International Student and Scholar Services (ISSS)

190 Hubert H. Humphrey School  Telephone: (612) 626-7100
301 - 19th Ave. South  Fax: (612) 626-7361
Minneapolis, Minnesota 55455  Email: isss@umn.edu

URL: www.isss.umn.edu

OFFICE HOURS

Monday - Thursday: 8:00 a.m. - 12:00 p.m. and 1:00 - 4:15 p.m.
Friday: 10:30 a.m. - 12:00 p.m. and 1:00 - 4:15 p.m.

International students and scholars can meet with ISSS advisers by appointment or during Walk-In Hours held throughout the week. Please note, ISSS does not make same day appointments. See more information, including Walk-In Hours, at www.isss.umn.edu/office/hours.html.

ISSSS STAFF

For a staff directory, go to www.isss.umn.edu/office/staff.html.

ISSSS SERVICES

• Academic Support
• Advising and Counseling
• Career Services and Workshops
• International Student Funding
• Tax Return Orientation

www.isss.umn.edu/services.html

ISSSS PROGRAMS

New Student Programs
• International Buddy Program
• International Student Ambassadors
• iSuccess

Orientation Programs
• New International Student Seminar
• International Scholar Orientation Program
• International Parent Orientation Program and Chinese Parent Orientation Program

Cultural and Social Programs
• Cross-Cultural Discussion Groups
• Small World Coffee Hour
• Students Crossing Borders

Leadership and Professional Development
• Cross-Cultural Leadership Retreat
• Culture Corps
• Graduate Student Internships and Counseling Practicum
• Match Program

www.isss.umn.edu/programs
Welcome to the University of Minnesota!

Dear international students,

On behalf of International Student and Scholar Services (ISSS), welcome to the University of Minnesota! The UMN is a wonderful university and a great community for students studying outside of their home country.

We look forward to meeting you when you arrive on campus and in supporting you as you settle into this academic year. When you arrive at the University of Minnesota, our office helps you with your first steps at the University by checking your documents at Immigration Check-in. Both the Global Gopher Online Orientation and the Immigration Check-In are required of all incoming international students. Read more about the process at www.isss.umn.edu/new.

Your orientations are designed to welcome new international students like yourself to the University and to the United States. As part of these programs, we will give you an opportunity to meet other students, explain relevant U.S. educational and cultural values, and provide you important information about available services, offices, and programs to help you make a smooth transition to life at the University of Minnesota in the Twin Cities.

We all look forward to meeting you soon!

Barbara Kappler, Ph.D.
Assistant Dean
International Student and Scholar Services
A unit of the Global Programs and Strategy Alliance
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Important Tasks to Accomplish During Your First Few Weeks

REMOVE REGISTRATION HOLDS

When a University office needs you to complete a task, that office will place a “hold” or “negative service indicator” in the University’s computer system to prevent you from registering for courses until you complete that task. International students have at least one hold (AI) on their record when they are admitted to the University. To learn what holds are currently on your record, go to www.myu.umn.edu and click on the “Holds” tab.

The following is a list of holds and instructions for their removal. In some cases, your holds will be removed only temporarily so that you can register for your first semester. In this situation, remember that you must complete all tasks before registering for future semesters.

Name Of Hold: AI - “Determine Visa Status”
Office Placed By: International Student & Scholar Services

All new international students have this hold. The University is required to maintain a file with information about the legal status of each international student at the University, so this hold is placed on your record to ensure you complete certain requirements.

In order for this hold to be permanently removed, the following steps must be completed:

**Undergraduate Students**
Complete the Global Gopher Online Orientation, Immigration Check-in, AND the New International Student Seminar (more information below)

**Graduate Students**
Complete the Global Gopher Online Orientation and Immigration Check-in

**Students Changing the Status to F-1**
The hold will be permanently removed once you complete the Global Gopher Online Orientation and Immigration Check-in and your F-1 status is approved

**Important Notice to Undergraduates**
If you are an undergraduate student, your AI hold will not be permanently removed until you attend the New International Student Seminar (NISS). NISS is an ISSS program that takes place in the middle of the semester. The
purposes of NISS is to help you assess your academic progress, learn how to be a successful student, learn about useful campus resources, and meet other undergraduate students.

After the semester begins you will receive an e-mail message with the date, time and location of the NISS program.

You will not be able to fully register for your second semester until your AI hold is released.

**Name Of Hold: AZ - “ESL, English/Second Language”**
**Office Placed By: Minnesota English Language Program (MELP)**

Some new international students have this hold to verify their English proficiency. To remove the hold:

- Visit the Minnesota English Language Program in 20 Nicholson Hall or call 612-624-1503. Be sure to visit this office at least one day before your scheduled orientation.
- Bring an official copy of your TOEFL or IELTS scores or transcripts of previous academic study in the United States.
- In some instances, you may be required to take an English proficiency test, the Minnesota Battery Test, or register for ESL classes.

**Name Of Hold: RS - “New Student Approval”**
**Office Placed By: Your College Office**

This hold is for new undergraduate students who are required to attend New Student Orientation. This hold is removed when you attend your New Student Orientation. To learn more, visit www.ofyp.umn.edu.

