FLORIDA POLYTECHNIC UNIVERSITY

F-1 Transfer Student
ISS Pre-Arrival Checklist

New F-1 students transferring to Florida Poly must complete all ISS pre-arrival tasks listed on this checklist before the first day of classes **(your I-20 program start date)**. Failure to complete them will affect your eligibility to enroll in classes, resulting in a delayed start date or the inability to attend. **Late arrivals will not be authorized**.

Please be aware of Admissions and ISS deadlines and use blue underlined hyperlinks to access additional information.

- **Travel Advisories**
- **University Calendars & Deadlines**

Required to Be Issued Form I-20

___ Complete and submit the **I-20 Request** and **SEVIS Transfer Request** to **ISS**.

- o SEVIS Transfer Request must be completed by both you and the current P/DSO at the school you are transferring from before the I-20 can be issued.

- o If your school has their own form, this can be submitted to **ISS**.

- o Completed I-20 and SEVIS Transfer Request must be returned to **ISS** with all required items.

___ Provide a **color copy** of your F-1 visa to **ISS**.

___ Provide a **color copy** of your passport with a valid expiration date of no less than 6 months from the start of classes.

Required to Be Enrolled in Classes

___ **Complete the F-1 Transfer Course in CANVAS.**

___ **Log into your University Student Email Account:** Florida Poly's University **policy requires** all students to regularly check student email account, as it is the official mode of communication.

- o If you have issues logging in, **please e-mail Admissions** to request a password reset.

___ Submit evidence of **Health Insurance Coverage** to **ISS — View the Health Insurance Guide**.

___ If out of state or country, provide confirmation of your **arrival date** to Florida Poly/U.S. to **ISS (e.g., copy of your travel itinerary, receipt, or ticket).**

- o **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**.

- o **Local Airports:** Tampa International Airport (TPA) | Orlando International Airport (MCO)

- o **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.**