INTERNATIONAL STUDENT ARRIVAL CHECKLIST

- Complete required placement tests and participate in orientation program.
- Meet with an academic adviser in your department and register for classes.
- Obtain Eagle Access Card (student ID card) in the University Center.
- Purchase books at USI Bookstore (or online through Amazon, etc).
- Pay tuition and fees at Bursar’s Office, lower level of the Orr Center or online through myUSI.
- Submit completed Student Immunization Form to the University Health Center. You will have the opportunity to obtain any immunizations required by USI during orientation. You must have completed all immunization requirements to register for classes in the following semester.
- Complete International Student Data Form. You will need your insurance information, passport, and I-20 or DS-2019 in order to complete this form.
- Enroll in USI health insurance plan or provide proof of alternative coverage to Center for International Programs by the first day of classes.
- Sign up for Meal Plan (required for students in residence halls): at the Bursar’s Office (for the Red, White, or Blue Eagle Plans) or at the Dining Services Office (for the Titanium, Platinum and Gold cards and Munch Money).
- Transfer students: complete transfer procedure (bring your USI I-20 or DS-2019 to Center for International Programs within the first two weeks of the semester).
- To check your email or grades, etc., go to my.usi.edu. If you do not know your user ID and PIN, you can obtain them from the Registrar’s office in the Orr Center (bring a photo ID with you).
- Some of your teachers will utilize the USI Blackboard System. To log in, go to bb.usi.edu. Your user ID is the same as your myUSI ID. The initial password is an eight-digit number consisting of the last four digits of your student ID number and your four-digit birthday (month and day).
- Obtain Personal Security Code from Telephone Services, lower level of the Orr Center, to make long-distance calls from your campus apartment or residence hall room. You will receive a monthly bill for long distance charges from the University.
- To access your USI email ID, contact Information Technology at 812/465-1080.
- If you obtain an on-campus job, you will need to apply for a Social Security card; if you do not plan to work but you receive a scholarship from a U.S. source, you must apply for an ITIN card. Further information is available at Center for International Programs.
- Notify Center for International Programs of any changes in your address or phone number within 10 days of the change.
- Sign up for RAVEAlerts. USI RAVEAlert gives critical and timely warnings - via email, text message, and voice message - about emergencies, severe weather, and other incidents impacting the University community.
  1. Log-in to myUSI
  2. Click on the RAVEAlert icon on the Dashboard
  3. On the RAVEAlert account screen, you may:
     • Add additional email addresses at which to receive email alerts
     • Add mobile phone numbers to receive text and voice message alerts
     • A a landline phone number at which to receive voice message alerts
- Finalize Housing Application information.

For this checklist and more information on all the resources available at USI, check out our full International Student Resource Guide online at www.usi.edu/international.