

Arrival Checklist for New International Students

- If you have not already done so, please visit <https://www.cbp.gov/i94> to obtain your **Admission (I-94) Number**. Print the page with the number and keep with your passport and I-20/DS-2019. Be certain the class of admission is correct (F-1 for students with I-20s and J-1 for students with DS-2019s) and that the Admit Until Date is **D/S** (Duration of Status). If this information is not correct, contact ISSS immediately. Please email a copy directly to iss@ksu.edu if you did not upload in Qualtrics.
- Complete the New International Student Orientation Canvas Course. The course will be available starting May 13, 2024. A hold will be placed on your student account in KSIS for failure to complete this requirement.
- If you have an English Language Program (ELP) hold, check in with ELP to take the WildCAT English Proficiency Test (EPT). To check-in with ELP, please send an email to elp@ksu.edu or stop by 205 Fairchild Hall. If you are not sure if you need to take this test, ELP will be able to assist you.
- If you are a new graduate student who needs to take the **SPEAK Test** (*only for new students who will be Graduate Teaching Assistants*), please email elp@ksu.edu.
- Getting your **K-State I.D. card**: Go to www.ksu.edu and click on KSIS. To log in use your eID and password. You will see a To Do list on the right side of your screen. I.D. card procedures should be on your list. You will need your admission letter, I-20 or DS-2019 and your passport to request an I.D. card. The cost of the card is **\$25.00**. You will be notified when your I.D. card is ready to be picked up. The I.D. Center is located in the K-State Union.
- Enter/Update your **local/home address in KSIS**. Go to www.ksu.edu and click on KSIS. To log in use your eID and password. Immigration requires that you always have a current local (in U.S.) and permanent (outside U.S) address on file. Any change of address must be updated in KSIS within **10 days** of the change. Email iss@ksu.edu with permanent address changes. You will need to complete an address card to register your local address with the Post Office to ensure accurate delivery of your mail. These address cards are available at ISSS or Central Mail Services, Dykstra Hall Rm 127.
- Health insurance** is required for all international students. You will see a charge for health insurance on your tuition bill once you have enrolled. If you have alternative qualifying coverage, you must complete and submit the Health Insurance Waiver form prior to the waiver deadline. You will be emailed instructions from a company called ECI. If the waiver is approved, the charge will be removed from your account. Students must submit the waiver every semester that they are enrolled at K-State.
 - Graduate students with qualifying assistantships** must enroll directly with United Healthcare. Go to <https://www.k-state.edu/hcs/benefits/health/gradhealth.html> for the enrollment form. Once ISSS confirms **enrollment & payment** for the GTA/GRA/GA plan, the fee will be removed.
 - United Healthcare Summer coverage dates are June 1-July 31**. Please visit https://www.k-state.edu/iss/students/health_insurance/ for more information.
- Please complete the University health requirements by visiting Lafene Health Center's website (www.ksu.edu/lafene), logging into the myLafene+ patient portal and selecting "Medical Clearances". Once there, complete the TB Questionnaire and upload a picture of your immunization records. **All students are required to complete the TB Questionnaire, TB testing may be required and 2 MMR vaccines**. If you plan to live in university housing, you are required to have one Meningococcal vaccine. Please visit, www.k-state.edu/lafene/requirements/ for more information on these requirements. **Once you have completed the TB Questionnaire, plan to visit Lafene Health Center.** They are open from 8:30 a.m.-12 p.m., Monday- Friday. Their phone number is (785) 532-6544. If you are unable to call, please send a message to the nurse through the patient portal. Lab testing completed outside the U.S. for TB or MMR (measles, mumps, rubella) will not be accepted.
- If you have not enrolled for classes yet:** Undergraduate or ELP only students: please connect with the Office of Recruitment and Admissions via phone or email 785-532-1521 or events@ksu.edu. Graduate students: please contact Graduate School by sending an email to gradintladm@ksu.edu. Graduate students then need to contact their major professor.
- If you will be working**, you will need to have a Social Security Number (SSN). Do not submit your application to the Social Security Administration until you verify with ISSS you have all the necessary documentation. In order for ISSS to verify, you must be enrolled in a full course of study, enter your address in KSIS as noted above, and submit the Verification of Employment letter via email to iss@ksu.edu. Be sure the letter is on department letterhead, signed by your department and that your name matches your passport. Additional instructions will be provided by ISSS. Failure to follow this process could cause significant delays in the issuance of your SSN and hiring process.