CHECK-IN INSTRUCTIONS FOR STUDENTS

STEP 1 – Create your UNM Net ID (If you already have one go to step 3)
- Go to https://netid.unm.edu/form_new_netid.php
- Your temporary Social Security Number has 9 digits, if you only have a 4-digit number use 00000 and then the number.
- The system will suggest a net ID; this is your ONLY CHANCE 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 2 – Download your I-94 Form
- Go to https://i94.cbp.dhs.gov/I94/#/recent-search
- Click “Consent and continue”
- Fill out your information and click “Next.”
- Save to the desktop for emailing to yourself and uploading to the GEO Portal

STEP 3 – Create an account at myGEO Student portal and complete the sections required:
- You must have received an email from iadvisor@unm.edu with instructions to create an account, if not talk to a GEO representative and send an email to the above email address and provide the following information: Last Name, First Name, Country of Citizenship (as given in the passport) and Email address.
- After creating your account complete the following sections:
  a) Read and agree to the “Certificate of Understanding” section
  b) Complete the “Personal Information” section. In case you have not found a place to live in Albuquerque yet provide your temporary address and REMEMBER to provide an UPDATED US LOCAL ADDRESS in the Portal after you find a permanent place to live. DO NOT FILL “Leaving or Completing Your Program” in the end.
  c) Upload your Immigration documents on Section 1 “New Student Check-in” (ONLY SECTION 1)

STEP 4 – Complete the CHECK-IN requirement form here and proceed to an international advisor for review

DO NOT FORGET TO READ THE NEXT PAGE FOR HEALTH INSURANCE INFO:
Health Insurance Info:
What you have to upload depends on your situation:

- Graduate Assistantship students (10+ hours per week): you are automatically enrolled in health insurance please upload your assistantship offer letter or email
- Athletic Scholarship students: you must buy the athletic plan. Upload your scholarship offer.
- Exchange students and all other J1 students with a UNM DS-2019 must buy insurance from this website and upload proof: www.internationalstudentinsurance.com/schools/university-new-mexico.php
- All other students can buy a plan from the same website: www.internationalstudentinsurance.com/schools/university-new-mexico.php, OR buy government healthcare marketplace insurance OR show proof of another US policy in English which covers you for the same requirements as those on the sites listed above. If you are not sure about the insurance you will buy, you can wait until orientation and the health info sessions in the first week of class to upload. Once you purchase health insurance, you must UPLOAD proof which includes coverage amounts and dates of coverage to the Portal to complete your check-in process.

More detailed insurance information is 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! You MUST provide proof of health insurance or you will be dis-enrolled from UNM!!