Welcome to Michigan Tech!

Mandatory Checklist for New International Students

- **Check-in with International Programs & Services (IPS):**
  - Where: IPS office, Administration Building, Room 200
  - When: Monday-Friday from 8:00AM-5:00PM, 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.

- Print I-94 arrival record:
  [www.cbp.gov/travel/international-visitors/i-94-instructions](http://www.cbp.gov/travel/international-visitors/i-94-instructions)

- **Pick up your HuskyCard Identification Card:**
  - You will need the following to receive your card:
    - Student ID number (M number) and Passport
    - Upload your photo on MyMichiganTech prior to getting it
  - 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)

- **Check-in to Housing & Residential Life:**
  - Where: Housing & Residential Life, 153 Wadsworth Hall
  - **Note:** Only required for students who will live on campus (Including Danielle Heights)
  - [housing@mtu.edu](mailto:housing@mtu.edu) or 906-487-2682
Purchase health insurance online:
- Where: Purchase health insurance online (or request a waiver of coverage if you have existing health insurance) through MyMichiganTech at 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
- studentinsurance@mtu.edu or 906-487-1088

Pay your student bill:
- Where: See 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

Submit official transcripts and proof of degree:
- Graduate students, please submit documents to Graduate School:
  - Where: Administration Building, Room 414
  - When: Dates and times to be determined. Contact the Graduate School for timeframes

Review the International Programs and Services Orientation Video and Complete the Attend International Programs and Services (IPS) mandatory orientation session.
- Keep an eye out on your Michigan Tech email for more information

Register for the International Student Success Seminar (UN0100):
- This seminar is required for all new international students, and you will need to register for this course when you attend Michigan Tech