.
- The AEC office (Lippincott Hall, Room 204) is open Monday to Friday, 8:00 a.m. to 5:00 p.m.

Check-in with Watkins Memorial Health Center

- Student Health Services tuberculosis (TB) screening, immunizations, and health record review will be done by appointment only. You will be instructed on how to make your TB appointment at the ISSS office when you sign up for the mandatory ISSS check-in session (see above).
- Bring your completed "Immunization Screening History" and your "Health History Form" to your appointment. These forms are in your admission packet.

If you don't have the forms, these are also available on the Student Health Center website, however you *must ignore the instructions to submit the form online; international students must submit the paper forms in person:*

<http://www.studenthealth.ku.edu/>

Click on the top tab "Forms & Policies" Then click → Immunization and Health History Form

Print out the "worksheet" version of the form and fill it out. **International students CANNOT submit online!**

Note: Failure to complete the TB screening will result in disenrollment and subsequent notification to ISSS that you are no longer enrolled. This could affect your legal status in the U.S.



ADDITIONAL INFORMATION for NEW INTERNATIONAL STUDENTS

Spring
2012

HOUSING OPTIONS in LAWRENCE

On-Campus: KU Department of Student Housing

Mail: 422 W. 11th Street, Suite DSH, Lawrence, Kansas 66045, USA
Phone: 1.785.864.4560
Fax: 1.785.864.5048
E-mail: housing@ku.edu
Internet: www.housing.ku.edu

Space is very limited. Contact Housing immediately if interested.

Spring 2012 contracts for on-campus residence and scholarship halls begin on Jan. 14 (Jayhawker Towers also open on Jan. 14). On-campus meal service begins with brunch on Jan. 14. Stouffer Place residents may move in on the date indicated on their contract.

Naismith Hall is a private residential hall very close to the KU campus (19th St and Naismith Dr). To learn more about Naismith Hall, please contact them at:

Web: <http://www.livenaismith.com/>
Phone: 1-888-532-4054 (inside U.S.); 1-785-843-8559 (outside U.S.)

Apartments and Houses

Search for off-campus housing online at:
<http://www.apartmentdirectory.com/>
<http://www.1jworld.com/marketplace/classifieds/>
<http://www.hawkchalk.com/housing/>
<http://apartments.lawrence.com>

Social Security Number (SSN)

A SSN is a federal identification number used for tax purposes and is **only** needed if one is **employed** in the U.S. Note: many companies (cell phone, bank, etc.) may request a SSN to establish service however it is not required.

F-1 students will need a job offer and verification from ISSS before becoming eligible to obtain a SSN. J-1 students will need a job offer and written work authorization from their program sponsor. For more information, please contact ISSS, Room 2 Strong Hall.

TRANSFER STUDENTS

- Must complete all check-in processes as described on the other side of this page.
- SEVIS record from former U.S. institution *must be released* to KU before KU I-20 or DS-2019 can be issued.
- Undergraduate students that have questions about transfer credit should contact the ISSS Undergraduate Admissions Office, Room 17 Strong Hall, 864-2616.
- Graduate students should contact their academic department regarding graduate credit transfer.

Students must be **enrolled** to receive a **KU Card**. The KU Card Center is located on the 4th Floor of the Kansas Union.



MANDATORY HEALTH INSURANCE

All international students, in F-1/J-1 status, at KU are required to carry health insurance. **Deadline: Feb. 1st, 2012**

1. F-1 and J-1 students will be billed with tuition for the KU insurance plan. You will pay for insurance when you pay your tuition bill.
OR
2. If you already have acceptable insurance, you may apply for a waiver of the KU insurance charge (no later than Feb. 1st). Your insurance must meet KU requirements.

For more details regarding minimum requirements for a waiver, please visit:
<http://www.iss.ku.edu/insurance/>

Insurance waiver forms are also downloadable from this website. Click "Waiver Process".



enroll & pay

Steps to Enrollment:

- Complete all 3 required check-ins:** with the International Student & Scholar Services Office (ISSS), the Applied English Center (AEC) and Watkins Memorial Health Center.
- Make sure all your holds are removed.** You may check if your holds have been removed by logging into your Enroll & Pay account.
- Seek academic advising.**
AEC students – at AEC office
Undergraduates -Undergraduate Advising Center
Graduates- departmental advisor
- Select your courses.**
- Enroll online or at the appropriate office.**

Late enrollment fee:
Students enrolling on/after Jan. 17 will have to pay a late enrollment fee of \$150