

## NEW STUDENT CHECKLIST

1

### Accept your offer of admission

Email your *Admission Acceptance* form to ISS or submit it online at [umsl.edu/international](https://umsl.edu/international).

2

### Complete immigration procedures

If you are outside the U.S., take your I-20 to a U.S. embassy or consulate and apply for an F-1 student visa (or for a J-1 visa if you have a DS-2019). Information about visa procedures can be found at [umsl.edu/international](https://umsl.edu/international).

If you are transferring to UMSL from another U.S. institution, refer to the *Transfer Student Form* for instructions. If you will not have an F-1 or J-1 Visa, be sure to contact [iss@umsl.edu](mailto:iss@umsl.edu) to confirm your status.

3

### Make housing arrangements

You can live on or off campus. If you plan to live on campus, make your reservations early because space is limited—you must register for on-campus housing before you arrive in St. Louis. It is recommended that international students live in Oak Hall or University Meadows, though other options are available as well:

UMSL housing guide

University-owned housing (Oak Hall, Villa Hall, Mansion Hills)

University-affiliated housing (University Meadows)

[umsl.edu/international](https://umsl.edu/international)

[umsl.edu/services/reslife](https://umsl.edu/services/reslife)

[universitymeadowsumsl.com](https://universitymeadowsumsl.com)

4

### Plan your arrival

You must arrive before Monday, August 17. If you will live on campus, we recommend that you arrive in St. Louis August 13-16. Remember that you cannot enter the country more than 30 days before your program start date.

5

### Reserve temporary housing

If you plan to arrive before your room is available, reserve temporary housing as well. Make your request online at [umsl.edu/~umslconf](https://umsl.edu/~umslconf). For questions, email [umslconf@umsl.edu](mailto:umslconf@umsl.edu).

6

### Complete immunization requirements

Fill out the *UMSL Immunization & TB Screening* form and return it to the University Health Center before you arrive on campus. Send the form, and any questions, to [health\\_services@umsl.edu](mailto:health_services@umsl.edu).

All students must also have health insurance in the U.S. and those with F and J visas are automatically enrolled in UMSL's insurance program. For information about health insurance, visit [umsl.edu/international](https://umsl.edu/international).

7

### Access your campus email and SSO identification number

Find your SSO ID to access campus services, take online placement tests, and set up your UMSL email account. Important correspondence is sent to your UMSL email address as soon as you are admitted.

**8**

### **Take the math placement exam**

Most undergraduate students must take the math placement exam before registering for classes. Undergraduate students must take this test online before orientation. See the *Math Placement Exam* document for instructions.

**9**

### **Begin the international transfer credit process**

If you completed undergraduate courses at another university, you may be eligible to receive credit towards your bachelor's degree at UMSL. See [umsl.edu/international](https://umsl.edu/international) for more information.

**10**

### **Pre-register for classes July 10 – August 14**

During pre-registration, you will communicate with an advisor to register for a tentative schedule of classes. You will then finalize your schedule during orientation. See the *Advising and Course Registration* document for details.

**11**

### **Request an airport pick-up by July 31**

If you will live on campus, an UMSL student or staff member can pick you up at the airport. To use this service, you must arrive in St. Louis August 13-16. Submit your arrival information at [umsl.edu/international](https://umsl.edu/international).

**12**

### **Arrive in St. Louis August 13 – 16**

Carry your original documents with you as you travel (passport, I-20 or DS-2019, SEVIS fee payment receipt, and proof of financial support). To learn what to expect at the U.S. port of entry, visit [ice.gov/sevis/students/index.htm](https://ice.gov/sevis/students/index.htm).

**13**

### **Explore St. Louis August 15 – 16**

Current UMSL students will help you visit attractions in St. Louis and become familiar with the city. To view the schedule of events, visit our website during the month of August.

