

International Undergraduate 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.

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

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

Once you have been fully admitted to the University you will receive your Form I-20. This will come after you create your eShipGlobal label 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.**

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.

Communicate your arrival plans with the International Student Office. Airport pick-ups may be arranged for new students in undergraduate programs.

✓ **Step 5: 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 8: 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: Plan to Attend the International Student Orientation**

International Orientation and Welcome Week Orientation is mandatory for all new undergraduate international students on the Jackson campus. International Orientation for fall will begin on Thursday, one day prior to Welcome Week Orientation. You will receive email notification from the International Student Advisor about this important training.

✓ **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 9: Preparing for Your Trip**

Place the following in your carry-on luggage: passport (with valid visa), signed Form I20, admission letter, and financial support documentation.