International Graduate and Adult Student Pre-Arrival Checklist

This checklist is designed to give you a quick review of what to do before leaving your home country. For more detailed information on each step, please contact your international student advisor.

**If you are transferring your SEVIS record from another U.S. institution you must contact the International Student Office for the proper procedure to obtain a Form I-20 from Union University.

No international student should make plans to come to Union University until his/her immigration papers are in proper order.

✓ **Step 1: Receive Program Acceptance Letter and Form I-20 from Union University**

Once you have been fully admitted to your program of interest you will receive your Form I-20 from the International Student Office. This will come via postal service, not electronically.

✓ **Step 2: Pay the SEVIS I-901 Fee**

If you are a first-time applicant for an F-1 (I-20), you are required to pay a SEVIS fee before your visa interview. For more information: www.FMJfee.com

✓ **Step 3: Apply for and obtain your F-1 Visa**

After steps 1 and 2 are completed, apply for a U.S. visa at the nearest U.S. Embassy or Consulate. For more Information: Student and Exchange Visitors Visas

✓ **Step 4: Arrange your Travel to the U.S. and Union University**

You can arrive up to 30 days prior to the program start date. Program start date can be found in item #5 of your Form I-20. The International student office recommends you arrive no later than 1-2 days prior to your program start date.

✓ **Step 5: Submit the International Student Health Insurance Enrollment Form**

All Union University F-1 international students are required to maintain health insurance coverage through the period of their program. All students will be enrolled to receive coverage through the International Office upon arrival to Union University unless authorized for an exemption.
✓ Step 6: Respond to all correspondence and emails from Union University and your International Student Advisor

There may be very important information conveyed to you before your arrival including residence hall arrangements, academic registration and immigration regulations. Please read and respond to all Union University correspondence.

✓ Step 7: Read the Pre-Arrival Handbook for International Students

The Pre-Arrival Handbook contains helpful information as you prepare to arrive to Union University.

✓ Step 8: Preparing for Your Trip

Place the following in your carry-on luggage: passport (with valid visa), signed Form I-20, admission letter, and financial support documentation.

✓ Step 9: Contact the International Student Office to notify us of your arrival

It is required for all new students to check-in with their International Student Advisor. Please bring all of your travel documents (passport, visa, I-94, I-20) with you so that copies can be made for your files. We will also need copies of travel documents for all your dependents with you in the US. Please make an appointment with your Designated School Official at your designated campus. Our phone number is 731-661-5031

**Jackson Campus:**
Emily Harper (PDSO)
Penick Academic Complex H-41 (inside the international student lounge),
Email: eharper@uu.edu, Phone: 731-661-5031

**Germantown Campus and Stephen Olford Center:**
Teresa Hataway (DSO),
WB 102

**Hendersonville Campus**
Dr. Charles Lea (DSO)
HEND 115