

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

## START HERE

**Hooray! You've been admitted to UMN.**



**ACTION:**

- Confirm your enrollment

**You've confirmed your acceptance.**



**ACTION:**

- Claim your UMN account & begin checking your email regularly

**You've never attended a U.S. institution OR have taken more than a 5 month absence from a U.S. institution.**



**F-1 STUDENT ACTION:**

- Obtain "Initial Attendance I-20" from UMN



**J-1 STUDENT ACTION:**

- Obtain DS-2019 from UMN program coordinator

**You are currently enrolled at a U.S. institution OR did enroll for the most recent term.**



**ACTION:**

- Request a Transfer I-20/DS-2019 from UMN

**Before the semester begins**



**ACTION:**

- Complete the 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](http://z.umn.edu/duo) AFTER registering for classes

**BEFORE you arrive at UMN**



**ACTION:**

- Complete Boynton Immunization Form
- Find & secure housing
- Attend Global Gopher Experiences (GGE) Webinars

**You have an AI registration hold.**



You cannot modify course registration until you complete:  
1. International Student Preparation Course  
2. ISSS Check-In

**You've arrived at UMN!**



**ACTION:**

**Complete your ISSS Check-in.**

- Submit your immigration documents through MyISSS.
- Attend new student events such as Global Gopher Experiences, ISSS Welcome Sessions, departmental events, etc

**AI registration hold removed!**



AI registration hold permanently removed within 2 business days

**You've completed your ISSS Check-in.**



**ACTION:**

- Update home/ mailing address in MyU
- Register for full-time courses if you haven't yet

**This will activate your SEVIS record within 10 days**



**Have an assistantship?**

**BEFORE your first day of work**



**ACTION:**

- Confirm position and check in with your department
- Complete I-9 process with department HR staff; bring necessary paperwork. Must be completed on or before your first day of work



**F-1 Students**

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



**J-1 Students**

- Meet with ISSS advisor to get a formal letter

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

**SSN**

**ACTION:**

- Apply for a SSN (if you do not have one)

**You've received your SSN card.**



**ACTION:**

- Report your SSN to HR in your department

**F-1 SEVIS transfer only**  
Within 15 days after the start of classes, "Transfer Complete" I-20 will be issued



**Email [issnew@umn.edu](mailto:issnew@umn.edu) if you have any questions.**