

# INTERNATIONAL STUDENT CHECKLIST

## Pay Advanced Registration Deposit (ARD)

Pay the \$275 Advanced Registration Deposit through your MyKU portal (<https://csku.kutztown.edu/psp/csprd/?cmd=login>) or with Flywire at [www.kutztown.edu/intlpayments](http://www.kutztown.edu/intlpayments). Use the network ID and password you received in your acceptance letter.

## Log into KU Email Account

Log into your KU email account the day after you pay the ARD. KU offices will only use this email address to contact you with important information about housing, billing, and other steps you must take before you arrive at KU. Log into the email account by going to [www.kutztown.edu](http://www.kutztown.edu), clicking Current Students, and then Email Access. Use the KU network ID and password you received in your acceptance letter. Add [@live.kutztown.edu](mailto:@live.kutztown.edu) to your ID to sign in.

## Complete Student Visa Process

If you have to apply for a student visa or transfer your SEVIS record, submit the I-20 application and supporting financial documents. If you are applying for a visa, pay the SEVIS I-901 fee at [www.fmjfee.com](http://www.fmjfee.com) and then apply for a student visa at <https://travel.state.gov>. For more information, go to [www.kutztown.edu/student visa](http://www.kutztown.edu/studentvisa). Notify the Office of International Admissions when you receive your visa.

## Make Your Travel Plans

After you receive your student visa, plan your travel to KU. Arrival dates and additional, helpful information can be found at [www.kutztown.edu/intlaccepted](http://www.kutztown.edu/intlaccepted).

## Search for Scholarships

A list of KU scholarship opportunities and suggestions for external scholarship search databases is available at [www.kutztown.edu/scholarships](http://www.kutztown.edu/scholarships). Review [www.kutztown.edu/intlfinancialaid](http://www.kutztown.edu/intlfinancialaid) for additional financial aid resources.

## Finalize Housing Plans

Complete roommate matching in My College Roomie ([kutztown.mycollegeroomie.com](http://kutztown.mycollegeroomie.com)) or complete a campus housing residency exception found here [www.kutztown.edu/residencyrequirement](http://www.kutztown.edu/residencyrequirement).

## Download MyKU App

Visit your mobile app store and search Kutztown University for the MyKU Mobile app. Download and enjoy its many useful features!

## Disability Services and Accommodations

When requesting accommodations under the Americans with Disabilities Act, it is the responsibility of the individual with a disability to self-disclose to the Disability Services Office (DSO) and to provide documentation of the disability. For additional help and to download required forms, contact [www.kutztown.edu/disabilityservices](http://www.kutztown.edu/disabilityservices).

## Submit Requested Documents

Campus offices may request information. Requests are posted on MyKU on the KU Tasks tile, under To Do items. To view any messages, check Messages on the same tile.

## Enroll in Payment Plan

Use the projected costs from the financial aid award letter or the costs provided online under Affordability to enroll in a payment plan. Payment plan options are available beginning in April. To sign up for a payment plan, go to MyKU > KU Financial Account tile > Payment Dashboard. *Easy to adjust later.* Foreign currency payment option available.

## JUNE: Check KU email and MyKU

## Submit Health Records

You will receive an email requesting proof of certain immunizations and health tests prior to your arrival at KU. The requirements must be complete at least two weeks before you arrive at KU.

## Final High School / College Transcripts and Test Scores

Final high school diplomas/certificates or college transcripts are issued after graduation and/or your final semester. Ask your school counselor, college registrar's office, or national examinations council to send final official transcripts/national exam results to KU's Office of International Admissions.

## Take Aleks Math Placement Assessment

Taking the Aleks Math Placement Assessment is mandatory for all new students. This will guarantee proper placement in a math course

if your major requires it. Visit [www.kutztown.edu/accepted](http://www.kutztown.edu/accepted) to find the link for the Aleks Math Placement.

– Take CAPE Language Placement Assessment. You may earn up to 9 credits. Please visit [www.kutztown.edu/modernlanguages](http://www.kutztown.edu/modernlanguages) (click on Placement).

– Submit Advanced Placement Scores. Timely submission will assure you are placed in the appropriate classes. Visit [www.kutztown.edu/registrar](http://www.kutztown.edu/registrar) (click on Student Information > New Student Information).

## JULY: Check KU email and MyKU

### Register for New Student Orientation

In addition to New International Student Orientation, you will attend a one day, general KU New Student Orientation program. A parent/family orientation program is also available. Register at [www.kutztown.edu/orientation](http://www.kutztown.edu/orientation).

### Bills Posted on MyKU

Bills are posted online only in MyKU > KU Financial Account tile > Payment Dashboard > Your Bills. Fall semester bills are online mid-July and due August 6.

### Make Your “Intent to Attend” on MyKU

Once the bills are prepared, locate the double-sized tile Intent to Attend, change the NO to a YES and click Save.

### Obtain Your KU I.D. Card

You will receive an email with instructions on how to obtain your KU ID card after attending orientation at [www.kutztown.edu/kucard](http://www.kutztown.edu/kucard).

### Select a Meal Plan

Between May 31 through June 11, select a meal plan by completing the Meal Plan Application on the MyKU Housing page. Students living in traditional style halls must select a MyTime Dining 24/7 meal plan option.

## AUGUST: Check KU email and MyKU

### Purchase Bedding and Towels

If you are living on campus, you will need to purchase bedding and towels before you arrive. Residence halls have a bed and mattress for every student, but do not provide linens. Purchase items and ship them to International

Admissions Office in advance or pack them in your suitcase. More information at [www.kutztown.edu/intlaccepted](http://www.kutztown.edu/intlaccepted).

### Bills Due First Week

KU offers many ways to pay bills in US currency ([www.kutztown.edu/makingpayments](http://www.kutztown.edu/makingpayments), click on Bills & Paying Your Tuition and International Payments).

### 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](http://www.kutztown.edu/intlaccepted).

### Attend Welcome Weekend

All new freshmen are required to attend Welcome Weekend as part of their orientation experience. Look for schedule information in your KU email.

### Purchase a Parking Permit

If you want to park your vehicle on campus at any point during the academic year, then log-in to your MyKU account, click on Vehicle Services and follow the prompts to register your vehicle. A fall only permit is \$30; a full academic year pass is \$50. Visit [www.kutztown.edu/transportation](http://www.kutztown.edu/transportation) for more information.

### Easily Shop Your Course Materials for Classes

KU Campus Store will automatically generate 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](http://www.kubstore.com/virtual-shelf).

## SEPT: Check KU email and MyKU

### Attendance Confirmation

Attendance in class is very important to your success. As an international student you must attend class in order to maintain your non-immigrant status.

*Please feel free to contact us with any questions.*

Phone: +1 484-646-4256

E-mail: [international@kutztown.edu](mailto:international@kutztown.edu)

Webpage: [www.kutztown.edu/intladmissions](http://www.kutztown.edu/intladmissions)