**14**

### **Attend your required orientation**

Orientation starts on **August 17** for new students and August 12 for transfer students already in the U.S. You will complete immigration check-in and finalize your course schedule at this time. Please bring your passport, visa, I-20 or DS-2019, local St. Louis address, and the details of your emergency contact person.

Undergraduate students should sign up for orientation on [umsl.edu/newstudentprograms](https://umsl.edu/newstudentprograms).

**15**

### **Begin classes August 24**

See [umsl.edu/maps.html](https://umsl.edu/maps.html) for campus maps and [umsl.edu/wow](https://umsl.edu/wow) for a guide to activities at the University.

**Visit the “Admitted Students” section at [umsl.edu/international](https://umsl.edu/international) for more information!**

## ADMISSION ACCEPTANCE

Please notify us if you would like to accept or decline our offer of admission. You can either send this form to the Office of International Student & Scholar Services or complete it online at [umsl.edu/international](http://umsl.edu/international) (under "Admitted Students"). This information is required.

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Check one:**

\_\_\_\_\_ I accept your offer of admission.

\_\_\_\_\_ I decline your offer of admission.

\_\_\_\_\_ I would like to defer my admission to the semester noted below.\*

Fall    Spring   Year: \_\_\_\_\_

*\*Students who defer admission to a later term may be asked to submit new financial documents before updated I-20s or DS-2019s are processed. All deferrals are subject to approval.*

**If you accept your offer of admission, please answer the following:**

Are you transferring your SEVIS record from another U.S. university?    Yes, from \_\_\_\_\_    No  
(name of college/university)

Have you completed 30 credit hours or more at a U.S. university?    Yes, I attended \_\_\_\_\_    No  
(name of college/university)

Are you transferring from an ELS Language Center?    Yes, in \_\_\_\_\_    No  
(location of your ELS center)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MOSAIC INTERNATIONAL BUDDY PROGRAM

### Priority Deadline: July 1

The Mosaic International Buddy program provides an opportunity for new international students to be paired with a current UMSL student. This is an optional program – if you would like to register, please return this form to [studyabroad@umsl.edu](mailto:studyabroad@umsl.edu). Please note that requests after the priority deadline cannot be guaranteed but are still likely to be accepted.

### Your student ambassador will:

- Give you advice before and after you arrive in St. Louis.
- Pick you up from the airport (if requested – see airport pick-up information).
- Help you become familiar with the University, build communication skills, and get around St. Louis when you arrive.
- Invite you to spend time together and offer the opportunity for a long-lasting friendship.

Name (first, last): _____	UMSL student number: _____
Major: _____	Home country _____
Email: _____	Home university (if on exchange): _____
Class level: <input type="checkbox"/> 1 <sup>st</sup> year <input type="checkbox"/> 2 <sup>nd</sup> year <input type="checkbox"/> 3 <sup>rd</sup> year <input type="checkbox"/> 4 <sup>th</sup> year <input type="checkbox"/> Graduate <input type="checkbox"/> Other	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender	
Age: <input type="checkbox"/> Under 21 <input type="checkbox"/> 21-25 <input type="checkbox"/> 26-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> Over 40	
I prefer to be partnered with an UMSL student of the same gender.	<input type="checkbox"/> Yes <input type="checkbox"/> No Preference
I prefer to be partnered with an UMSL student in my age group (not guaranteed).	<input type="checkbox"/> Yes <input type="checkbox"/> No Preference
I prefer to be partnered with an UMSL student who is from my home country (not guaranteed):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be living on campus? If yes, please indicate housing location:	<input type="checkbox"/> Yes, in: _____ <input type="checkbox"/> No

*By agreeing to participate in the Mosaic International Buddy program, I understand that the Office of International Studies and Programs will share the above information (excluding my student number) with an approved UMSL volunteer.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## IMMUNIZATION & TB SCREENING

Please read carefully. Failure to complete as instructed could result in class registration delays.

For questions on completion, please call (314) 516-5671.