**Name Of Hold: MJ/MG - “Grad School Final Transcript/ Masters Transcript”**
**Office Placed By: Graduate School Admissions**

This hold is placed by the Graduate School Admissions Office when additional information, such as a transcript or evidence of degree award, is required. Please refer to your original admission notification from the Graduate School for details. To remove this hold:

- Visit the Graduate School Admissions Office in 309 Johnston Hall or call 612-625-3014.
ACTIVATE YOUR UNIVERSITY INTERNET/EMAIL ACCOUNT

Computers On Campus

Free internet access is available at any “internet kiosk” located on campus or from any computer lab. After you have registered for classes, you can use the University’s wireless connections available all over campus. Once you have access to the internet, you need to initiate your University internet/email account if you have not already done so. To get access to a computer lab, you must have initiated your University internet/email account and show proof of your student status.

1. Initiate Your UMN Email Account at www.umn.edu/initiate

All University students receive an email account that must be initiated in order to send and receive messages. Your University email is the official form of communication at the University, and it is how you will receive official announcements from the University, your department, professors, and ISSS. You are responsible for any information sent to you via University email, including tuition bills and other critical information from instructors and administrative offices, including ISSS.

If you would like assistance initiating your email, bring a photo ID (passport, U Card, or driver's license) to any computer lab on campus (locations are available at www.oit.umn.edu/computer-labs/locations-hours).

When asked for your Social Security Number while initiating your account, leave that section blank if you do not have this number.

2. Access One Stop Student Services and Visit MyU

One Stop (www.onestop.umn.edu) and MyU (www.myu.umn.edu) are the University websites where students access their University records. One Stop services include accessing transcripts, tuition bills, and degree planning. One Stop also has offices on campus that you can visit when you have questions.

MyU is a personalized website that displays information and resources that are specific to your academic career at the University. MyU is the website you use to register for classes, update your personal information, and access information about classes you are enrolled in.

ISSS also has a webpage for international students at z.umn.edu/intmyu. This page includes important announcements, upcoming events, and a list of helpful resources. Make sure to set this page as one of your “Favorites” on MyU, so you can stay connected to ISSS.
You can access One Stop and MyU anytime, but you must initiate your internet/email account before you can login. Your internet ID and password for One Stop and MyU are the same as your email ID and password.

3. Visit the ISSS Website and Sign Up For The Weekly Update

The ISSS website (www.isss.umn.edu) provides information about ISSS programs, immigration policies and procedures, services, office hours, and resources. You can find answers to many of your immigration-related questions on this website. You may also download forms to expedite your requests for new documents and authorizations.

The ISSS Weekly Update is an email newsletter with important announcements for international students and scholars. You can learn about ISSS events and programs, University policies affecting international students, changes in immigration laws, and more. Subscribe to this newsletter by visiting www.isss.umn.edu/weeklyupdate.

You can also follow ISSS on social media at:

- Facebook: https://www.facebook.com/isssumn
- Twitter: https://twitter.com/isssumn

UPDATE YOUR PERSONAL ADDRESSES

ISSS must report your arrival at the University to the SEVIS immigration system, therefore you are required to update your U.S. address in MyU within 10 days of arriving in Minnesota. ISSS cannot report your arrival until you have provided a current mailing address. To comply with immigration regulations, you MUST enter your address as soon as possible after you arrive. If you are living in a temporary location, enter that address and then update it after you move to a permanent location.

To update your address:

1. Go to www.myu.umn.edu and log in with your UMN ID and password.
2. Click on the “My Info” tab.
3. Click on the pencil that is to the right of the Address label.
4. Find the address that is labeled “Mail” under “Address Type,” and click on the Edit box to the right. The “Mail” address is the only one that allows us to update your electronic SEVIS record.
5. Update your residential address and click on “OK.” Please note:
   - The system may update the information you enter in order to match it to a database of street addresses, so the text may change once you
• Do not use a foreign address, P.O. box, or office/department address. You must use the U.S. street address were you reside.

6. Review the address in the “Change Address” screen that appears. In the “Address Types” box, “Mail” will be grayed out and have a check mark next to it. Make sure to uncheck any of the other boxes (Home, Billing, etc.) unless this address should also be used for those purposes.

7. If you need to make edits, click “Edit Address.” Otherwise click “Save.”

REGISTER FOR CLASSES

After you have removed all holds from your record and met with advisers from your college or department, you can register for classes. Undergraduate students register for classes during their New Student Orientation while meeting with their academic advisor.

For course information, class schedules, and registration procedures, visit the One Stop Student Services website (www.onestop.umn.edu).

If you do not wish to register online, or if you need assistance with registration, you can visit any One Stop Student Services Office on campus. They are located in the following locations:

• 333 Robert H. Bruininks Hall
• 130 West Bank Skyway (West Bank)
• 130 Coffey Hall (St. Paul Campus)

OBTAIN STUDENT IDENTIFICATION CARD — U CARD

U Card: www.umn.edu/ucard

“U Card” is the name of the free University student identification card. It provides access to University libraries, on-campus housing, computer labs, and other facilities.

