

CLEARANCE FORM

SUMMER 2014

GRAD UGRD TRF RLOA SPONSORED

Last: _____ First: _____

SUID #: _____ Visa Type: _____

GA TA RA Fellow SU Abroad pending COS ELI TRF

REQUIRED CLEARANCE TASKS				LOCATION	SIGNATURE
1	Complete online Check-In Form and Check-In process at the Slutzker Center			Slutzker Center	
2	Present documents to Slutzker Center <u>Student:</u> Passport Visa I-20/DS-2019 I-94 Health Insurance <u>Dependent(s):</u> Passport Visa I-20/DS-2019 I-94 Health Insurance	&	SUID Or Photo	Slutzker Center	
3	Attend New Student Arrival Seminar: June _____, 2:00-4:00 pm			Watson Hall Theatre	
4	Provide Current Address and Emergency Contacts: Update your MySlice record with your CURRENT address (U.S. Address) and Emergency Contact information. Your Emergency Contact information should include names and contact information for someone in your home country and, if possible, someone in the U.S.			Slutzker Center	
5	Attend International Student Orientation			Friday, June 27 Watson Hall Theatre 1:00 – 5:00 pm	
6	Take English Language Assessment Exam: Undergraduates - Required for all students for determination of English/Writing course placement. Graduates – Required for all students with a TOEFL score under 600 on the PBT or under 100 on the IBT. Contact Dr. Margo Sampson at masampso@sy.edu if you have any questions regarding this exam.			August 18, 19, 21 Gifford Auditorium 8:30 am – 12 noon	
7	Provide proof of Health Insurance coverage: Insurance Company Name(s): _____ Student Health Insurance: Start Date: _____ End Date: _____ Dependent Health Insurance: Start Date: _____ End Date: _____ I have read the health insurance requirements as explained on the Slutzker Center's website at http://international.syr.edu/new-students/health-insurance/index.html , and understand that I must obtain and maintain comprehensive coverage for the duration of my academic program. I acknowledge that expenses that result from any deficiencies in any insurance policy while I am a student at Syracuse University are my, my parents' and/or guardians' responsibility. HEALTH INSURANCE IS MANDATORY FOR J1/J2 VISA HOLDERS. Graduate Assistants: ALL graduate assistants are encouraged to enroll in a University sponsored health insurance policy which is significantly subsidized by the University. If you meet the eligibility criteria, you will receive the enrollment information at your sy.edu email account. The enrollment is performed on My Slice and must be completed within the first 31 days of employment. This policy must be supplemented by a MEDEX policy for medical evacuation and repatriation obtained at (http://international.syr.edu/documents/forms/MEDEX_2008.pdf). Signature: _____ Date: _____				
8	Return Clearance Form to Slutzker Center after completing above tasks			Slutzker Center	

OTHER THINGS TO DO PRIOR TO THE FIRST DAY OF CLASS – No Signature Required

Medical Clearance: Provide immunization & medical exam records to comply with Syracuse University Health Services regulations.	SU Health Services (#5 on map)
Bursar Office: If you are sponsored by funds other than SU, personal, or family, confirm the billing address of your sponsor with the Bursar.	102 Archbold Gym (#1 on map)



SYRACUSE UNIVERSITY

LILLIAN AND EMANUEL SLUTZKER CENTER FOR INTERNATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS

IMPORTANT INFORMATION

Welcome to Syracuse University. The staff of the Slutzker Center is here to assist you and answer questions regarding your rights and responsibilities as an international student.

AS AN INTERNATIONAL STUDENT:

- **You must maintain full time student status.** As a general rule, this means enrolling in at least 9 credits each semester (graduate) or 12 credits each semester (undergraduate);
- **Please contact our office before starting any job or employment opportunity.** International students must receive work authorization from our office except for on campus jobs.
- **Please contact our office before you travel outside the US.** A travel signature is required on your I-20 or DS-2019 for you to return to the United States.
- **Know your program end date on your I-20 or DS-2019.** This is the date by which you should complete your degree. Please contact our office **before** this date if you need more time to finish your degree.
- **Keep your I-94 Card in your passport** – If you received the small white I-94 card when you entered the United States, please keep it in your passport.

HEALTH INSURANCE COVERAGE

The Slutzker Center recommends that you (and your dependents in the US) purchase student health insurance coverage to cover unexpected medical expenses while you are in the United States. Policy information and applications are available at the Slutzker Center.

Teaching Assistants, Research Assistants or Graduate Assistants (TA, RA, GA) are employees of the University, and can participate in the University employee insurance plans. In addition, it is necessary for TA, RA, and GAs to purchase **medical evacuation and repatriation insurance**.

OUR OFFICE

Please consider the Slutzker Center your home away from home. Our website, <http://international.syr.edu/>, offers information on a variety of topics and activities from complying with immigration rules to local events. Our advisors are here to provide information and guidance on maintaining your immigration status (F-1 or J-1), community resources, accessing legal resources, housing information, activities and programs. We also offer weekly seminars on travel and work in the United States. You are welcome anytime during business hours to use the computer, watch TV, play the piano or relax. We welcome your questions during our “advisor on call” hours of 11:00 am to 3:00 pm or by email at lescis@syr.edu.

I have read and understand the above information.

Name (printed):	
Student Signature:	Date:
Staff Signature:	