To Do List

- Check into your Residence Hall or apartment (pg. 2)
- Tell your family you have arrived at Michigan Tech University. Phone or email.
- Report to International Programs and Services (IPS) (pg. 2)
- Get Michigan Tech ID card (pg. 2)
- Open a bank account (pg. 2)
- Register for Courses (pg. 3)
- Health Insurance: Buy insurance or show proof of insurance (pg. 3)
- Pay Tuition and Fees (pg. 3)
- Confirm Enrollment (pg. 3-4)
- Additional Resources and Information for a Successful Michigan Tech Experience (pg. 4-7)

International Programs and Services (IPS) Staff

XXX XXXX
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✓ **Tobacco-Free Campus**

As of September 3, 2013, the Michigan Technological University campus will be tobacco-free. Smoking and smoke-free tobacco use will be prohibited.

✓ **Housing**

New students that arrive early Aug. 18-22 will check in at Wadsworth Hall, room 153. Any new student that wishes to arrive early must request an early arrival in advance and be approved in advance. Early arrivals will start to be processed starting on Aug. 1. The early arrival form is online. [http://www.mtu.edu/housing/applications-policies/forms-requests/](http://www.mtu.edu/housing/applications-policies/forms-requests/)

Students must be logged in to their Michigan Tech account to access the early arrival form. Residence Halls open on Saturday, August 23, at 10 a.m. at no additional fee. Temporary accommodations are available for early arrivals starting Monday, August 18. Cost is $50 a night. Questions? Contact Housing at (906) 487-2682, e-mail: housing@mtu.edu

✓ **Report to: International Programs & Services Office (IPS)**

**If you arrive between August 18-22**

Location: Memorial Union Building (MUB), Alumni Lounge (Room 107)
Day: Monday through Friday
Time: 10:00 a.m. to 12:00 p.m., 1:00 to 3:00 p.m.

**If you arrive before August 18 or after August 22**

Location: International Programs & Services Office (IPS), Administration Building, Room 200
Day: Monday through Friday
Time: 8:00 a.m. to 5:00 p.m.

**What to bring?**

Bring you I-20 or DS 2019, passport with I-94 stamp, visa, transcript, IELTS or TOEFL score not previously submitted.

✓ **HuskyCard**

The Official Michigan Tech photo identification for: meal plan, building access, library use and more! You are encouraged to submit your photo online for your ID card: [http://www.techexpress.mtu.edu/#page=home;group=HOMEPG](http://www.techexpress.mtu.edu/#page=home;group=HOMEPG).

Your ID card will be ready for pickup at the Tech Express Service Center when you arrive. Bring passport and your student identification number (M number) to: Tech Express Service Center, IT
Service Center, on the first floor of the Van Pelt and Opie Library. If you do not submit your photo online, you can get your photo taken and obtain your Tech ID card at the Tech Express Service Center.

✔ Banking

Open a bank account! There are several banks in the area that can assist students with their finances and have on-campus ATMs. The following banks are within the Houghton/Hancock area: [http://www.mtu.edu/international/admissions/faq/banking/](http://www.mtu.edu/international/admissions/faq/banking/)

Banweb

Michigan Tech has an online system called "Banweb" that allows students to login, then pick from a variety of options, including class registration, view and pay tuition and fees, and academic transcripts.
Register for Courses

Meet with your academic advisor prior to registering for classes. Register online through Banweb or visit the Registrar’s Office, Student Service Center, and first floor of the Administration Building.

Student Health Insurance

All international students are required to have health insurance.
1. To purchase health insurance, complete The Student Health Insurance Application and return to the Cashier’s Office with payment, or
2. show proof of health insurance with comparable coverage applicable in the United States

Tuition and Fees

Pay your tuition, fees, housing and/or other costs by the deadline online through Banweb or visit the Student Service Center for assistance. The fall semester deadline is Wednesday, August 27 by 5:00 p.m. (accommodation for late arrival can be made for NEW international students ONLY).

Confirm Enrollment

All students must confirm their enrollment each semester to keep their course schedule online through Banweb or visit the Student Service Center for assistance.

If no money is owed or there is a credit balance, the student must confirm enrollment by clicking the button at the bottom of the online bill or printing out a copy of the bill and processing it through the Student Service Center by 4:00 p.m. (EST) on the due date.

If money is owed, payment of the amount due on the billing statement, or the amount due on the deferred payment plan contract, must be made by 4:00 p.m. on the payment due date.