**Part I is mandatory for all students. Parts II and III are mandatory for students as indicated.** Send copies of immunization documents directly to the University of Missouri-St. Louis at the address below. Please do not return immunization documents with materials being sent to other University departments.

University Health Services  
University of Missouri- St. Louis  
131 Millennium Student Center  
One University Blvd. St. Louis, MO 63121

-or-

Fax to: (314) 516-5988

Name: _____	Student ID#: _____
Last                    First                    MI	
Address: _____	
Phone #: _____	Date of Birth: Month _____ Day _____ Year _____
E-Mail Address: _____	

### INSTRUCTIONS

Obtain copies of your immunization records and attach to this form (**students should retain original documents**). Examples of acceptable documents include:

- Copies of personal immunization records
- Copies of physician office or Health Department immunization records
- Copies of high school or previous college immunization records
- Copies of military immunization records

### IMMUNIZATIONS

University Health Services provides students with routine immunizations. Most immunizations are available at low prices to students. Many people think "shots" or immunizations are just for kids. They're not! As a college student, you need to be protected against measles, mumps, rubella, tetanus, diphtheria, polio, varicella (chickenpox), Hepatitis B, and influenza (flu). Depending on your risk factors, you may also need protection against Hepatitis A, Pneumococcal Pneumonia and Meningococcal Meningitis.

Many people think diseases like measles have been wiped out. This is not true. During 1995, at least 39% of all reported measles cases in the United States occurred in people 20 years or older.

The following vaccinations are recommended but not required.

- Hepatitis B
- Influenza (Flu)
- Tetanus/Diphtheria
- Meningitis (see special requirements for students living in university housing)
- Polio
- Varicella (Chicken Pox)

<b>Part I</b>	<b>Measles, Mumps, Rubella</b>	<b>Required for all students</b>
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The University of Missouri-St. Louis requires that all newly enrolled or readmitted students born after December 31, 1956 must comply with the two-dose Measles Immunization Policy. If a second immunization is needed, it must be the combined MMR vaccine.

Requirement:

**2 doses of MMR vaccine.** The first dose must have been given at age 12 months or later. The second dose must have been given at least one month after the first one.

**OR**

**Titer** (blood test) results proving immunity to measles (rubeola), mumps, and rubella. Documentation is required.

\*Students may request a waiver for medical or religious reasons with documented proof. For information on this call, (314) 516-5671.

<b>Part II</b>	<b>Meningococcal Vaccine</b>	<b>Required for students living in residence halls</b>
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Missouri legislation requires students in university housing to either: 1.) Show documentation of Meningococcal vaccine **or** 2.) Sign a waiver that indicates they have been provided educational materials but have chosen not to receive the vaccine at this time. The waiver form may be downloaded and printed from [www.umsl.edu/services/health/pdfs/meng\\_vac\\_waiver.pdf](http://www.umsl.edu/services/health/pdfs/meng_vac_waiver.pdf).

<b>Part III</b>	<b>Tuberculosis (TB) Screening</b>	<b>Required for students in any of the following categories</b>
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The University of Missouri - St. Louis requires that newly enrolled or re-admitted students, where the following situations exist, comply with the Tuberculosis (TB) screening instructions.

**A. Check any that apply:**

- From or have lived for two months or more in Asia, Africa, South America, or Eastern Europe.
- Have been diagnosed with a chronic medical condition that may impair your immune system.
- A health care worker.
- A volunteer or employee of a nursing home, prison, or other residential institution.
- Contact with a person known to have active tuberculosis.
- None of the above apply.

**B.** If any of the above (in "A") apply, the following is **required**:

Screening: Call University Health Services at (314) 516-5671 to schedule an appointment for screening. Chest x-rays will be required for anyone with a positive skin test.

**OR**

Provide documentation of TB screening (PPD Mantoux skin test read in millimeters of induration) done in the U.S. within the past 12 months.

**OR**

Provide documentation by a health care provider of prior treatment of active TB disease.

