

Checklist for Newly Arrived International Students at UMBC

- ❑ **Housing** – If you do not have housing arranged in advance, please review the IES website, under Resources, under Housing to learn more about your options.
- ❑ **MyUMBC Email Account** – If you have not created a MyUMBC account, please visit <https://webadmin.umbc.edu/admin/MyUMBCAccount> to do so. You will need your UMBC ID (2 letters and 5 numbers) and date of birth to create an account. Your UMBC ID can be found on your admission letter. You will be then walked through creating the account. All UMBC-related email, including email from IES, your teachers, etc., is sent using your MyUMBC email address, so be sure to check this email regularly, or set it up to feed into your personal email.
- ❑ **Change of address** – Be sure to update your MyUMBC account with your address in the US once it is finalized! Do this by logging in to your MyUMBC account, click on your name, then Profile. Be sure to update your “mailing” address to get any mail from UMBC! This also alerts our office, so we can update your address in your immigration record.
- ❑ **Department Check-in – (Graduate Assistants only)**. Check in with your academic department to let them know that you have arrived. If you know your GA/RA/TA supervisor, check in with them directly.
- ❑ **Check in with IES office** – Most students will Check In with IES during Check In Day, just before school starts. Graduate Assistants (includes GA, Ta and RA positions) should check in upon arrival in order to apply for a Social Security number, which is required to be paid for your work done in this position. GA’s are asked to check-in during the IES office hours, available on our website. Check-In involves IES reviewing your immigration documents, making required copies, and asking you for Emergency Contact Information.
- ❑ **Course Registration**– Undergraduate students will register at their UMBC New Student Orientation. More information on Undergraduate Orientation is available in your undergraduate Admissions package. Graduate students should contact their academic department about registration. All students register online through their MyUMBC account.
- ❑ **Health Insurance** – All F-1 students at UMBC are automatically enrolled in UMBC’s Health Insurance plan, which is required by UMBC. Enrollment in health insurance



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happens once students enroll in classes. Students that prefer to use another US-based insurance plan can apply to waive the UMBC insurance, but please note the requirements are quite strict. Please read more details on the IES website.

- ❏ **UMBC ID card** – To obtain an ID, you will need to go to the first floor of the University Center. Follow the signs for Food Services/Campus Card – it is in the Comm Store, Room 124. You can use your card for UMBC Transit, the Library, the RAC (gym) and more. Please see our website for more details!
- ❏ **Explore the IES website’s “Resources” section** for other helpful information about services in the area surrounding UMBC, including banks, grocery stores, restaurants and cell phone information
- ❏ **Social Security Number** – If you are a graduate assistant, or become employed on-campus or via an IES-approved internship, you will be required to have a Social Security Number (SSN). If you do not have an offer of employment, the Social Security Administration will not issue you a SSN. Once you have your letter of employment and your immigration record has been activated by your international student advisor, you can go to any Social Security Office and apply for a number. More information is available on the IES website.
- ❏ **Attend required Orientation programs** – This can be confusing as there are many different orientation programs required to get started at UMBC. Please plan to attend:
 - Undergraduates: Undergraduate Orientation; International Orientation
 - Graduates: Graduate Orientation; possibly a Departmental Orientation; International Orientation

The IES office offers optional activities in the 2 weeks before the semester begins in the Fall as well. See our website for more information.

- ❏ **Questions or Concerns?** Stop by the IES Office during IES Office Hours, Monday – Thursday, 10am to 12pm, to speak to an international adviser, or email us at ies@umbc.edu with questions or to make an appointment. For questions that will take some time, please make an appointment so we can be sure to be available to spend time with you. We will also add your email to our IES notes list serve, which we will use to send you news, updates and opportunities.

We are here to help you maintain your F-1 status and help you adjust to life at UMBC – Please let us know what we can do to help you!