



# Pre-Arrival Checklist

Newly admitted F-1 students must complete all pre-arrival tasks identified on this checklist **before** arriving in the United States (US) and **before** the first day of classes. Please **submit information to the correct departments** to ensure a smooth process, and utilize blue underlined hyperlinks to access forms, emails, and websites for additional items needed to complete this checklist. Be aware of university deadlines, health, and travel advisories.

- [International Travel Advisories](#)
- [University Calendars & Deadlines](#)

**IMPORTANT:** Failure to complete specific tasks (outlined below) by required deadlines will prevent enrollment in classes or result in a delayed start date. **Late arrivals are not authorized.**

## Required to Be Issued the Form I-20:

Complete the [I-20 Request](#) (you must have received an admissions offer letter from Florida Poly).

## Required to Apply for the F-1 Visa:

Pay the [I-901 SEVIS Fee](#) online:

- You must pay this fee to participate in the Student and Exchange Visitor Program (SEVP).

File the [DS-160 Online Visa Application](#) online:

- You must file this application online and pay the fee to apply for the F-1 visa (see [Current Visa Fees](#)).

Schedule Your F-1 Visa Interview:

- Visit the website for the nearest [US Embassy or Consulate](#) to your country and schedule a visa interview.

## Required to Be Eligible to Be Enrolled in Classes:

Pay the Admissions [Enrollment Deposit Fee](#):

- You must **accept** your enrollment offer to confirm your intent to enroll by the [Deposit Deadline](#).
- You will receive an automated "Welcome" email from the IT Department within 24 hours (if paid on a Friday, before an observed holiday, or break; the email will be sent the next business day the university is open).

Submit completed [Health and Immunization Forms](#) via email to [Immunizations](#) (not to ISS).

- This is an admissions requirement please ensure to submit these forms to the correct [email address](#).

Complete the [F-1 Pre-Arrival Onboarding Course](#):

- You will receive instructions and the direct link to access the onboarding course in the CANVAS learning management system (LMS); ISS will be notified upon completion of this course.

Submit a color copy of your F-1 Visa to [ISS](#) once you receive it:



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Submit confirmation of [Health Insurance Coverage](#) via email to [ISS](#).

- All F-1 students are required to have [health insurance coverage](#) for each academic year, until completion of their program of study that meets the minimum coverage mandated by [Florida Board of Governors \(BOG\)](#).

Log into your [University Student Email Account](#):

- It is [university policy](#) that all students maintain and regularly check their University email account for official University communications, as it is the official mode of communication with students.
- If you have issues logging in, **please e-mail Admissions** (not ISS) and request a password reset.
- You must utilize this email account for all future university communication once you gain access.
- You will require your university email and password to login CANVAS to complete your next pre-arrival task.

Sign the Student Business Services (SBS) Financial Agreement via your [CAMS Account](#):

- If you cannot access this agreement, please contact SBS directly via [email](#) (not ISS or Admissions).

## Must Be Completed Before Arriving in the US and the First Day of Classes:

[Sign up for New Student Orientation \(NSO\)](#):

- NSO is for new students and includes virtual and on campus components.
- NSO will also include a required ISS orientation session for all F-1 students.

Submit confirmation of your Arrival Date to [ISS](#):

- Confirmation must show your arrival date to the US; this can be a copy of your travel itinerary, receipt, or ticket (you are only required to submit one).
  - **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.