<b>Part IV</b>	<b>Other Immunizations</b>	<b>Recommended, but not required, for all students</b>
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**Tetanus/Diphtheria** administered within the past 10 years.

**Hepatitis B series** (3 doses). Even if incomplete, provide dates of any doses received.

**Influenza vaccine.** Available each fall and advisable for all students but, in particular, for those with asthma or other chronic illnesses.

**Varicella (chicken pox).** No vaccine is needed if there is a good history of natural infection. If history is questionable, a blood test can be done to determine immune status. If there's history of chicken pox infection, please indicate approximate:  
Month \_\_\_\_\_ Year \_\_\_\_\_

If any of these additional immunizations (in Part IV) have been received, please send a copy of your records as well.

## YOUR STUDENT ACCOUNT

Students at UMSL use two software programs to maintain their records at the University:

- **MyView** ([myview.umsl.edu](http://myview.umsl.edu))  
Used to update biographical information, financial records, and enrollment details
- **MyGateway** ([mygateway.umsl.edu](http://mygateway.umsl.edu))  
Contains course content, organization and job listings, and announcements about campus events

### Find your SSO ID

In order to access MyView, MyGateway, and your UMSL email account, you will need to obtain your SSO ID:

- Go to [myview.umsl.edu](http://myview.umsl.edu)
- Click “Look up My User ID”
- Enter your student number (found at the top of your admission letter)
- Write down your SSO ID

### Activate your Student Account

- Go to [myview.umsl.edu](http://myview.umsl.edu)
- Click “Forgot My Password”
- Select “Change/Recover Password”
- Enter your SSO ID, date of birth, and student number (found at the top of your admission letter) – *You do not need to enter a social security number*
- Select next and follow the prompts to continue

Once your account is active, you may log in to MyView and MyGateway, browse course listings, take the math placement exam (see enclosed sheet), and set up your email account.

### Activate your UMSL Email

- You must activate your Office 365 account to access your email.
- Follow the “Getting Started” steps on [www.umsl.edu/technology/email/](http://www.umsl.edu/technology/email/)
- You will be issued a first time use password.
- Once you log in and complete the verification process, you will be taken to the Office 365 account home page. From this page you can set a new password.



## MATH PLACEMENT EXAM

Undergraduate students must demonstrate math proficiency before registering for math classes at UMSL. The University offers a convenient online placement test called ALEKS, and undergraduates must take this online exam **before** orientation.

### Do I Need to Take the ALEKS Test?

- First-year students: Yes, all freshmen must take the ALEKS test **before** orientation.
- Exchange students: Maybe. ALEKS is only required if you will take courses with math prerequisites during your time at UMSL.
- Other undergraduate students: Maybe. Before registering for a math class or a course with math prerequisites, you must take the ALEKS test **or** transfer credit for the prerequisite math course.

To determine if you must take the ALEKS, or to review course requirements, visit:

[umsl.edu/~campustesting/Math%20Placement%20Test/index.html](https://umsl.edu/~campustesting/Math%20Placement%20Test/index.html).

### Taking the Test Online

Go to [aleks.com/umsl/ppl](https://aleks.com/umsl/ppl) and sign in with your SSO ID and password.

## ENGLISH PROFICIENCY EXAM

Most undergraduate and graduate students are required to take the English for Academic Purposes (EAP) placement exam **during** orientation. This exam must be completed before students can finalize course registration. Students who miss the exam will need to schedule a make-up test before finalizing classes. For a list of exemptions to the EAP test, visit the Admitted Students section of [umsl.edu/international](https://umsl.edu/international).

Depending on the results of the exam, students *may* be required to enroll in specific EAP subjects during their first year at UMSL. EAP classes are taken at the same time as regular courses and receive both grades and credit hours at the University. Advanced EAP subjects are counted as electives in most degree programs.