To obtain a U Card, visit any U Card office on campus, preferably after you register for classes. Bring your passport and letter of admission.

U card offices can be reached at:

• G22 Coffman Memorial Union or 612-626-9900
• Coffman Union Information Desk of 612-624-4636
• St. Paul Student Center (St. Paul Campus) of 612-625-9794
You can open up a U Card Checking Account with TCF bank at the Coffman Memorial Union Location.

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**COMPLETE THE SEVIS TRANSFER PROCESS**

You are considered a “SEVIS Transfer Student” if you hold F-1 or J-1 status at another institution in the U.S. and plan to remain in that status. Your SEVIS record must be transferred to the University of Minnesota – Twin Cities. Students at University of Minnesota system campuses (Crookston, Duluth, Morris, and Rochester), as well as students in the Minnesota English Language Program (MELP), are also considered SEVIS transfer students, and they must transfer their SEVIS records to the University of Minnesota - Twin Cities.

**Transfer Process for F-1 Students**

The transfer process involves several steps, all of which must be carried out to complete your transfer.

1. Complete a Transfer Release form.


   B. Contact the international student advising office at your previous school and inform them of your intent to transfer. **Your international student adviser must:**

      - Complete section #2 of the Transfer Release form.
      - Fax the form to ISSS at (612) 626-7361 or e-mail at isss@umn.edu.
      - Electronically send your SEVIS record to the University of Minnesota - Twin Cities after you finish classes at that school.
      - Check whether your previous school has additional requirements that you must complete before transferring a SEVIS record.

      * ISSS cannot process an I-20 before your SEVIS record has been sent to the University of Minnesota – Twin Cities.

2. A University of Minnesota “Transfer Pending” SEVIS record will be created within two to three weeks after the record from your previous school has been received. A “Transfer Pending I-20” will be issued if it is needed for travel outside the U.S. This is a TEMPORARY I-20 that will expire 15 days after the start of the semester. A “Transfer Completed” I-20 will be prepared after you have completed steps 3, 4, and 5 below.
3. Complete the Global Gopher Online Orientation and Immigration Check-in.

4. Update your “Mailing Address” in MyU (see page 8).

5. Register full-time for courses at the UMN (see page 9).

Approximately two weeks after classes begin, you will receive an email from ISSS indicating your “Transfer Completed” I-20 is available for pick up at the main ISSS office in 190 Humphrey School.

**Important Note:** A “Transfer Completed” I-20 is your official University of Minnesota I-20. You are required to obtain this documentation. You must complete all of the steps listed above, including obtaining your “Transfer Completed” I-20. Failure to do so could put your F-1 status at risk.

**Transfer Process for J-1 Students**

1. Contact your previous J-1 sponsor to request that they initiate the “transfer out” of your SEVIS record.

2. Determine your SEVIS transfer effective date with your previous sponsor. The effective date of your transfer must be no later than the end date of the DS-2019 issued by your previous sponsor.

3. Complete the Global Gopher Online Orientation and Immigration Check-in. Once your transfer date arrives, you must complete your Immigration Check-In no later than 25 days after the transfer effective date.

4. Obtain your University of Minnesota DS-2019 by sending an email after your Immigration Check-In to ISSS with attention to the J Visa Coordinator (isss@umn.edu).

5. Update your “Mailing Address” in MyU (see page 8).

6. Register full-time for courses at the UMN (see page 9).

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**CONFIRM GRADUATE ASSISTANTSHIP**

If you have a teaching or research assistantship, you must confirm your appointment with your department and complete any necessary paperwork. You are also required to visit the University Payroll Services.

You must complete the following steps in this exact order:

1. Visit your department to confirm your assistantship and complete required paperwork.
2. Update your U.S. mailing address on the MyU website (see page 8).

3. Register for full-time classes.

4. Apply for a Social Security Number if you do not have one already (see next section for details).

5. Visit University Payroll Services to complete an I-9 form within three days of your assistantship start date. Call the office at (612) 624-8647 to inquire about available times. You will not receive a paycheck or tuition/health benefits until you have completed an I-9 form. Bring your original I-20, I-94 card or print-out (available at www.cbp.gov/I94), passport, and Social Security card (if you have one already) or receipt/rejection letter from the Social Security Administration to the Payroll office at 545 West Bank Office Building.

Plan Ahead - Assistantship appointments begin BEFORE the start of classes. Confirmation of your appointment, registration for classes, and the submission of required paperwork must be completed within three days of your assistantship start date. If you are not on campus and ready to begin employment on the assistantship start date, you will lose salary and a portion of your tuition benefit.

APPLY FOR A SOCIAL SECURITY NUMBER

A Social Security Number (SSN) is a permanent nine-digit identification number issued by the United States government. For tax purposes, anyone employed in the United States must have a Social Security Number. You are eligible for a Social Security Number if you are:

- An F-1 student with a job or job offer.
- A J-1 student with “employment authorization letter” from J-1 sponsor.

