

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

## START HERE

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



**ACTION:**

- Confirm your acceptance

**You've confirmed your acceptance.**



**ACTION:**

- Claim your UMN account & begin checking your email regularly

**You've never attended a U.S. institution OR you have taken more than a 5 month absence from an 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 at or previously attended a U.S. institution 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 [iss.umn.edu/duo](http://iss.umn.edu/duo) AFTER registering for classes

**IF YOU ARE ATTENDING CLASSES ON CAMPUS:**

**BEFORE you arrive at UMN**



**ACTION:**

- Complete Boynton Immunization Form
- Find & secure housing

**You have an AI registration hold.**



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

**You've arrived in the U.S.!**



**ACTION (USING MyISSS):**

- Upload your immigration documents
- Complete ISSS Check-In and Welcome Online Session

**If you are already in the U.S., and you've received your UMN I-20/DS-2019**



**ACTION (USING MyISSS):**

- Upload your immigration documents
- Complete ISSS Check-In and Welcome Online Session

**AI Registration hold removed!**



Updated within 2 business days

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



**ACTION:**

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

**BEFORE your first day of work**



**ACTION:**

- Confirm the position and check-in with your department
- Complete the I-9 process; bring the necessary documents. This 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 adviser 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

**If you will study online from your home country for the upcoming semester:**



**ACTION:**

- Email [issnew@umn.edu](mailto:issnew@umn.edu) to update ISSS and inform your department/program coordinator on your plans to study online
- Using MyISSS: AFTER you arrive in the U.S. next semester, you will need to upload your immigration documents and complete ISSS Check-In.

**Information:** Your AI registration hold will be temporarily lifted to a future date and will not prevent Fall or Spring course registration

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



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



**Have an assistantship?**

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