The EAP Proficiency Exam measures a student's English skills as used in academic study. The test lasts approximately two hours and has three sections:

- Listening & Note-taking
- Writing & Grammar
- Speaking

## ADVISING AND COURSE REGISTRATION

At UMSL, all students must meet with an advisor to plan their degrees and select appropriate courses. Academic advisors are also available to guide you and answer questions throughout your time at the University. For more information about advising, please visit [umsl.edu/advising](https://umsl.edu/advising).

### Who Is My Advisor?

All undergraduate students are assigned to a staff advisor according to their major. To identify your advisor, visit [umsl.edu/international](https://umsl.edu/international) (“Admitted Students” section) and click on “Advising.” There you will find the contact information for your college.

### Pre-registration: July 10 – August 14

Before you arrive on campus, we encourage you to pre-register for a tentative schedule of up to 9 credit hours:

1. Complete your Math Proficiency Test (if required – see the *Math Placement Test* sheet)
2. Sign up for orientation and complete the registration questionnaire: [umsl.edu/newstudentprograms](https://umsl.edu/newstudentprograms)
3. Learn about degree requirements for your major: [bulletin.umsl.edu](https://bulletin.umsl.edu)
4. Make a list of courses you would like to take: [myview.umsl.edu](https://myview.umsl.edu) (links under “Guest Access”)
5. Review important dates on the Academic Calendar: [bulletin.umsl.edu/#academiccalendartext](https://bulletin.umsl.edu/#academiccalendartext)
6. Begin the international transfer credit process, if needed: [umsl.edu/international](https://umsl.edu/international) (“Current Students” section)
7. Email your advisor to discuss your pre-registration. Be sure to say that you are a new international student and your advisor will complete your pre-registration for you.

### Final Registration: August 17 – 19

After orientation, you will finalize your course schedule with your advisor. You will work together to create a balanced, full-time course load of 12 or more credit hours. To complete final registration:

1. Attend orientation
2. Take the English Proficiency Exam during orientation (if required – see the *English Proficiency Exam* sheet)
3. Meet with your advisor on campus

### Financial Responsibility

Please note that when you register for classes the Cashiers Office will bill tuition to your student account. You can view your bill online at [myview.umsl.edu](https://myview.umsl.edu). Additional information about billing will be provided during orientation.

## UNDERGRADUATE ORIENTATION

All visa-holding international students are required to attend orientation and finalize course schedules at that time. Please check below to see which orientation you must attend.

### **International Student Orientation**

*(for students with 30 or fewer U.S. college credit hours)*

International Student Orientation is held in the Millennium Student Center beginning at 8:00 a.m. on Monday, August 17. Please make arrangements to stay on campus until 5:00 p.m. on August 17 – 19 and sign up for orientation at [umsl.edu/newstudentprograms](http://umsl.edu/newstudentprograms) (click on “New Student Orientation”).

#### Sample sessions at International Student Orientation:

- Immigration Check-in
- Your Immigration Status
- Health, Wellness, & Safety
- English Placement Exam
- Scavenger Hunt - explore the UMSL campus
- Lunch with current students
- Breakout Sessions about campus jobs, driving, and banking in the U.S.
- Optional International House Welcome Party and Outings in St. Louis

#### On the first day of orientation, please bring

- Your passport, I-20 or DS-2019, local St. Louis address
- Emergency contact information (a person in the U.S. or abroad we could contact if you have an emergency)
- The same documents for any dependents (a spouse or children) who entered the U.S. with you

### **Transfer Student Orientation**

*(for students with more than 30 U.S. college credit hours)*

Students with more than 30 U.S. college credit hours may attend an abbreviated orientation. In this compact session you will learn key facts about your immigration status, employment eligibility, and health insurance at UMSL. Please bring the documents listed above with you for immigration check-in.

Transfer students in the US attend must orientation on August 12 from 3:00 – 8:00 p.m. in the Millennium Student Center. Be sure that you have received a new I-20 from UMSL **before** registering for classes and that you sign up for orientation on [umsl.edu/newstudentprograms](http://umsl.edu/newstudentprograms) (click on “Transfer Student Orientation”).