FLORIDA POLYTECHNIC UNIVERSITY

New F-1 Students

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 the first day of classes. **Please use this checklist to stay on task with what is required.**

- Required documents **must be submitted to the correct departments** to ensure a smooth process.
- Please **utilize the blue underlined hyperlinks** in this checklist to access forms, emails, and websites for additional items needed to complete tasks or for additional resources.

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 can 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).**

- Contact ISS@floridapoly.edu if you have questions regarding this request form.

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 forms immunizations@floridapoly.edu and contact them directly regarding any additional questions regarding this requirement.

__ **Submit a color copy of your F-1 Visa to ISS@floridapoly.edu once it has been received.**

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Required to Be Eligible to Be Enrolled in Classes (continued):

__ **Submit confirmation of Health Insurance Coverage via email to ISS.**

- 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).

__ **Complete all Admissions requirements (contact Admissions for additional about your requirements)**

__ **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:

__ **Complete the F-1 Pre-Arrival Onboarding Course in CANVAS:**

- Required to ensure you are aware of your pre-arrival tasks and responsibility as an F-1 student.

__ **Sign up for New Student Orientation (NSO):**

- NSO is for new students and includes virtual and on campus components.
- Contact studentaffairs@floridapoly.edu if you have questions about NSO.

__ **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.

__ **Submit confirmation of your Arrival Date to ISS:**

- Confirmation must show your arrival date in 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.**