INTERNATIONAL STUDENT CHECKLIST

☐ **PAY $300 REGISTRATION DEPOSIT (UGRAD) / CONFIRM ENROLLMENT (GRAD)**
Undergraduate: After viewing your decision letter, return to the Applicant Status Portal and pay your $300 deposit to confirm your enrollment.

Graduate: After viewing your decision letter, return to the Applicant Status Portal and accept your offer of admission
https://mykucrm.kutztown.edu/status

☐ **COMPLETE IMMIGRATION STEPS**
New International Students:
- Step 1: Submit financial documents for Kutztown to issue immigration forms.
- Step 2: Pay the SEVIS Fee.
- Step 3: Schedule a Visa Appointment and Prepare for the Visa Interview.

Transfer International Students:
- Step 1: Submit documents for Kutztown to issue immigration forms.
- Step 2: Submit a SEVIS Transfer-In Form to request your current school to transfer your SEVIS Record to Kutztown University.

☐ **KU EMAIL & STUDENT PORTAL**
Your KU email is the official email that campus offices will use to communicate with you once you arrive to campus. The student portal, called **MyKU** (**www.kutztown.edu/myku**), is where students can access their bill, course schedule, and other important information.

☐ **HOUSING AND MEAL PLANS**
First Year: Required to live in the residence halls for the first two years.

Transfer: If you have 48+ earned transfer credits, or have completed 2 years of higher education, or have obtained an Associate Degree, you can get a waiver of the on-campus housing policy.

Exchange: Housing will be automatically assigned for those who request on-campus housing.

Graduate: May choose to live on or off campus. Students who wish to live on campus must email **housing@kutztown.edu** with their request.

☐ **ENROLL IN A PAYMENT PLAN (OPTIONAL)**
Use estimated costs provided online to enroll in a payment plan. Payment plan options are available beginning a few months prior to the start of term. To sign up for a payment plan, log into **MyKU (www.kutztown.edu/myku)**.

☐ **TAKE PLACEMENT TESTS / SUBMIT FINAL TEST SCORES**
(For Undergraduate Degree Students)
- The Aleks Math Placement Assessment is mandatory for all new undergraduate degree students. This will place you in a math course if your major requires it.
- Take CAPE Language Placement Assessment. You may earn up to 9 credits.
- Submit Advanced Placement (AP), IB, CLEP, or A-Level Scores.
www.kutztown.edu/intlaccepted

☐ **ACADEMIC ADVISOR & CLASS REGISTRATION**
First Year: An academic schedule will be created for you prior to the start of the semester. An Academic Advisor will be assigned by the first week of classes.

Transfer: An academic schedule will be created for you prior to the start of the semester based on your academic transcripts and the course-by-course evaluation you provide. An Academic Advisor will be assigned by the first week of classes.

Exchange: You will receive an email with your advisor's name and contact information so can talk with them about your academic plan. Your Exchange Student Advisor will create your schedule.

Graduate: You will receive an email with your advisor's name and contact information so can talk with them about your academic plan. You will need to register for classes on your own, after you meet with your Academic Advisor.

☐ **PURCHASE HEALTH INSURANCE**
There are two companies and several plans for you to choose from.
www.kutztown.edu/intlaccepted

☐ **SUBMIT REQUIRED HEALTH FORMS**
You will receive an email requesting proof of certain immunizations and health tests prior to your arrival at KU. The requirements must be completed at least two weeks before you arrive at KU.

☐ **REGISTER FOR ORIENTATION**
On your Applicant Status Portal, register for International Orientation. Orientation is required for all new international students.
https://mykucrm.kutztown.edu/status

INTERNATIONAL STUDENT CHECKLIST

☐ **CONFIRM YOUR TRAVEL & ARRIVAL PLANS**
When you confirm your travel plans, complete the International Student Arrival Form through your Applicant Status Portal. The form will become available around July (fall term start) and December (spring term start).
https://mykucrm.kutztown.edu/status

☐ **PAY YOUR KUTZTOWN UNIVERSITY BILL**
Bills are posted online on **MyKU**. Bills may change over time as you select housing, meal plans, register for classes with additional fees, and more. There are several ways to pay that are outlined on **www.kutztown.edu/intlaccepted**. Contact **studentaccounts@kutztown.edu** if you have questions.

☐ **SUBMIT FINAL TRANSCRIPTS**
Undergraduate Students:
Students who were still enrolled and taking classes when they applied to Kutztown University need to work with their school to provide their final transcripts. Final transcripts should include the date of completion or graduation and the grades from the last term you took classes.

Graduate Students:
Students who were still enrolled and taking classes when they applied to Kutztown University will need to complete an updated course-by-course transcript evaluation (for international transcripts) or request an updated official transcript (U.S. transcript)

☐ **OBTAIN YOUR KU ID CARD**
You will receive an email with instructions on how to obtain your KU ID card. This must be completed at least two weeks before you arrive at KU. Your ID card will be given to you upon arrival.

☐ **PURCHASE BEDDING AND TOWELS**
If you are living on campus, you will need to purchase bedding for a Twin XL size mattress and purchase towels before you arrive. Residence halls provide furniture and a mattress for every student, but do not provide linens or pillows. Purchase items and ship them to the International Office in advance or pack them in your suitcase.

[Student Name]
International Office, Old Main 24
15200 Kutztown Road,
Kutztown, PA 19530 USA

☐ **ATTEND INTERNATIONAL ORIENTATION**
Attend the mandatory international orientation program that will be held the week before classes begin. Arrival and international orientation program dates are online at
www. kutztown.edu/intlaccepted

☐ **PURCHASE A PARKING PERMIT**
Log in to your **MyKU** account
www.kutztown.edu/myku
click on Vehicle Services and follow the prompts. For more information, visit:
www.kutztown.edu/parkingpermits

☐ **SHOP FOR YOUR COURSE MATERIALS AND TEXTBOOKS**
KU Campus Store will automatically generates a custom Virtual Shelf which compiles all the books and course materials you need for the upcoming semester with the lowest priced options available in our store:
www.kubstore.com/virtual-shelf

☐ **DOWNLOAD MYKU APP (OPTIONAL)**
Visit your mobile app store and search Kutztown University for the MyKU Mobile app. Download and enjoy its many useful features!

☐ **DOWNLOAD RIDE SYSTEMS APP (OPTIONAL)**
Visit your mobile app store and search for the Ride Systems app. Track the campus shuttle as it drives around.

☐ **DOWNLOAD PULSE APP (OPTIONAL)**
Visit your mobile app store and search for the Brightspace Pulse app. This apps connects to D2L to give you reminders about course assignments, deadlines, and announcements.

COMPLETE STEPS THAT YOU DID NOT FINISH PRIOR TO ARRIVAL

KUTZTOWN
UNIVERSITY

CONTACT INFORMATION
Email: international@kutztown.edu
Webpage: www.kutztown.edu/intlaccepted
Phone: 610-683-4939