Additional Resources and Information for a Successful Michigan Tech Experience

Textbooks

The Campus Bookstore, located in the Memorial Union Building is your source for textbooks, school supplies, computer software and accessories, general books, and Michigan Tech apparel. The Campus Bookstore also provides mailbox and locker rentals in the Memorial Union Building, postage stamps, a Kodak photo printing kiosk, laminating, and UPS shipping.

University Office Hours

Summer Office Hours-- May through August: Monday through Friday, 7:30 a.m. to 4:00 p.m.
Winter Office Hours--August-May: Monday through Friday, 8:00 a.m. to 5:00 p.m.
✓ Mailing Address

Your mailing address is where your mail is delivered. It may be a PO Box. If you live in a Residence Hall or Daniell Heights, your mailing address must be the Residence Hall/Daniell Heights address. Maintain your correct mailing address with Michigan Tech online form through Banweb. Your U.S. residential address is the physical address at which you are living (No P.O.BOX). When you move, you must report your change of address within ten (10) days to the IPS Office, using Banweb.

✓ Employment

International students are allowed to work on campus for a maximum of 20 hours per week during fall and spring semesters and up to 40 hours per week during breaks and summer semester. “On-campus employment” means Michigan Tech issues your pay check. Course enrollment is not required during summer semester but students must intend to return as a Michigan Tech student in the fall semester. Undergraduate students are responsible for applying for on-campus jobs themselves, and may do so only after arrival, enrollment, and full payment of tuition and fees. View on-campus work opportunities at www.mtu.edu/employment. Off-campus work requires specific work authorization, even during the summer semester. Please check the information on ‘Employment’ at www.mtu.edu/international. Click on ‘Forms and Information’.

✓ Social Security Administration

Apply for a Social Security number if you have a job offer or an assistantship (eligible after 10 days from reporting to IPS). Please report to the International Programs and Services Office in the Administration Building, room 200 and bring the original employment letter from the department you will be working in. This letter must be on department letterhead with an original signature by your supervisor that authorizes your employment. The job offer letter must describe:

- Your job
- Your employment start date
- The number of hours you are, or will be, working; and
- Your supervisor’s name and telephone number

✓ Telephone Dialing Instructions

Calling Abroad from the United States
Dial the exit international code (011) + country code + city code + number
Example: How to call China from the US? Dial 011 + 86 + (2-4 digit area code) + local phone number.
Calling within the United States
Dial 1 + area code + (7 digit phone number) (Note: you will incur long distance charge)
Example: How to call the IPS Office at Michigan Tech from California:
Dial (1)+ Dial the area code (906)+ Dial the 7 digit phone number (487-2160)
Call Directory Assistance if you need the area code for other U.S. cities; dial 1 + 555+ 1212. NOTE:
additional charges may apply

✓ State of Michigan Driver's License
All motorists must have a valid driver's license to drive on Michigan's public roads. Your driver's license is issued for up to four years and expires on your birthday.
You may be able to drive legally in Michigan with a driver's license from your home country. See the online list of countries whose licenses are accepted by the State of Michigan at:
www.michigan.gov/documents/reciprocity_chart_20508_7.pdf
Acceptable foreign licenses must be:
✓ Valid
✓ Unexpired
✓ And, you must have a certified English translation of any non-English language license.

NOTE: If you are planning to drive outside the state of Michigan on a home-country license, check the rules for the states you will be driving through, which may differ from Michigan's rules. For more information about cost, obtaining, renewing, replacing or correcting a license, see
www.michigan.gov/sos.

✓ State of Michigan Identification Card
State identification cards are issued to any Michigan resident. There is no minimum age requirement. However, you may not have a state ID card and a Michigan driver's license at the same time unless your license has been restricted, suspended or revoked. State ID cards are processed at any Secretary of State office for a cost of $10.
Local Secretary of State:
902 Razorback Dr.
Houghton, MI 49931-2802
Telephone: (906) 482-2620 or
toll free: 1-888-SOS-MICH (1-888-767-6424)
Web: www.michigan.gov/sos

✓ Driver Education
Drive America LLC offers driver education and lessons.
Address: 1223 Anthony St.
Hancock, MI 49930
Phone: (906) 483-4830
Contact: Paul Dube, Director
E-mail: pdube1529@sbcglobal.net Web: www.driveamericallc.com
Michigan Tech Public Safety and Police Services

The Department of Public Safety and Police Services keeps Michigan Tech safe.
The Department of Public Safety and Police Services is staffed by trained, certified state of Michigan police officers who have full law enforcement authority (including the power of arrest) throughout Houghton County. The department is staffed and operates twenty-four hours per day, seven days per week. Emergency telephones are located throughout the campus.
For all emergencies: call 911
For safety tips go to: www.mtu.edu/publicsafety
Phone: 487-2216