When to Apply

New Students
The Social Security Administration (SSA) must verify your Port of Entry record and U of M course registration in SEVIS to produce a Social Security number. It takes an average of 10 days for this information to appear in the system. If the information is verified and your application is accepted, request a receipt. Take the receipt to the U of M payroll office.

If your employment begins earlier than 10 days from your date of arrival, you should still go to the SSA. If you are not yet verified in their system, ask for a “rejection letter.” The U of M payroll office will accept this letter in place of the receipt, and you will be able to begin employment. You will
need to return to SSA at a later date to submit your application. Once you receive your Social Security number, submit it to the payroll office.

**Transfer Students**
You will need to present your “transfer completed” I-20 to the Social Security Administration (SSA). They must verify your U of M course registration in SEVIS to produce a Social Security number. When the information is verified and your application is accepted, request a receipt and take it to the U of M payroll office.

**How to Apply**

**F-1 Students**
1. Ask your employer to print a “Verification of F-1 Student’s On-Campus Job” form ([www.isss.umn.edu/forms/pdf/other/SSletter.pdf](http://www.isss.umn.edu/forms/pdf/other/SSletter.pdf)). **This form needs to be printed on DEPARTMENT LETTERHEAD stationery.**
   - Your employer must complete section #1 of the form.
2. Bring the form to ISSS for a signature in section #2.
3. Bring the following documents to the Social Security Administration:
   a. Completed “Verification of F-1 Student’s On-Campus Job” form
   b. I-20
   c. I-94 card or print-out ([www.cbp.gov/I94](http://www.cbp.gov/I94))
   d. Passport
   e. Additional identification such as a driver’s license or U Card
   f. Completed social security card application ([www.ssa.gov/online/ss-5fs.pdf](http://www.ssa.gov/online/ss-5fs.pdf))

**J-1 Students**
1. Request an employment authorization letter from your J-1 sponsor.
   a. If your sponsor is the University of Minnesota, you will need to request an appointment with an ISSS adviser to obtain an employment authorization letter.
   b. Please bring the following information to your meeting at ISSS: your employer’s name, employer address, number of hours working per week, and employment begin/end dates.
2. Bring these documents to a local Social Security Administration Office:
   a. Employment authorization letter from your J-1 sponsor
   b. DS-2019
   c. I-94 card or print-out ([www.cbp.gov/I94](http://www.cbp.gov/I94))
   d. Passport
   e. Additional identification such as a driver’s license or U Card
   f. Completed social security card application ([www.ssa.gov/online/ss-5fs.pdf](http://www.ssa.gov/online/ss-5fs.pdf))
Social Security Card Center
www.ssa.gov
(800) 772-1213
1811 Chicago Avenue South, Suite 2, Minneapolis, MN 55404

EMPLOYMENT

Students with assistantships or other on-campus employment must visit University Payroll Services within three days of beginning on-campus employment. Prior to visiting the Payroll office, make sure to register for classes full-time and update their mailing address on MyU (see page 8 for more information).

To learn more, see a list of available jobs, and/or apply for an on-campus job, visit www1.umn.edu/ohr/studentemployment.

Remember to review the immigration regulations regarding employment for your specific visa type on the ISSS website (www.isss.umn.edu).

Reporting J-1 Student On-Campus Employment/Assistantships

Before any J-1 student begins employment on-campus (including assistantships), employment information must be recorded in SEVIS. To do this, please email ISSS the following information to jwork@umn.edu:

• Name of organization/department for whom the student works
• Street address and building number
• Number of hours employed per week
• On-campus employment type, for example, assistantship, dining services, library assistant, etc.
• Start date of employment
• End date of employment or end date of your DS-2019, whichever is earlier (employment date range from start to end must be less than or equal to one year)

This email notification is valid only until the end date of on-campus employment or the end date of the student's DS-2019, whichever is earlier. Therefore, if the student's DS-2019 is extended and the student's employment continues, the student will need to once again email the above information to jwork@umn.edu and include the new DS-2019 end date.

Please consult with an ISSS advisor with questions about this requirement.
TRAVELING WITH DEPENDENTS

If you are traveling with dependents (a spouse or children under 21 years of age, please do the following items:

- Give ISSS copies of their I-20/DS-2019, visa stamp, and passport.
- Let ISSS know when your dependents leave the U.S. permanently.
- Tell ISSS if your dependents change their visa status.
- Do not travel outside the U.S. while leaving your dependents in the U.S. for more than a month.

Please also consult with an ISSS advisor to learn about any additional rules that are specific to your circumstances or visa type.

PURCHASE TEXTBOOKS

Almost all classes require that you purchase at least one textbook. You can find out which books are required for each term and course on the University of Minnesota Bookstores website at www.bookstores.umn.edu.

The Coffman Memorial Union Bookstore on the Minneapolis campus carries textbooks and course materials for most classes. The bookstore at the St. Paul campus Student Union carries books for courses only offered on the St. Paul campus. You can use your U Card to purchase textbooks at the University Bookstore.

You do have the option to save money by buying used books or by purchasing books online (be sure to verify which edition your instructor requires before ordering).

