

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!!*