TIMELINE & CHECKLIST for Graduate, Professional, Non-degree & Exchange International Students

**Start Here**

- **F-1 Students**
  - Employer completes F-1 verification letter
  - ISSS must finalize

- **J-1 Students**
  - Meet with ISSS advisor to get a formal letter

**Before the semester begins**

- **F-1 Students**
  - Obtain I-20 from UMN
  - Complete International Student Preparation Course
    - Identify & remove additional registration holds, if necessary
    - Register for classes (contact your department for details)
    - Complete DUO registration at z.umn.edu/duo

- **J-1 Students**
  - Request a Transfer I-20 from UMN

**Before you arrive at UMN**

- **F-1 Students**
  - Complete Boynton Immunization Form
  - Find a secure housing

- **J-1 Students**
  - Apply for a SSN (if you do not have one)

**You’re at UMN**

- **ACTION:**
  - Complete your ISSS Check-in and Welcome Session

**You’ve received your SSN card.**

- **ACTION:**
  - Report your SSN to HR in your department

**After SEVIS record is active & within 10 days after starting job:**

- **F-1 Students**
  - Go to Payroll Office to complete I-9 process; bring necessary paperwork. Must be completed on or before your first day of work

- **J-1 Students**
  - Complete the International Student Preparation Course

**You’ve arrived at UMN!**

- **ACTION:**
  - Complete your ISSS Check-in and Welcome Session
  - Attend Welcome Events (Global Gopher Events, departmental events, etc)

**If you are studying online from your home country for the semester:**

- **ACTION:**
  - Email isssnew@umn.edu to update ISSS and inform your department/program coordinator on your plan to study online
  - Using MyISSS: Upload your immigration documents and complete ISSS Check-in AFTER you arrive in the U.S.

**Before the semester begins**

- **F-1 Students**
  - Have an assistantship?
    - Before your first day of work
      - **ACTION:**
        - Confirm position and check-in with your department
        - Call (612) 624-8647 or email ohr@umn.edu to make an appointment with UMN Payroll Office

- **J-1 Students**
  - Meet with ISSS advisor to get a formal letter

**Have an assistantship?**

- **ACTION:**
  - Obtain “Initial Attendance I-9” from UMN
  - Complete the International Student Preparation Course
  - Register for classes (contact your department for details)
  - Complete DUO registration at z.umn.edu/duo

**Email isssnew@umn.edu if you have any questions.**