PAY TUITION AND FEES

You will receive a billing statement via University email before the semester begins. You are responsible for making sure your bill is paid on time, even if you have a tuition benefit, scholarship, or other sponsorship. The first payment is typically due within the first month after the semester begins. Due dates are posted on the One Stop website. Contact One Stop Student Services if you have questions about your bill.

Non-degree seeking students may NOT pay in installments, and they MUST pay their entire tuition bill by the first due date. Failure to do so will result in a cancellation of their class registration.
SPONSORED STUDENTS

You are a “sponsored student” if one or more of the following conditions applies to you:

1. Your educational expenses are paid for by a government (U.S. or foreign), international organization, non-profit organization, foundation, employer in your home country or other third-party organization or institution. You may be in the U.S. on an F-1 visa or a J-1 Exchange Visitor visa with the I-20 or DS-2019 form issued by the University of Minnesota.

2. You are in the U.S. on a J-1 Exchange visitor visa and your DS-2019 form was issued by a sponsored programs agency (for example, the Institute of International Education, LASPAU, or AMIDEAST).

3. The University is expected to send a bill directly to a Third Party sponsor (not you or your family) who will pay the University directly.

All sponsored students have two assigned international student advisers in ISSS (Ms. Gabriele Schmiegel, Director of Sponsored Student Program and Dr. Betsy Madden, Sponsored Student Programs Associate). You will work with these advisers for the duration of your academic program at the University.

- Sponsored students must have a letter or document from the sponsoring organization authorizing the University to bill them for your tuition and/or fees.
- All billing authorization letters must be written in English on official letterhead and dated within 90 days of your arrival at the University. They must include the name and address of the person handling the payment to the University.
- Before enrolling for classes, you must provide a copy of the billing authorization letter to Gabriele Schmiegel.
- Sponsored students must monitor the payments into their account and must contact Gabriele Schmiegel immediately if they become aware of any problems.
- Late registration fees, late payment fees, and other fines may be billed to the student rather than the sponsor.
- Non-payment or late payment of tuition and fees will result in a registration hold until the bill is paid in full.

To learn more (including the date of your special Sponsored Student Orientation program), visit www.isss.umn.edu/sponsored/new or email isssspon@umn.edu.
Other Useful Information

ISSS SERVICES AND PROGRAMS

ISSS is the office dedicated to serving the University of Minnesota’s international community. Our primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources. Our staff is professionally trained to provide information and counseling to foreign nationals about academic, immigration, legal, career, financial, personal and family issues, as well as issues of cross-cultural adjustment and professional integration upon returning to home countries. More information about these services is available at www.isss.umn.edu/services.html.

ISSS also engages international students and scholars with a variety of programs to meet their changing needs. Through these programs, we hope to actively build pathways of communication between the international and U.S. communities on campus. Visit www.isss.umn.edu/programs to find out which programs best meet your needs!

HOUSING - TEMPORARY AND PERMANENT

Temporary Housing

The International Reception Center (IRC) is temporary on-campus housing available to all new international students before the start of fall semester. The IRC is in Frontier Hall, located on the Minneapolis East Bank Campus, and Middlebrook Hall, located on the Minneapolis West Bank Campus. The hall is open seven days a week, 24 hours a day.

International students can stay at the IRC starting July 15 until August 27, 2015. The cost of staying at the IRC is $23 per night. This cost will be charged to your student account and will appear on your first tuition bill. Meals are not included in your room price. When you check-in to the IRC bring your passport and your letter of admission to the University for identification. If you have an on-campus housing contract, tell the receptionist.

The IRC is available to admitted students only; spouses and children are not eligible to stay at the IRC. You must make a reservation after June 1 to stay in the IRC. To do so, visit www.housing.umn.edu/international/irc/.

Limited temporary housing is also available on campus under the Summer Guest Housing Program June 1 through mid-August. This is an option for
spouses and children who are not eligible for the International Reception Center. For more information about housing at the University of Minnesota, contact Housing & Residential Life at:

Comstock Hall East  
210 Delaware St. SE  
Minneapolis, MN 55455  
Phone: (612) 624-2994  
Fax: (612) 624-6987  
E-mail: housing@umn.edu

Permanent Housing

A list of resources, and links for finding permanent housing, is available at www.isss.umn.edu/resources/housing.html.

A brief list of resources includes:

- University student clubs listed at www.sua.umn.edu.
- The bulletin boards near the ISSS office and in other places on campus, such as your department office.
- To learn more about the Twin Cities and various neighborhoods, visit www.umn.edu/wishyouwerehere/welcome.

Off-Campus Housing Workshops

There is information on the ISSS website designed for new international students and provide information about 1) searching for off-campus housing, 2) assessing your housing options, 3) orienting yourself to University neighborhoods, and 4) understanding your housing legal rights. Access this information at www.isss.umn.edu/resources/housingshop.html.

University Student Legal Service provides information and assistance to students who have questions or issues regarding leases. They can also review your lease for free before you decide to sign. Please visit their website for more information at www.umn.edu/usls.

HEALTH INSURANCE

The University requires all international students and their dependents to
enroll in the University's Student Health Benefit Plan (SHBP). You will be enrolled in the plan when you register for your classes.

