

CHECK IN LIST

International Students are **REQUIRED** to check-in to the University of Florida International Center (UFIC). This includes students who enter the United States from abroad *and* those transferring to UF from another school in the United States.

CHECK-IN DOCUMENTS: The ORIGINALS of the following documents are REQUIRED in order to complete the check-in process:

- I-20 (F-1) or DS-2019 (J-1)
- F-1 or J-1 Visa
- Passport
- I-94 Card
- Transfer Students: All previous I-20s (F-1) or DS-2019s (J-1) from your previous school

Transfer students **must** complete check-in within 15 days of the program start date.

HOLDS: The items below, if marked with a check mark, require your immediate attention and MUST be cleared in order to register for classes. For detailed instructions, visit the website address indicated next to each item.

HEALTH INSURANCE: <http://www.ufic.ufl.edu/iss/insurance.html>

In order to remove this hold from your record and to register for classes, you are required to purchase health insurance which meets Board of Governors and UF requirements. F-1, J-1 and J-2 visa holders are required to have health insurance coverage at all times. Email the insurance confirmation to insurance@ufic.ufl.edu. Your hold will be removed by the end of the next business day.

IMMUNIZATION: <http://shcc.ufl.edu/services/primary-care/immunizations>

In order to remove this hold from your record, take your immunization history documents to the Student Health Care Center. If you do not have the documents available, immunizations may also be administered at the Student Health Care Center; there will be a charge.

EMERGENCY CONTACT INFORMATION: <http://www.ufic.ufl.edu/iss/emergencycontact.html>

This hold will appear on your record each semester. Please provide/update this information as this provides UF officials information on whom to contact in the event of an emergency.

REGISTRATION PREPARATION: <http://www.isis.ufl.edu>

This hold will appear on your record each semester. Complete 'Registration Acknowledgement' to clear the hold.

ADDITIONAL TASKS:

COMPLETE NEW/CHANGE OF ADDRESS: <http://www.ufic.ufl.edu/iss/ChangeofAddress.html>

You are required to report your U.S. address in the UF Directory and to USCIS within 10 days of arrival into the United States and each time there is a change in your address. The reported address cannot be a PO Box.

SET UP GATOR LINK ACCOUNT: <http://www.gatorlink.ufl.edu>

Create your GatorLink account online at the above website or go to the Computer Help Desk at the HUB. Take your Gator1 card or photo ID and your UFID #.

GET A STUDENT ID CARD: <http://www.bsd.ufl.edu/G1C/idcard/idcard.asp>

You may obtain the Gator1 student ID card at the Welcome Center. You must present a photo ID, such as a driver's license or passport, and \$15.

ATTEND ORIENTATION: Orientation is **MANDATORY**. Please refer below for the orientation(s) which applies to you.

- **GRADUATE STUDENTS:** Monday, August 13, 2012, Reitz Union Grand Ballroom
- **TEACHING ASSISTANTS:** Monday, August 13 and Tuesday, August 14, 2012, Reitz Union Grand Ballroom
- **UNDERGRADUATE & EXCHANGE STUDENTS:** Monday, August 20, 2012, 5:30-7pm, Pugh Hall Auditorium.

KNOW IMPORTANT DATES: <http://www.ufic.ufl.edu/iss/newstudentsImportantDates.html>

FUNDING FROM YOUR HOME GOVERNMENT: If you receive funding from your home government and need to have your tuition/fees billed to your home government, you MUST take a copy of the billing authorization to Sandra Bell in Student Financial Services, 113 Criser Hall, in order for it to be processed.

ADDITIONAL INFORMATION

INTERNATIONAL STUDENT WELCOME RECEPTION: Will be held in September at the UF President's home. You will receive an email with more detailed information which you must RSVP if you wish to attend.

SOCIAL SECURITY NUMBER: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> (Enter ZIP Code "32611" and click "Locate")
You are NOT eligible for a Social Security Number (SSN) unless you receive an assistantship, fellowship, or on campus employment. To apply for the Social Security card, bring your appointment/employment offer letter from the department/prospective employer to the UF International Center; we will then provide you with a Social Security Letter. You will then need to visit the Social Security Administration Office in order to apply. **You are not able to apply for a Social Security card until you have been in the US for at least 10 days.** Required application materials are:

- Continued Attendance I-20 / DS-2019
- Appointment/Employment Offer Letter
- Passport and F-1 / J-1 Visa
- UFIC Social Security Letter
- I-94 Card
- Social Security Application Form

ON-CAMPUS JOB SEARCH: <http://www.ufic.ufl.edu/iss/Employment.html>

Please refer to the web link above for some information regarding on-campus employment.

J-1 WORK PERMISSION:

J-1 students are eligible to work on campus with a letter of permission from UFIC or their Sponsoring Agency if other than UF (i.e.: Fulbright). Contact your J-1 student advisor at UFIC or the Sponsoring Agency.

J-2 WORK PERMISSION: <http://www.ufic.ufl.edu/iss/currentJ1studentsJ2WorkAuth.html>

J-2 dependents are eligible to obtain work permission through USCIS. Forms and instructions are available at the above link.

I-20/DS-2019 FOR DEPENDENTS: <http://www.ufic.ufl.edu/iss/forms.html>

You may request to add your spouse/child as an F-2/J-2 dependent. Forms and instructions are available at the above link.

TRAVEL OUTSIDE THE UNITED STATES: <http://www.ufic.ufl.edu/iss/Travel.html>

You **MUST have your I-20/DS-2019 signed for re-entry** prior to traveling outside the United States. The travel signature is valid for one year from the date it was last signed on page three of the I-20/DS-2019.

TOEFL or GRE:

Information and details regarding the TOEFL and the GRE tests are available on line at www.toefl.org or www.gre.org

FREE ENGLISH CLASSES: <http://www.ufic.ufl.edu/iss/english.html>

English classes are generally available to the family of students with an emphasis on listening, speaking and survival in the United States.

SOME USEFUL WEBSITES:

- Immigration <http://www.uscis.gov/portal/site/uscis>
- UF Registrar Homepage <http://www.registrar.ufl.edu>
- ISIS Student Records <https://my.ufl.edu/ps/signon.html>
- UF Activity Calendar <http://calendar.ufl.edu>
- English Language Institute <http://web.lin.ufl.edu/eli>
- Local Bus Service & Schedules <http://www.go-rt.com>
- Drivers' Handbook <http://www.flhsmv.gov/handbooks>
- US Embassies Worldwide <http://usembassy.state.gov>

UFIC is here to assist you with any questions, concerns or transition problems.

Please come to UFIC, 170 HUB Stadium Road. Please visit us at <http://www.ufic.ufl.edu/iss/index.html>