

ARRIVAL CHECKLIST FOR NEW INTERNATIONAL STUDENTS

Welcome to Tulane University! We know you must feel overwhelmed by all the things you must take care of now that you have arrived on-campus. The Office of International Students and Scholars has prepared this arrival checklist to help you one step at a time so that your first days here go as smoothly as possible.

NOTE: all buildings referenced can be found in the online campus map: <http://tulane.edu/about/visiting/campus-maps.cfm>.

- ❑ **Academic Advising and Class Registration:** Talk to your academic advisor about class registration. Please read the directions below:
 - Undergraduate Students – Advising Center: <http://tulane.edu/advising/>
 - Graduate Students – Contact your department
 - J-1 exchange students in the Business or Law School – Contact your department
 - Other J-1 exchange students – Contact Carol Pizer in the Advising Center: cpizer@tulane.edu

 - ❑ **Obtain Your Tulane Identification Card (“splash card”):** Please go to the Card Services office at the LBC room 107 (Building #29) to obtain your splash card. Downtown students, please go to the Tidewater Building on the 8th floor. Graduate students must first check in with their department or advisor before obtaining their splash card.
 - **NOTE:** Please make sure to obtain your splash card before coming to check in at OISS.

 - ❑ **Check in at OISS:** Immigration regulations require you to check in at the Office of International Students and Scholars located at 6901 Willow Street (Building #94). Check-in is also when you will request a bank letter if you want to open a bank account.
 - **NOTE:** please get your splash card before checking in with OISS. Also, note that your documents may be kept overnight for processing.
- Check in process:
1. To save time, fill it out check-in form in advance and bring it with you: <https://tulane.box.com/checkin>
 2. Bring your check-in form and the following documents:
 - a. Form I-94: After you have entered the US, please go to <https://i94.cbp.dhs.gov/i94/request.html> to print your I-94 card. Click “Get Most Recent I-94” at the bottom of the form.
 - b. Passport
 - c. Form I-20 or DS-2019
 - d. Signed last page of the F-1 regulations (green packet), or the last page of the J-1 regulations (blue packet)
 3. During processing, OISS staff will inspect and photocopy your immigration documents to make sure that your first or most recent entry to the U.S. was properly handled, and verify to the Department of Homeland Security (DHS) that you have arrived at Tulane.
- ❑ **Open a Bank Account:** It is recommended that you open a bank account as it is not safe to store cash in your apartment or residence hall, and if you have checks, you will need to deposit them immediately so that they have time to “clear” (be verified by the U.S. bank) before you withdraw funds to pay your bills. Whitney Bank is located directly on campus and there are also several banks in the New Orleans area, both Uptown and Downtown. It will be helpful to obtain a letter from OISS to use when open a bank account. If you want to open a bank account, please request a bank letter when you check-in with OISS. Please notify us if you are having problems opening an account.
 - **NOTE:** to request a letter, you will need to provide a local address where you can receive mail. If you do not have a local address, please contact your department to see if you can use their address until you move into your permanent place.

 - ❑ **Mandatory International Student Orientation:** To provide important immigration information and to assist you with the transition from your home country to Tulane, the Office of International Students and Scholars (OISS) requires that all new international students attend the mandatory International Student Orientation. The orientation covers information that you, as an international student, need to know – whether this is your first time in the U.S. or if you have studied here already.
 - **NOTE:** the orientation schedule is available here: <http://global.tulane.edu/oiss/orientation>

- ❑ **Immunization Form:** You will need to turn in proof of immunizations to the Student Health Center (Newcomb Place at Willow St. Building #92). Failure to do so may block you from registration.
<http://tulane.edu/health/immunizations.cfm>
 - **NOTE:** Students in the School of Public Health or Medical Students must submit proof of immunization to the Student Health Center at the Elks Place Building room 261.

- ❑ **Health Insurance:** All international students at Tulane University are required to have health insurance. Each year, students must either enroll in the University-sponsored student health insurance plan or waive enrollment in this plan by providing proof of other adequate coverage.
 - **How to enroll:**
If you would like be enrolled in the Tulane health insurance policy, enrollment information will be posted on the Student Health website <http://tulane.edu/health>
 - **How to waive:**
International students who wish to apply for a waiver must present to Student Health a waiver request form filled out by their insurance company certifying coverage equivalent to or better than the Tulane student policy and that meets all international student coverage requirements, including evacuation/repatriation: <http://global.tulane.edu/oiss/students.html>

- ❑ **Reporting Your Address:** It is imperative that you always maintain your local and permanent address with the University. This ensures that your records are correct and also that you are compliant with immigration regulations. The address you provide the university, will be the address where your bill will be sent. If you do not provide the University with your local address, they will automatically send your bill to your address in your home country. Confusion and accrued interest may result if you do not pay your bill. Report your address as follows:
 - **Gibson Online:** <https://gibson.tulane.edu/tulane/jsp/login.html>
 - **Office of International Students and Scholars (OISS):** Located at 6901 Willow Street. Please be sure to fill out the address form that is located at the front desk of OISS.
 - **NOTE:** Your permanent address must be an address outside of the United States. Never use your department's address as your local or permanent address. If you wish to have your monthly statements or registration materials sent to your department, simply request that your billing address be changed, not your local or permanent address.

- ❑ **Employment Information**
 - **Social Security Number:** immigration regulations dictate that F-1 and J-1 students must have a job offer (on-campus) or be a Teaching or Research Assistant to be able to apply for a Social Security card. If you are hired by Tulane and you will be receiving an income, you must get a social security number (SSN).
 - **How to Apply:** In order to apply for a social security number (SSN), you will need to request information from your employer and get a letter from the Office of International Students and Scholars. For more information, visit <https://greenspace.tulane.edu/ciss/www/Applying%20for%20a%20Social%20Security%20Number.pdf>
 - **Tax Forms:** If you will be working or receiving income, you must send an email to the International Tax/Payroll Office: ito@tulane.edu so that they can send your tax forms via e-mail. You could be blocked from registration if you do not complete the tax forms that they send you.

- ❑ **Library:** Plan to attend one of the "Introduction to the Howard-Tilton Library" sessions. For information about library training sessions, please visit the Howard-Tilton Library homepage at www.library.tulane.edu or e-mail the library with any questions at libres@tulane.edu. The training sessions will help you learn how to conduct effective scholarly research at Tulane.

- ❑ **How to Pay Your Tulane Bill:** Tulane University has partnered with *peerTransfer* to make your international payments safe and easy. *peerTransfer* allows you to pay securely from almost any country and any bank, generally in your home currency. To use *peerTransfer* and/or to view your other payment options, visit http://pandora.tcs.tulane.edu/acctrec/international_payments.asp.
 - **NOTE:** You can also pay using a credit card through Gibson Online: <https://gibson.tulane.edu/tulane/jsp/login.html>

- ❑ **Photocopy and Safeguard Your Documents:** It is much easier to replace lost or stolen items if there are records of them. Therefore, photocopy your passport, I-20 or DS-2019 form, and visa stamp page immediately. Store the copies in a separate location from the originals. Copy all identity and other important documents you brought with you or obtained while in the U.S.