



Pre-Arrival Checklist

This checklist identifies the required tasks all new F-1 transfer students must complete **before** the first day of classes.

- Submit this checklist via email to [ISS](#) once you have completed all tasks and signed it.

Select the blue underlined hyperlinks to access required forms, email addresses, and websites for additional information needed to complete checklist requirements, and be aware of university deadlines, health, and travel advisories:

- [CDC Travel Health Notices](#)
- [COVID 19 Country Specific Information](#)
- [International Travel Advisories](#)
- [University Calendars & Deadlines](#)

IMPORTANT: Failure to complete all tasks by the required deadlines will prevent enrollment in classes and result in the required deferment of your program start date.

TRANSFER PRE-ARRIVAL CHECKLIST TASKS

Full Name: _____ Poly ID#: _____

Major: _____ Check One: Undergraduate Graduate

Review, complete, and check off each task after you have completed them.

REQUIRED TO BE ELIGIBLE TO REQUEST THE FORM I-20:

- ___ Confirm your intent to enroll by paying the required [Enrollment Deposit Fee](#).
- ___ Log into your [University Email Account](#) and make sure to use it for all future university communications and check it frequently for important notices – this is the university’s [primary method of communication](#).
 - If you have issues logging in, e-mail [Admissions](#) and request a password reset.
- ___ Complete [F-1 Transfer Pre-Arrival Onboarding](#) via the CANVAS learning management system (LMS):
 - The SEVIS Transfer-In Request Form will be available for download once you complete onboarding; you must review, complete, and submit it via email to [ISS](#) with (and any additional items required, as listed on the form):
 - A color copy of your Passport ID Page (expiration date cannot be any less than 6 months away).
 - A color copy of your F-1 visa.
 - Financial evidence to confirm your ability to cover your estimated cost of attendance (COA)

REQUIRED TO BE ENROLLED IN CLASSES (complete all tasks above AND the following):

- ___ Submit confirmation of [Health Insurance Coverage](#) (see [Health Insurance Guide](#)) via email to [ISS](#).
- ___ Submit completed [Health and Immunization Forms](#) via email to [Immunizations](#).





Pre-Arrival Checklist

MUST BE COMPLETED BEFORE ARRIVING IN THE US AND THE FIRST DAY OF CLASSES:

- ___ [Sign up for New Student Orientation](#) (Student Affairs will notify you when signup is available).
- ___ Sign the Student Business Services (SBS) Financial Agreement electronically via your [CAMS Account](#).
 - If you cannot access this agreement via your CAMS account, please contact SBS directly via [email](#).
- ___ Submit confirmation of Housing via email to [ISS](#) (you must confirm your housing plans and provide evidence).
 - **On-Campus Housing & Meal Plan:** See [Student Living](#) | [FAQs](#) | [On-Campus Move-In](#) | [Meal Plans](#).
 - **Off-Campus Housing:** Florida Poly **does not** offer off-campus housing. If you choose to live off-campus, it is essential to be prepared to [research housing options](#) and calculate an additional budget that will cover **all** off-campus living costs, which includes transportation to and from campus (See [Off-Campus Housing](#))
- ___ Submit confirmation of your arrival date by submitting a copy of your travel itinerary, receipt, or ticket to [ISS](#).
 - **Early Arrivals:** If you arrive before you are authorized to move into on/off-campus housing, you must secure [temporary accommodations](#) at **your choice and expense**.
 - **Local Airports:** [Tampa International Airport \(TPA\)](#) | [Orlando International Airport \(MCO\)](#)
 - **Airport Shuttles:** [MCO Airport Shuttles](#) | [MCO Airport Southwest Florida \(Lakeland Area\) Shuttle Service](#)
- ___ Review and bookmark the [International Student Handbook](#) for helpful resources and information.

STUDENT CERTIFICATION OF PRE-ARRIVAL CHECKLIST REQUIREMENTS

Complete this section and submit via email to [ISS](#) ONLY AFTER you have completed ALL checklist items.

My signature certifies I have reviewed and completed all F-1 pre-arrival checklist tasks before arriving in the US and confirms my understanding of F-1 student requirements, including the following:

- *I must be in the US (at Florida Poly) in time to start on the first day of classes. If I cannot, or if any changes prevent me from starting on time, I will immediately notify the Office of Admissions to **request to defer my enrollment** to the next available semester.*
- *Late arrivals **cannot** be accommodated; I must arrive on time and make travel arrangements from the airport to the university.*
- *I am **required to** adhere to all university policies and immigration regulations for studying in the US.*
- *I am **required** to complete F-1 Transfer Pre-arrival Onboarding in CANVAS and to attend the New Student Orientation.*
- *If I fail to comply with university policies and guidelines or immigration regulations, this will adversely affect my eligibility to enroll as an F-1 student at Florida Polytechnic University.*
- *I will complete any additional admission and ISS requirements that are requested, including required university online training, as applicable. I understand that this will affect my enrollment eligibility if I do not.*
- *I must complete all checklist items **before** I arrive in the US and on the first day of classes.*

Student Signature: _____ **Date of Completion:** _____