CHECK-IN INSTRUCTIONS FOR STUDENTS

NOTE: Please ASK if you need help and leave the computer when you are done to make room for another student!!!

STEP 1 – Print your I-94 Form
- Go to https://i94.cbp.dhs.gov/I94/#/home
- Click “Get Most Recent I-94” and then “Consent and continue”
- Fill out your information and click “Next.”
- **Print 2 copies!!!!** You will see a dialogue box asking for a password, use “GUEST” for all options

STEP 2 – Create your UNM Net ID (If you already have one go to step 3)
- Go to https://netid.unm.edu/form_new_netid.php
- Read policies and accept
- Your temporary Social Security Number have 9 digits, if your number has less use 00000 in front
- Fill in your information. The system will suggest a net ID; this is your only opportunity to change the Net ID if you don’t like the suggestion.
- Write down your net ID and password in a safe place for your own reference. Your netid@unm.edu will be your UNM email for your entire stay at UNM.

STEP 3 – Fill out the New Student Information Form
- Go to http://geo-dev.unm.edu/student_info_form_6_30_2016.html
- Fill out your personal Information and your local (US) and permanent (foreign) address. If you don’t have a local address, click “No Address yet”
- Select Department if you know it (don’t worry if you can’t find it)
- Please indicate your emergency contact person (this contact should be a family member or relative that you want us to contact if something happens to you)
- Click “Submit”
- **Print 1 copy!!!!!!!** You will see a dialogue box asking for a password, use “GUEST” for all options

STEP 4 – Select and Prove Health Insurance (required by August 25th, 2017)
What you have to do depends on your situation:
- **Graduate Assistantship students** (more than 10 hours per week): you are automatically enrolled in health insurance as long as the assistantship is listed on your I-20 or DS-2019, we do not need other proof.
- **Athletic Scholarship students**: you must buy the athletic plan. GEO will get proof from athletics.
- **Exchange students and all other J1 students** with a UNM DS-2019 must buy insurance from this website: www.internationalstudentinsurance.com/schools/university-new-mexico.php. **Print out proof of coverage** from the site once you have signed up.
- **All other students** can buy a plan from the same website: www.internationalstudentinsurance.com/schools/university-new-mexico.php, OR buy a more comprehensive health insurance plan from the government healthcare marketplace (recommended for older students or students with an existing medical condition) OR show proof of another US policy in English which covers you for the same requirements as those on the sites listed above. Once you purchase health insurance, please print out proof of coverage to complete your check-in process.

More detailed insurance information is in your check in packet and on the GEO website at:
http://geo.unm.edu/students/health_care/health_insurance/insurance_information.html

**If you need help selecting insurance, come to the in-person help sessions listed on your orientation calendar. THESE ARE OFFERED IN THE FIRST WEEK OF CLASS ONLY!!!** If you do not provide the required proof of health insurance by the end of the first week of class, you will be dis-enrolled from UNM!!