Coverage is effective from the day you arrive in the U.S. or August 1st, whichever date is later. Graduate assistants enrolling for the Graduate Assistant Insurance Plan will receive an automatic waiver from the SHBP once all of their benefits are applied to their student accounts. Students whose insurance is covered through a U.S.-based employer must contact the Office of Student Health Benefits for information regarding eligibility for a waiver from SHBP.

For more information about the University's health insurance requirements, visit www.bhs.umn.edu/international-students.

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**SEVIS (STUDENT & EXCHANGE VISITOR INFORMATION SYSTEM)**

All students and scholars with F-1 or J-1 status have a record in the SEVIS immigration database. By law, ISSS must report to SEVIS regularly and provide specific information about each student and scholar at the University.

As a student, it is your responsibility to maintain your immigration status and to inform the University and/or ISSS when there is a change in your situation that is reportable to SEVIS, such as a change in program information, registration, personal information, or dependent information. For complete information about maintaining your legal status in the U.S., visit the ISSS website (www.isss.umn.edu) or meet with an adviser at the ISSS office.

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**DRIVER’S LICENSE / STATE OF MINNESOTA ID**

You can get an ID card from the state of Minnesota – either a Minnesota State Identification Card (if you do not plan to drive) or a Minnesota Driver’s License. These are the most widely accepted forms of identification off-campus. Both the Minnesota State ID and Driver’s Licenses are issued by the Driver and Vehicle Services (DVS) department of the state government. For more information visit their website at https://dps.mn.gov/divisions/dvs/

To Get a Minnesota State ID (No Driving Privileges):

To Get A Driver’s License:

- Review the Driver’s License information on the ISSS website at www.isss.umn.edu/resources/Dlicense.html.
- Visit the DVS website (https://dps.mn.gov/divisions/dvs/) to determine whether you need to take the driving test and to download the Minnesota Drivers Manual.
- Visit any of the several license exam stations in the area, making sure to bring your passport, I-94 card or print-out (www.cbp.gov/I94), I-20 or DS-2019, Social Security Card*, and money for the fee. Note that some stations only offer the written test, while others offer both the written and driving tests.

*If you do not have a Social Security Card, visit https://dps.mn.gov/divisions/dvs/ and click on “Identification Requirements” under the “Documents” column to see additional documents you will need to bring.

Driver and Vehicle Service Office Locations:

Not all Service Centers issue first-time Minnesota State IDs, so consult https://dps.mn.gov/divisions/dvs/locations/Pages/find-office-locations.aspx for complete information.

For a State ID or written driver's test only::

- 2929 Chicago Avenue South, Minneapolis, MN 55407
- 445 Minnesota Street, St. Paul, MN 55101 (Downtown St. Paul)

For a State ID or written and behind the wheel driver's test:

- 35W and County Road I, Arden Hills, MN
- 2070 Cliff Road, Eagan, MN
- 2455 Fernbrook Lane, Plymouth, MN

**BANK ACCOUNT**

We recommend that you deposit your money in a bank or other financial institution as soon as possible after arriving at the University.

The nearest financial institutions to the Minneapolis campus are:

Affinity Plus Federal Credit Union, 651-312-9800
2520 University Ave. S.E., Minneapolis

Associated Bank, 612-341-3505
1801 Riverside Ave., Minneapolis (West Bank)
TCF Bank, 612-823-2265
Coffman Memorial Union
615 Washington Ave. S.E. (Stadium Village)
Midway Cub Foods, 1440 University Ave., St. Paul

U.S. Bank, 612-872-2657
West Bank Skyway (between Blegen and Willey Hall)
718 Washington Ave S.E. (Stadium Village)
401 14th Ave. S.E. (Dinkytown), Minneapolis

Wells Fargo Bank, 612-667-0081
2600 E. Franklin Ave. (Cedar-Riverside Area) 612/667-1391
3430 University Ave. S.E., Minneapolis 612/316-3691

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**TELEPHONE SERVICES**

**Cell Phone Service**

If you want a cell phone in the U.S., contact one of wireless companies in the area. You can find a complete list of major wireless providers and their locations online (such as Sprint, Verizon, AT&T, Nextel, T-Mobile).

Some companies require a Social Security Number (SSN) if you want to be billed for your service. There are also options for obtaining cell phone service without an SSN, such as “pay-as-you-go” plans and prepaid phones.

**Traditional “land-line” telephone service**

Local telephone service through traditional phone lines is provided by CenturyLink. To sign up for service, visit www.centurylink.com. Basic service costs $15 to $20 per month, plus taxes and fees. Services such as call waiting and voicemail are available at additional cost.

**Dialing in the U.S. and Twin Cities**

**For reporting an emergency:** Dial 911 from any phone to request fire, medical (serious illness or injury), or police assistance.

All other telephone numbers in the United States have ten digits, for example: 612-555-9000.

