



Post-Arrival Checklist

This checklist provides information, resources, and specific post-arrival requirements to prepare international students to transition to life in the United States (US), and will assist with required post-arrival tasks (as applicable to you).

- There are three sections, one addresses all international students, and the other two address F-1 visa students studying under [SEVP](#) regulations, and J-1 visa students studying under [EVP](#) regulations (*if you are not studying under the F or J visa, then these specific sections do not apply to you*).

IMPORTANT: Please ensure to click on the blue underlined hyperlinks to access forms, email addresses, and websites for additional information and resources. Please stay aware of Florida Poly's [new student next steps](#), [COVID-19 updates](#), [international travel advisories](#), and essential [university deadlines](#).

ALL INTERNATIONAL STUDENTS

- ✓ **[International Student Handbook](#):** Review important information, resources, dates, and deadlines.
- ✓ **[Academic Calendar](#):** Reference the university calendar for important dates.
- ✓ **[Student University Email](#):** You must access your university email account; this is the primary method of university communication and must be used for all electronic communication (*student business/records will not be discussed via personal email*).
- ✓ **[Student Business Services \(SBS\)](#) [Student Financial Responsibility Agreement](#):** You must electronically sign the SBS agreement via your [CAMS Account](#) at the beginning of every semester.
- ✓ **[On-Campus Housing & Meal Plan](#):** Students that have made plans to reside on-campus should view the following links for additional information: [Student Living](#) | [Meal Plans](#) | [FAQs](#)
- ✓ **[Off-Campus Housing](#):** Students that have made plans to live off-campus should be prepared to pay a deposit, buy, or rent furniture and household items (as applicable). Please [view](#).
- ✓ **[Financial Arrangements](#):** View [Financial Matters in the US](#) for information regarding US currency and how to be prepared financially to encounter expenses after arriving in the US.
- ✓ **[Paying Tuition and Fees](#):** You are responsible for ensuring your university bill is paid. If you are receiving financial aid (e.g., graduate assistantship, scholarship, etc.), follow up with the [Office of Financial Aid](#) regarding payments, or if another source is paying all or part of your bill, payment must be made by the fee payment deadline. Contact [SBS](#) directly regarding payment plan options.
- ✓ **[Visa Study Guidelines](#):** Your nonimmigrant visa (NIV) classification determines if immigration regulations have restrictions on study (and employment); view the [NIV Student Guidelines](#) to confirm your study guidelines.
- ✓ **[Employment](#):** You are responsible for maintaining your status and being aware of employment guidelines and restrictions. See USCIS [Working in the US](#) website.
- ✓ **[Social Security Number \(SSN\)](#):** You must [apply for a SSN if you are authorized to work in the US](#); view the Social Security Administration (SSA) [International Student Fact Sheet](#) for more information
- ✓ **[Human Resources \(HR\) Employment Onboarding Tasks](#):** If you are authorized to work and have an **on-campus job or graduate assistantship (GA)**, HR will send you an e-mail to complete HR onboarding tasks (*please follow all instructions and do not begin working until you have been cleared by HR*).



ALL INTERNATIONAL STUDENTS

- ✓ **US Tax Filing Requirement:** All international students must file a US tax form every year whether they have earned wages or not; view [International Student Tax Filing Requirement](#) for more information and resources.
- ✓ **GLACIER Tax Compliance:** If you are either employed at the university (on-campus employment) or receiving a form of financial aid (i.e., scholarship, graduate assistantship, fellowship) you must provide specific data to [Payroll Services](#); an email will be sent directly from them if you fall under this category to [create a record in GLACIER](#).
 - **Important:** University personnel **cannot** advise or assist with tax filings or tax documentation (paper or online); please view the [GLACIER Tax Compliance Guide](#) for more information.

F-1 INTERNATIONAL STUDENTS ONLY

- ✓ **F-1 Post-Arrival Onboarding** must be completed by the [Drop/Add Deadline](#).
- ✓ **SEVIS Registration Form:** must be completed and submit by the [Drop/Add Deadline](#) **every semester**.
- ✓ **Maintain Your Status:** You are required to maintain your F-1 status; view this [short video](#) to help you understand these requirements:
- ✓ **Health Insurance Coverage:** You must have health insurance coverage; make sure you send confirmation of coverage amounts and period to [ISS](#) (see the [Health Insurance Guide](#) for more information and resources).
- ✓ **F-1 Employment Options:** **ALWAYS CONTACT A DSO FIRST ABOUT EMPLOYMENT!** View the [Employment and Internship](#) section of the International Student Handbook and refer to the [F-1 SSN Guide](#) for the required steps to apply for the SSN, **if you are employed**.
 - **Off-Campus Employment:** You are **not** authorized to work off-campus unless you have been approved for the applicable work program. **If you work without authorization, you will violate your status.**
 - **On-Campus Employment:** You must complete the [F-1 On-Campus Employment](#) CANVAS learning module for DSO authorization and to be issued the required DSO SSN Letter.

J-1 INTERNATIONAL STUDENTS

- ✓ **J-1 Sponsor Check-in:** J-1 students are not advised by the university's designated school official (DSO).
 - You must register and check-in with the program advisor at your sponsoring organization, who will issue the DS-2019, process changes and employment (Academic Training) requests, confirm pre/post-arrival requirements and provide additional resources specific to the Exchange Visitor Program.
- See current J-1 Sponsoring Organizations Information:**
 - **IIE:** Courtney Castillo | ccastillo@iie.org | +1.832.369.3487
 - **AMIDEAST:** Liza Tumen | LTumen@amideast.org | +1-202-776-9665 or Audrey McElroy | amcelroy@amideast.org | +1-202-776-9665
- ✓ **Host Institution Check-in:** Ensure you have checked in with the Host Institution (Organization) Supervisor at Florida Poly and the applicable faculty advisor for your academic program upon your arrival.
- ✓ **Health Insurance Coverage:** All J-1 students must have health insurance coverage for themselves and their dependents; make sure you have sent your health insurance confirmation to the program advisor at your sponsoring organization.