

INTERNATIONAL STUDENTS PRE-ARRIVAL CHECKLIST

Congratulations on your acceptance to Spelman College! See the list below for important things to do next.

AFTER ADMISSION TO SPELMAN COLLEGE

- Complete your Housing Application (due in May)
- Complete the I-20 Application form and submit via email, mail or fax
- Complete the Medical Booklet and send it to the Health Services Department AND Gordon-Zeto Center for Education via mail
- Provide a colored copy of your passport photo book page. You can send it via email or mail.
- Complete the Financial Verification Form (FVF). You can send it via email, mail or fax.

***You will need your immunization records and a physical to be completed by a doctor to complete the Medical Booklet Form**

PLEASE MAKE SURE ALL THESE DOCUMENTS ARE SUBMITTED TO THE GORDON-ZETO CENTER FOR GLOBAL EDUCATION BY MAY 19TH IN ORDER TO OBTAIN YOUR I-20 IN A TIMELY MANNER. IF YOU ARE UNABLE TO MEET THIS DEADLINE, PLEASE CONTACT ROKHAYA FALL (RFALL@SPELMAN.EDU) IMMEDIATELY.

BEFORE YOUR VISA APPOINTMENT

- Pay the I-901 fee at www.fmjfee.com or you can find the mailing address at [I-901 FAQs](#).
- Pay the visa application fee. Students from certain countries will have to pay the Reciprocity Fee
- * You will need your SEVIS Identification Number (N000_ _ _ _ _) found at the top, right corner of you I-20.**
- Complete the online visa application ([DS-160](#))
- ** Make sure you bring your receipt to your visa application appointment**

FOR YOUR VISA APPOINTMENT

- I-20 from Spelman College
- Passport (valid at least 6 months beyond your program start date)
- I-901 Fee Payment Receipt
- Verification of financial resources (the FVF you completed for Spelman College)
- Visa Application Fee
- DS-160 confirmation receipt
- Admission Letter from Spelman
- Proof of English Proficiency (TOEFL or IELTS scores)

***During the appointment, you should be able to discuss your purpose for being in the U.S. You should be able to explain your goals and objectives of your time in the U.S.**

AFTER YOUR APPOINTMENT

Once your visa is issued, check to make sure that all the information is correct, including:

- The spelling of your name
- Date of birth
- Country of citizenship
- Program end date

***Contact the embassy or consulate if you notice any errors on your visa. You may use the U.S. Department of State website to check their U.S. visa application status using an [Immigrant Visa Case Number](#).**

PREPARING FOR TRAVEL TO SPELMAN COLLEGE

- Air Travel-** Once you purchase your air travel, forward your itinerary to rfall@spelman.edu, so that we can arrange for your transportation from the Atlanta airport to Spelman College. We ask that you plan to arrive between 8:00 am and 1:00 pm (Eastern Standard Time)
- What to expect at your **port of entry-** [click on this link to read about the border dos and don'ts](#)