The first three digits are the “area code.” The area codes in the Twin Cities area are 612, 651, 763, and 952. The next three digits are the “prefix.”
ACADEMIC SUPPORT

There are a number of academic support services on campus that can help you be a successful student. In addition to ISSS’s Academic Services (www.isss.umn.edu/academics), some other useful resources include:

- The Center for Academic Planning & Exploration (www.cape.umn.edu)
- Minnesota English Language Program (www.cce.umn.edu/Minnesota-English-Language-Program)
- Multicultural Center for Academic Excellence (www.mcae.umn.edu)
- SMART Learning Commons (www.lib.umn.edu/smart)
- Student Academic Success Services (www.sass.umn.edu)
- Student Writing Support (www.writing.umn.edu/sws/index.html)

A comprehensive list of academic resources and services for international students is available at z.umn.edu/internationalstudents.

GETTING INVOLVED ON CAMPUS

International Student and Scholar Services encourages international students to be an active part of the University of Minnesota community. There are more than 800 student organizations on campus, so you can find a group to join—no matter what your interest.

Visit www.sua.umn.edu to search a directory of student groups and a calendar of upcoming events.

TRANSPORTATION

Parking and Transportation Services is a University office that facilitates safe and convenient access to the University. For more information about various transportation options, including the U-Pass/Metropass and the campus shuttles, visit www.umn.edu/pts.

UNIVERSITY LIBRARIES

The University of Minnesota Libraries provide a wide-range of collections and services to all students, faculty, and staff of the University of Minnesota. The collections contain materials in many languages and expert librarians and staff are skilled in supporting international students with their learning, research, and teaching needs.
The library provides an online guide that can be found on their website at www.lib.umn.edu. This guide helps to orient those new to the University and connect students with helpful resources and programs specific to their area of study. Peer Research Consultants are also made available through the libraries to assist fellow students with finding and evaluating academic information, creating thesis statements, and many more support services for international students.

Workshops, tutorials, and guides can assist international students with any of their information needs. These resources can be done face-to-face or accessed online at your convenience.

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**DISABILITY RESOURCE CENTER**

180 McNamara Alumni Center  
612-626-1333 (V/tty)  
https://diversity.umn.edu/disability/  
drc@umn.edu

The Disability Resource Center is a University resource for any student with a disability. If you need accommodations to help you access your academic program, contact the Disability Resource Center. They offer services anytime during the year, but it is best to visit them before beginning classes if possible.
1. **Maintaining Your Visa Status:** You must follow the rules that apply to your non-immigrant visa (F-1, F-2, J-1, J-2, etc.) in order to maintain your legal status.

   - Your passport must be valid for at least six months at all times.
   - Any change of address or name change must be reported to the University within 10 days (see item 7)

**For F-1 and J-1 Students:**

   - You must attend the school specified on your I-20 or DS-2019.
   - You must register for and complete a full course of study each semester.
   - You must notify ISSS when you change your major or degree program level (e.g. change from BA to MA) or change your funding (expenses, amount or source) more than 25%.
   - You must receive approval from ISSS before:
     a) registering for less than (or dropping below) a full course of study (see item 2 below).
     b) terminating your program of study.
   - You must receive work authorization before you engage in any employment off-campus (see item 3 below).
   - You must notify ISSS if you plan to transfer to another school. ISSS must transfer your SEVIS record before another school can issue you an I-20 or DS-2019.
   - If you are transferring to the University of Minnesota, you must complete the transfer process (register full-time and receive a transfer completed I-20 or transfer in DS-2019) within 15 days of the beginning of classes.

2. **Health Insurance Requirement:**

   All international students (F-1, J-1) and their dependents are required to enroll in the mandatory University of Minnesota Student Health Benefit Plan (SHBP) unless you are covered by the Graduate Assistant Health Insurance Plan or a U.S.-based employer sponsored health plan.

   - **For J-2 dependents only:**
     - J-2’s may enroll for courses.
     - J-2’s may work only after receiving employment authorization from the USCIS.

3. **Full-Time Enrollment:**

   - US immigration law requires that F-1/J-1 students register for and complete a full course of study each semester:
     a) 12 credits for undergraduate, and non-degree seeking students
     b) 6 credits for graduate students
     c) Professional School Programs: Check with department
   - If you cannot enroll full-time or you need to withdraw from a class and fall below the minimum amount of credits outlined above, you must be authorized to drop below a full course load by ISSS before the beginning of the semester or before
dropping below full-time enrollment. You must submit an “Reduced Course Load” form; available online at www.isss.umn.edu or at the ISSS office, 190 Humphrey School.

For F-1 Students Only:

4. Only one distance education class per semester: No more than the equivalent of 1 (one) on-line/distance education class or 3 credits per semester may be counted towards the “full-time enrollment” requirement and you must complete the course within the semester. This includes courses offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing.

5. Work Permission: if I-20/DS-2019 was issued by the University: You may work on campus up to 20 hours per week while school is in session, and full-time during official vacation periods and semester breaks. Any off-campus employment requires prior authorization by ISSS or the USCIS.

For J-1 students only:

• All J-1 students on a DS-2019 issued by the University of Minnesota have approval to work on campus from ISSS. When you begin on campus employment, your SEVIS record must be updated. You are required to e-mail ISSS at jwork@umn.edu with the name of the employer/organization/department, address and the employment start date.

