

New International Student Mandatory Checklist

Now that you have arrived in Houghton, please ensure that you complete the following items on this checklist.



1. CHECK IN WITH IPS

You must bring the following documents to the IPS office (Administration Building, Room 200) to check in:

- Passport
- Visa
- I-20/DS-2019
- If you have dependents, please also bring their documents as well



2. PRINT I-94 TRAVEL RECORD

IPS recommends that you print a copy of your I-94 Travel Record and keep it with you at all times instead of carrying around your passport.

Where to print your I-94 Travel Record: <https://i94.cbp.dhs.gov/search/recent-search>



3. PICK UP YOUR HUSKY IDENTIFICATION CARD (HUSKY CARD)

WHERE: Van Pelt & Opie Library Technical Assistance Center (1st floor)

Please visit the HuskyCard information page to find out how to use your card on campus:

www.mtu.edu/card

- Documents to bring:
 - Student ID Number (M number) and Passport
 - Upload your photo on Ellucian Experience prior to getting it



4. CHECK-IN TO HOUSING & RESIDENTIAL LIFE

WHERE: Housing & Residential Life, 153 Wadsworth Hall

Note: Only required for students who will live on campus (including Daniell Heights)

For questions, contact housing@mtu.edu or 906-487-2682

- We also recommend that you buy renter's insurance



5. PURCHASE HEALTH INSURANCE ONLINE

WHERE: Purchase health insurance online (or request a waiver of coverage if you have existing health insurance) through Ellucian Experience (www.mymichigantech.mtu.edu) before you pay your bill and/or confirm your enrollment

WHEN: Before paying your student bill, as soon as possible

For questions, contact Student Insurance at studentinsurance@mtu.edu or 906-487-1088



6. PAY YOUR STUDENT BILL

WHERE: Student Billing (first floor of the Administration Building) for payment plan options and inquiries

WHEN: Bills are typically due the **Wednesday** before classes begin



7. SUBMIT YOUR TRANSCRIPTS & PROOF OF DEGREE

WHERE: Graduate School, Administration Building 4th Floor

WHEN: Register for a time through the [Transcript Submission Portal](#)



8. UPDATE YOUR MAILING ADDRESS

Update your United States mailing address on your MTU Experience (www.mtu.edu/experience) account. Please see the IPS Newly Admitted Students website for further instructions.



9. ATTEND THE IPS MANDATORY ORIENTATION SESSION

Please keep an eye on the IPS Newly Admitted Students website for information on when and where the event will be held.



10. REGISTER FOR THE INTERNATIONAL STUDENT SUCCESS SEMINAR (UN0100)

This seminar is required for all new international students, and you will be need to registered for this course

Have any questions? Reach out to IPS at ips@mtu.edu