

Arrival Checklist for New International Students

- If you have not already done so, please visit <https://www.cbp.gov/i94> to obtain your **Admission (I-94) Number**. Print the page with the number and keep with your passport and I-20/DS-2019. Be certain the class of admission is correct (F-1 for students with I-20s and J-1 for students with DS-2019s) and that the Admit Until Date is **D/S** (Duration of Status). If this information is not correct, contact ISSS immediately. Please email a copy directly to iss@ksu.edu if you did not upload in Qualtrics.
- Create and register your eID**. This will allow you to access **KSIS**, K-State's Student Information System, and your K-State email. This can be done from any computer at www.eid.ksu.edu but if you would like assistance, you can email helpdesk@k-state.edu.
- Complete the New International Student Orientation Canvas Course. A hold will be placed on your student account in KSIS for failure to complete this requirement.
- If you have an English Language Program (ELP) hold, check in with ELP to take the WildCAT English Proficiency Test (EPT). To check-in with ELP, please send an email to elp@ksu.edu or stop by 205 Fairchild Hall. If you are not sure if you need to take this test, ELP will be able to assist you.
- If you are a new graduate student who needs to take the **SPEAK Test** (*only for new students who will be Graduate Teaching Assistants*), please email elp@ksu.edu.
- Getting your **K-State I.D. card**: Go to www.ksu.edu and click on KSIS. To log in use your eID and password. You will see a To Do list on the right side of your screen. I.D. card procedures should be on your list. You will need your admission letter, I-20 or DS-2019 and your passport to request an I.D. card. The cost of the card is **\$25.00**. You will be notified when your I.D. card is ready to be picked up. The I.D. Center is located in the K-State Union.
- Enter/Update your **local/home address in KSIS**. Go to www.ksu.edu and click on KSIS. To log in use your eID and password. Immigration requires that you always have a current local (in U.S.) and permanent (outside U.S.) address on file. Any change of address must be updated in KSIS within **10 days** of the change. Email iss@ksu.edu with permanent address changes. You will need to complete an address card to register your local address with the Post Office to ensure accurate delivery of your mail. These address cards are available at ISSS or Central Mail Services, Dykstra Hall Rm 127.
- Health insurance** is required for all international students. You will see a charge for health insurance on your tuition bill once you have enrolled. If you have alternative qualifying coverage, you must complete and submit the Health Insurance Waiver form prior to the waiver deadline. You will be emailed instructions from a company called ECI. If the waiver is approved, the charge will be removed from your account. Students must submit the waiver every semester that they are enrolled at K-State.
 - Graduate students with qualifying assistantships must enroll directly with United Healthcare**. Go to <https://www.k-state.edu/hcs/benefits/health/gradhealth.html> for the enrollment form. Once ISSS confirms **enrollment & payment** for the GTA/GRA/GA plan, the fee will be removed.
 - United Healthcare Summer coverage dates are June 1-July 31**. Please visit https://www.k-state.edu/iss/students/health_insurance/ for more information.
- Please complete the University health requirements by visiting Lafene Health Center's website (www.ksu.edu/lafene), logging into the myLafene+ patient portal and selecting "Medical Clearances". Once there, complete the TB Questionnaire and upload a picture of your immunization records. **All students are required to complete the TB Questionnaire, TB testing may be required and 2 MMR vaccines**. If you plan to live in university housing, you are required to have one Meningococcal vaccine. Please visit, www.k-state.edu/lafene/requirements/ for more information on these requirements. . If interested in the COVID-19 vaccine you can schedule through the patient portal. If you have already been vaccinated, you can upload the record to the portal.
- If you have not enrolled for classes yet:** English Language Program students will be provided more information after they receive their EPT results on how to enroll. If you have any questions contact the ELP office at elp@ksu.edu. Undergraduate students with no ELP hold, enrollment will be done with your academic advisor. If you don't know who your academic advisor is, please check on your KSIS account. Graduate students must first contact Graduate School by sending an email to gradintladmt@ksu.edu. Graduate students then need to contact their major professor.
- If you will be working**, you will need to have a **Social Security number (SSN)**. You must be enrolled in a full course of study and must have a job offer in order to apply for a SSN. Your hiring department must complete and sign the "Verification of Employment and Employment Eligibility for Social Security Administration" available on the ISSS website. The form should be placed on department letterhead and can be submitted via email to iss@ksu.edu. ISSS will then issue a letter confirmin full-time enrollment. You will receive additional instructions from ISSS at that time.