• If your DS-2019 was not issued by the University of Minnesota, you are required to obtain permission from your program sponsor to be employed on or off campus.

6. Keeping Immigration Documents Up to Date:

• Upon initial entry, and any subsequent change, F-1/J-1 students must present their own and F-2/J-2 dependents’ documents to ISSS including: I-20 or DS-2019, passport, entry visa stamp, and Employment Authorization Document (EAD card). Notify ISSS immediately if you or your dependents change visa status.

• Keep your documents safe and save all your new and old I-20s (or DS-2019s) during your stay in the US.

7. If your name or address changes: (or that of any dependent(s) in the US), you must update your account at myu.umn.edu; click on “My Info”. This must be done within 10 days. When registering for classes, always use your residential U.S. address, do not use your foreign or University department address. Failure to report such changes to the University will result in loss of legal status. Update “Current Mailing” address type.

8. Release of Information: ISSS releases to other University of Minnesota offices without your prior consent information about your reduced course load and practical training requests, career services appointments, emergencies (including when students are a risk to themselves or others), and extended or final departure from the University. ISSS will also report, as required by law, to the relevant University authorities all cases of sex discrimination including sexual harassment and sexual assault. ISSS does not release information about you to anyone outside the University unless:

• you give written permission;

• as required by law to report regarding your presence in the U.S. and your student status at the University to USCIS and Department of State;

• as required by law to report to the police all cases of physical or sexual abuse or neglect of minor, or
• as required by other U.S. government agencies who may be designated to request information.

9. **Use of Public Funding:** As a nonimmigrant, you are not eligible to use any type of public funding during your stay in the U.S.

10. **International Students cannot enroll using the 99 PRD:** (Professional Development Program) registration status. You cannot receive an I-20 or DS-2019 if you apply to and enroll in the University through 99PRD. Registration for 99PRD for F-1/J-1 students will be reported to USCIS as being “discontinued” from your college of admission and will result in violation of legal status.

11. **English Test Score Level:** If your English test scores are below the required level, you may be required to enroll in, attend, and pay for ESL tests or courses.

12. **You must pay all your tuition, fees, loans, and other University bills:** Nonpayment will result in a registration hold and may result in loss of legal status. Non-degree seekers may not use the installment plan.

13. **If you are financially sponsored by another agency:** or organization, it is your responsibility to fulfill the requirements outlined in your sponsorship agreement, monitor payments made to your University account, and pay all outstanding University bills and other expenses if your sponsoring agency does not fulfill its obligations. Failure to maintain these responsibilities will result in a registration hold and may result in loss of legal status.

14. **You must file a U.S. Income Tax form:** by April 15 each year, even if you have not earned any income in the U.S. ISSS provides resources for tax assistance but does not offer any tax advising.

15. **F-2 dependents: Study and work in the U.S.:**
   - F-2s are prohibited by law from being employed.
   - F-2s may enroll in courses part-time

16. **Travel:** If you are travelling outside of the U.S., you will need the following documents in order to re-enter: valid passport, valid entry visa, valid I-20 or DS-2019, and a valid re-entry signature (page 3 of I-20 & lower right corner on DS-2019). See our website for more information.

17. **Grace Period:**
   - F-1 students who complete a program of study are provided a 60-day grace period. The 60-day grace period is calculated from the date of program completion. For undergraduate and Master's students in Plan C or coursework only programs, this is the final day of your last semester of registration. Travel outside the U.S. during the grace period results in a forfeiture of the remainder of the grace period.
   - J-1 Exchange visitors are given a 30-day grace period following their program end date.

**STATEMENT:** I have carefully read these responsibilities and understand their importance. I am aware that my legal status in the U.S. depends on fulfilling these responsibilities to the best of my ability. If I have any questions at any time about these matters, I know that I may call ISSS at (612) 626-7100.
The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

This publication is available in alternative formats upon request.

Please contact ISSS at (612) 626-7100.

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International Student Checklist

All new international students:

- Remove Registration Holds  AI  AZ  RS  MJ/MG  (p. 5)
- Activate your University Internet and Email Account (p. 7)
- Access One Stop Student Services and MyU (p. 7)
- Sign up for the ISSS Weekly Update (p. 7)
- * Update your Mailing Address on MyU (p. 8)
- * Register for classes (p. 9)
- Obtain a Student Identification Card — U Card (p. 9)
- * Complete the SEVIS Transfer Process (p. 10)
- Pay tuition and fees (p. 15)

If you have an assistantship:

- Confirm your assistantship (p. 11)
- Check-in at your department (p. 11)
- Apply for a Social Security Number (SSN) — if you do not have one (p. 12)
- Visit University Payroll & complete a I-9 (p. 14)

If you have dependents:

- * Report your dependents arrival (p. 15)

*Required for SEVIS compliance

University of Minnesota
International Student & Scholar Services
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301 - 19th Avenue South
Minneapolis, MN, USA 55455
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www.isss.umn.edu | isss@umn.edu

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