

# Welcome to Michigan Tech!

## MANDATORY CHECKLIST FOR NEW INTERNATIONAL STUDENTS

### Checklist

#### 1. CHECK-IN WITH INTERNATIONAL PROGRAMS & SERVICES (IPS):

Where: IPS office, Administration Building, Room 200 (2<sup>ND</sup> FLOOR)

When: Monday-Friday from 8:00AM-4:00PM, excluding lunch break from 12:00-1:00PM

Please bring the following

- ☐ I-20 or DS-2019
- ☐ Passport
- ☐ Visa
- ☐ If you have dependents, please bring their documents as well to be checked in

#### 2. PRINT I-94 ARRIVAL RECORD

- ☐ [www.cbp.gov/travel/international-visitors/i-94-instructions](http://www.cbp.gov/travel/international-visitors/i-94-instructions)

##### How to Print your 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 (in your wallet, purse, or bag) instead of carrying around your passport.

How to print your I-94 Travel Record

Step 1: Go to <https://i94.cbp.dhs.gov/i94/#/home>

Step 2: Choose the box labeled Get Most Recent I-94

Step 3: Acknowledge and Agree statement

Step 4: Enter Your Traveler Info exactly how it appears on your airline ticket

Step 5: Print your I-94 and carry it with you. \*\*You will need you I-94 to complete on-campus employment paperwork.

\*if you can not locate your record please contact IPS ([ips@mtu.edu](mailto:ips@mtu.edu))

#### 3. PICK UP YOUR HUSKYCARD IDENTIFICATION 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/HUSKYCARD/](http://WWW.MTU.EDU/HUSKYCARD/)

You will need the following to receive your card

- ☐ 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)

[HOUSING@MTU.EDU](mailto:HOUSING@MTU.EDU) OR 906-487-2682

- ☐ We recommend you buy renters Insurance - [Information Link](#)

#### 5. PURCHASE HEALTH INSURANCE ONLINE:

[STUDENTINSURANCE@MTU.EDU](http://STUDENTINSURANCE@MTU.EDU) OR 906-487-1088

Where: Purchase health insurance online (or request a waiver of coverage if you have existing health insurance) through Ellucian Experience

- ☐ at [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu) before you can pay your bill and/or confirm your enrollment

- ☐ When: Before paying your student bill, as soon as possible

## 6. PAY YOUR STUDENT BILL:

WHERE: SEE [WWW.MTU.EDU/STUDENT-BILLING/SERVICES/PAY/](http://WWW.MTU.EDU/STUDENT-BILLING/SERVICES/PAY/) FOR PAYMENT OPTIONS

- ☐ When: Bills are due the **Wednesday** before classes begin
- ☐ Note: Health insurance requirement must be met first - please purchase your health insurance before attempting to pay your student bill

## 7. SUBMIT OFFICIAL TRANSCRIPTS AND PROOF OF DEGREE:

**WHERE:** THE GRADUATE SCHOOL @ ADMINISTRATION BUILDING, ROOM 414

**WHEN:** DATES AND TIMES TO BE DETERMINED. CONTACT THE GRADUATE SCHOOL FOR TIMEFRAMES

- ☐ When: Graduate students, please submit documents to Graduate School

## 8. UPDATE YOUR ADDRESS

1. Go to Banweb and update your address by choosing "future mailing address" if you are unable to directly edit your mailing address.
2. Add tomorrow's date, for example: If you are doing this today June17,2024 you will add June 18, 2024
3. Your future mailing address will show on Banweb, but your previous address will show on the Sevis portal in Banweb (It is ok)
4. Do NOT go to the SEVP Portal and update your address. This is something we do at IPS at the end of each week and depending when you updated your address this could take upto 10 days
5. If your address is not updated in the Sevis section of Banweb by then please contact IPS with your old address an your new address so we can update Banner 8, 9 and Sevis (if it has been longer than 10 days since you've updated your address)
6. If you left the country for the summer you do not need to change your mailing address, this is only for the time that you are in the U.S.
7. As soon as you come back to the U.S even if it is that you will stay with family and or friends in another State make sure you go to Banweb and update to the new address
- ☐ 8. When you come back to Houghton-MTU make sure to update your address again on Banweb

## 9. REVIEW THE FOLLOWING MATERIAL FROM IPS

- ☐ Attend International Programs and Services (IPS) mandatory orientation session
- \*Keep an eye out on your Michigan Tech email for more information

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

- ☐ This seminar is required for all new international students, and you will be need to register for this course when you attend Michigan Tech

## EXTRA INFORMATION

### Cell Phone Companies:

1. Jason from **H2O**: (906) 370-9294 Call to make App. He meets students on campus.  
(We recommend)
2. **AT&T Houghton**: (906) 482-8484

### Bank:

1. **Flagstar Bank**: (906) 487-5850 (Close to Campus, we recommend)
2. **Breakwater Federal Credit Union**: (906) 482-5005