



Michigan Technological University

# International Programs and Services

## MANDATORY CHECKLIST SPRING 2023

- Check-in with IPS to register your immigration documents
  - **Where:** IPS office, Administration Building, Room 200
  - **When:** Monday-Friday, 8:00 am - 4:45 pm
  - **Please bring the following:**
    - I-20 or DS-2019
    - Passport with valid visa stamp
  - Alternately, [fill this Google form](#) and upload all relevant documents.  
**\*Do not fill the form unless you have physically reached Houghton.**
  
- Print I-94 arrival record: <https://i94.cbp.dhs.gov/I94/#/home>
  
- Get your HuskyCard (official Michigan Tech ID card)
  - You will need the following to receive your card:
    - Student ID number (M-number)
    - Passport
    - Upload your picture on [MyMichiganTech](#) beforehand
  - **Where:** Van Pelt & Opie Library Technical Assistance Center (1st floor)
  - **When:** Monday-Friday, 8:00 am – 5:00 pm
  - Visit the [HuskyCard information page](#) to find out how to use your card on campus, and general usage rules.
  
- Check-in to Housing & Residential Life
  - \*only for students who will live on-campus (including Daniell Heights)**
  - **Where:** Housing & Residential Life, 153 Wadsworth Hall
  - **When:** Monday-Friday, 8:00 am – 5:00 pm
  - **Contact:** [housing@mtu.edu](mailto:housing@mtu.edu) or 906-487-2682
  
- Update your address on Banweb
  - **Where:** <https://www.banweb.mtu.edu/>
  - **When:** Within **10 days** of moving in
  - Refer [here](#) for proper address format.

Make sure you have MTU-approved health insurance

- **Where:** Purchase health insurance online through [MyMichiganTech](#) (or request a waiver of coverage if you have existing health insurance or purchased externally) before you can pay your bill and confirm your enrollment. **Unless you do this, a hold will be placed on your account and your enrollment will be CANCELLED.**
- **When:** Before paying your student bill
- **Contact:** [studentinsurance@mtu.edu](mailto:studentinsurance@mtu.edu) or 906-487-1088

Pay your student bill

- **Where:** See <https://www.mtu.edu/student-billing/services/pay/> for details on how to pay your bill.
- **When:** Bills for Spring 2023 are due on **Wednesday, January 4**
- **Contact:** [student-billing@mtu.edu](mailto:student-billing@mtu.edu) or 906-487-2622

**\*As a reminder, your health insurance requirement must be met first before you can pay the bill.**

Submit official transcripts and proof of degree

**\*Graduate students only**

- **Where:** Graduate School, Administration Building, Room 414
- **When:** Monday-Friday, 8:00 am - 5:00 pm

Attend the following mandatory orientation sessions (as applicable)

International Students Orientation by IPS

**\*Mandatory for all new international students, including transfer students**

- **Where:** [Zoom](#)
- **When:** Friday, January 6, 1:00-2:30 pm

Welcome to Graduate School

**\*Graduate students only**

- **Where:** MUB Ballroom
- **When:** Friday, January 6, 2:00-5:00 pm
- Check details [here](#) or contact [gradschool@mtu.edu](mailto:gradschool@mtu.edu)

Undergraduate Orientation

**\*Undergraduate students only**

- Information about undergraduate orientation sessions, if any, will be updated on [this page](#). For any questions, contact 906-487-3558 or [orientation@mtu.edu](mailto:orientation@mtu.edu)

Some departments/programs have their own separate orientation events as well. Please contact your department to know if there are any such events that you need to attend.

Prepare for the [Life@MichiganTech seminar sessions](#)

**\*Required for ALL new international students, including transfer students**

The instructor will email more details before classes.

All new international students are invited to attend the **International Students Social** for free food and fun games with fellow new international students and the IPS staff!

- **Where:** MUB Alumni Lounge
- **When:** Friday, January 13, 3:00-5:00 pm

Check additional [Resources](#) from IPS for information about banks, cell phone service providers, etc.