Semesterly Checklist for Current Students

End of each semester

☐ Meet with your academic to be advised and register for classes
☐ Complete the mandatory “End of Semester Survey”
☐ If you plan to travel abroad, visit OIE for a travel signature and to make sure your immigration record is in order
☐ If you live in a residence hall on campus during Fall and will not return for Spring semester, submit the “Housing Cancellation and Intent to Vacate” form (Housing website) to the Housing front desk
☐ Pay any outstanding balances on your account (parking tickets, etc.)

Beginning of each semester

☐ If you have a new home address, email address, or telephone number, give this information to OIE to update your SEVIS record
☐ Apply for the health insurance waiver OR pay for the United Healthcare fee billed to your account
☐ If a third party sponsor pays for your tuition/fees, submit the “Third Party Contract Form” (Bursar’s website) by the first day of class
☐ If you receive government financial aid, bring the enrollment verification form to OIE to be signed and stamped by an international advisor

Final semester

☐ After graduation, tell OIE that you have graduated so we can complete your SEVIS record
☐ Order a copy of your transcript (through the Port)

Questions?
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