



Syracuse University
New International Student Checklist
Compiled by the Slutzker Center for International Services

Received an admission packet

If you need to check on the status of your admission, please contact the following offices:

- Graduate Students – grad@syr.edu
- Undergraduate Students – orange@syr.edu

Received an immigration document (F-1=I-20, J-1=DS-2019) in the admission packet. If you are not an F-1 or J-1 student, you will receive a letter from the Slutzker Center in your admission packet asking you to read the documents mentioned on the next page. If you previously enrolled in a U.S. school and have a SEVIS record already, you will receive a SEVIS transfer instruction in your admission packet.

Check your information on the immigration document against your passport. Your name on the immigration document must match exactly with what is recorded on your passport.

If your passport does not have a family name (or surname), your immigration document must have:

Family name (surname) = your given (first) name in your passport

First (given) name = . (a period)

- The U.S. Consulate has its own name format to issue a visa. It is acceptable for your visa to have a different name format from the one on your immigration document.
- When you fill out your I-94 card on your flight to the U.S., please write your name exactly as recorded on your Form I-20 or DS-2019.
- If your passport is updated with a family name (or surname) after you arrive at Syracuse University, your immigration document will be updated upon completion of a request for a new Form I-20 or DS-2019.

If you need correction, please e-mail or fax a copy of your passport to the Slutzker Center.

E-mail address: lescis@syr.edu

Please type “I-20 (or DS-2019) correction” in the Subject line

In the e-mail text, please include:

- Your first and last name
- Your SUID number (on your admission letter)
- Your level of study (undergraduate or graduate)
- Correction that needs to be made

Fax number: 315-443-3091

On the fax document, please write:

- “Re: I-20 (or DS-2019) correction”
- Your first and last name
- Your SUID number (on your admission letter)
- Your level of study (undergraduate or graduate)
- Correction that needs to be made

- Return an Intent to Register Form (ITR) to the Enrollment Management Center with a deposit (For more information about graduate students' ITR, please see the Syracuse University Graduate School Web site at <http://gradsch.syr.edu/accept.htm>.)
If you have any questions about the ITR or deposit, please contact the Enrollment Management Center at grad@syr.edu (graduate students) or orange@syr.edu (undergraduate students).
 - Activate your NetID. For more information, please see the Information Technology and Services Web site at <http://its.syr.edu/sucomputing/>.
 - Read the following documents on the Slutzker Center Web site at http://international.syr.edu/todo_list.htm:
 - Preparing for Your Arrival
 - Essential Medical Info and Health Insurance
 - Health Insurance Review Instructions
 - Immunization
 - Housing (Temporary/Permanent)
 - Dependent concerns (if you have a dependent coming with you to the U.S.)
 - Things to Do Upon Arrival
 - If you have purchased a policy in your home country you must bring a full explanation of benefits in English to Slutzker center for review and approval. **If coverage does not match or exceed coverage by *HTH Worldwide policy including mental and health coverage, it will not be accepted.*** Please see the Essential Medical Info and Health Insurance document on the Slutzker Center Web site for more information.
- *If you will be a Teaching Assistant, Graduate Assistant, Research Assistant, or SU Fellow, you will be eligible to enroll in the University Group Health Plan called POMCO. For more information, please see the Human Resources Web site at <http://humanresources.syr.edu/benefits/>. If you will purchase the group health plan upon arrival, you will not have to have it reviewed. Please submit a copy of enrollment to the Slutzker Center upon arrival.
- Submit a Health Form to the SU Health Services. The form is available at the Slutzker Center Web site at http://international.syr.edu/todo_list.htm.

Plan your travel to Syracuse.

- Purchase your flight ticket.
- Make arrangements for temporary housing. (See Housing info on the Slutzker Center Web site at http://international.syr.edu/todo_list.htm.)
- Prepare some cash (in U.S. dollars) for ground transportation from the Syracuse airport to Syracuse University*, snack at the airport, an I-94 card at the Port of Entry**, etc.

* “Things **To Do Upon Arrival**” document on the Slutzker Center Web site at http://international.syr.edu/todo_list.htm has ground transportation information.

** If you are going to enter the U.S. by land, you will be asked to pay \$6 in U.S. dollars at the Port of Entry.

E-mail the Slutzker Center at lescis@syr.edu if you are not going to be able to enter the U.S. by the program start date indicated on your immigration document (Item #5 on Form I-20; Item #3 on Form DS-2019). You will need an updated immigration document in order to enter the country.



Any questions? Please contact the following offices:

- Enrollment Management Center (question about admission status, Intent to Register Form, and deposits) -Graduate students: grad@syr.edu -Undergraduate students: orange@syr.edu
- Slutzker Center for International Services (immigration related

questions) lescis@syr.edu

- Bursar's Office (billing questions) bursar@syr.edu
- Health Services (Health Form and HTH health insurance questions) healthservices@syr.edu
- Human Resources (questions about POMCO health insurance for Teaching Assistants, Graduate Assistants, Research Assistants, and Fellows) hrrservic@syr.edu
- Housing and Meal Plan Office (on-campus housing and meal plans questions) housing@syr.edu
- Off-Campus Student Services Office (off-campus housing resources) ocsserv@syr.edu
- Parents Office (resources for parents) cobench@syr.edu