

**International & Exchange Student Center (IESC)
NEW STUDENT CHECK-IN**

TODAY'S DATE: _____ SEMESTER/YEAR: _____ CSUN ID: _____

PLEASE SELECT ONE: Initial Student Transferred in student

LAST NAME: _____ FIRST NAME: _____

U.S. ADDRESS: _____ DATE OF BIRTH: _____
(Street Name) (Apt #) Month / Day / Year

City _____ State _____ Zip code _____ US Phone: _____

PERSONAL EMAIL ADDRESS: _____

STUDENT ACKNOWLEDGMENT (Please initial and sign)

____ I will/have completed the Online Mandatory Immigration Session for New International Students. I understand that it is my responsibility to meet with my Foreign Student Advisor periodically to make sure I am following university policy and immigration regulations, and that I must submit copies of my most recent immigration documents to IESC, including my proof of health insurance.

____ I understand that I must submit copies of my most recent I-94 Form or travel history to IESC when submitting requests or when entering the U.S. To assure my compliance with this policy, I am authorizing/granting my consent to IESC to access my automated I-94 form and travel history on the CBP or USCIS websites as needed.

____ I understand that it is my responsibility to periodically review the International Student Handbook, read the announcements posted on IESC's website, and comply with rules and deadlines pertaining to my F-1 status.

____ I understand that I must meet IESC timelines and deadlines, and that I must request authorization for employment prior to engaging in on or off campus work.

Should I fail to adhere to university policies and immigration regulations, I understand the consequences it may have on my immigration status.

STUDENT'S SIGNATURE: _____ **DATE:** _____

❖ **FOR IESC STAFF ONLY**

- Emergency Contact Information Form (completed & signed)
 - Copy of CSUN I-20, page 1 & 2 (signed)
 - Copy of Previous School I-20, page 1 & 2 (signed)
(If transferring from U.S. school)
 - Acknowledgement for Financial Support (completed & signed)
 - Gov't Sponsored Third Party Consent Form (completed & signed)
 - New student check-in form (completed & signed)
 - Certificate of Completion (Canvas Certificate)
 - Copy of Passport _____
Exp. Date
 - Copy of Visa _____
Exp. Date
 - Check SEVIS ID match, visa with I-20
 - Copy of I-94
 - Proof of Insurance ____ Already sent ____ Will send
 - F-2 dependent(s), how many: _____
____ F-2 CSUN I-20 (s) ____ F-2 visa (s)
____ F-2 passport (s) ____ F-2 I-94 (s)
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FSA HAS REMINDED NEW STUDENT TO:

- Update U.S. address via CSUN student portal
- Update "Emergency contact" via CSUN portal
- Submit proof of Health insurance / Foreign hold
- Academic Advisement / Full-Time status / Online class
- Registration appointment, Last ADD/DROP date
- Student ID card
- Set up CSUN's email / check CSUN email
- Transfer of SEVIS record (For transfer student ONLY)
- Attend mandatory Orientation
- Obtain a continuing attendance I-20 for DMV and SSN
- On campus housing information
- Student has filled-out the new student check-in survey online

FSA NAME: _____ **DATE:** _____