 Pre-Arrival Checklist

International Transfer Students

\_\_\_ [**Coordinate transfer of credits**](http://www.shepherd.edu/admissions/transfer-students)**:** Work with your Admissions point of contact to ensure you follow

the most current policies and procedures.

* Courses from another university to credit toward a Shepherd degree
* Associate to Bachelor degree courses from a Shepherd partner community college (Dual Admissions/T.O.P.S program)

\_\_\_ **Pay the SEVIS fee (*if not already in F-1 or J-1 visa status*)** before embassy appointment. You can pay the fee  [on-line](https://www.fmjfee.com/). You must have your Form I-20 or DS-2019 in order to pay the fee.

\_\_\_ **Apply for your Student Visa**: After receiving your Form I-20 or DS-2019, you must schedule an

appointment at the US Consulate nearest you to apply for your student visa as soon as possible. Note: citizens of Canada are exempt from the visa requirement. The following web sites provide useful information on the visa process:

* [US Department of State – Listing of Embassies, Consulates & Diplomatic Missions](http://www.usembassy.gov/)
* [US Department of State – Visa Wait Times](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html)
* [Education USA- Applying for your Student Visa](https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html)
* [NAFSA](http://www.nafsa.org/resourcelibrary/default.aspx?id=8643) [–](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php) [10 Points to Remember When Applying for a Nonimmigrant Visa](http://www.nafsa.org/resourcelibrary/default.aspx?id=8643)

\_\_\_ **Travel Arrangements:** The closest international airports are Washington-Dulles (code IAD) and

Baltimore-Washington (code BWI). In planning your arrival time, please note that new international students in F-1 and J-1 status cannot enter the U.S. more than 30 days prior to program start date on their form I-20 or DS-2019.

\_\_\_ **Arrival Plans:** Notify admissions of arrival plans. Coordinate travel to Shepherdstown with

Admissions point of contact.

\_\_\_ **Local Housing:**

* Undergraduate students are required to live on-campus for the first two years and in this time, the University has a variety of on-campus living accommodations. Please review the information on the [Residence Life](http://www.shepherd.edu/rloweb/) webpage. For upperclassmen, assistance with off-campus housing is available through the website or via [email](mailto:residencelife@shepherd.edu).
* Shepherd University offers a limited number of on-campus living accommodations for graduate students. Please review the information on the [Residence Life](http://www.shepherd.edu/rloweb/) webpage. Assistance with off-campus housing is available through the website or via [email](mailto:residencelife@shepherd.edu).
* Shepherdstown, West Virginia, is the University’s host community. It has two hotels that can offer temporary accommodations upon arrival: The [Clarion Hotel](http://www.clarionshepherdstown.com/) and the [Quality Inn.](http://www.comfortinn.com/hotel-shepherdstown-west_virginia-WV098#listpos1)
* Off-campus local housing options are best researched via [Craigs List](https://martinsburg.craigslist.org/search/apa)

\_\_\_ **Health Status Review Form:** Complete the [health status review form](http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/06/Healthstatusreview2016.pdf) and bring with you to

orientation.

\_\_\_ **Registration for classes in first term (**work with Admissions to arrange)