

# Arrival Checklist

a

## Required Tasks:

- Complete Check-in Requirements
  - Attend a REQUIRED International Student Check-In. If you fail to attend, we cannot validate your student immigration status with the US government and your status will not be lawful.
  - Set up your **myGEO** Portal at check-in. The permanent email you used during the admission process will be used for your **myGEO** Portal account. This account is not linked to your my.unm.edu account, so please save the password.
  - Upload all immigration documents (list below) and health insurance to your portal (now and whenever there is a change) **\*Remember that YOU MUST PROVIDE PROOF OF HEALTH INSURANCE TO GEO for the WHOLE SEMESTER.** Health insurance is REQUIRED for all international students for their entire stay at UNM. Please refer to the handout in this packet or our website. Please use this link for more information: [https://geo.unm.edu/students/health\\_care/health\\_insurance/insurance\\_information.html](https://geo.unm.edu/students/health_care/health_insurance/insurance_information.html)
  - Add your US address, US telephone number, and emergency contact to the Personal Information section.
  - Update your address at [my.unm.edu](http://my.unm.edu) and [mygeo.unm.edu](http://mygeo.unm.edu) anytime your address changes
- Review and Copy your Immigration Documents
  - Information on these documents must be correct (contact an advisor if incorrect):
    - Passport
    - I-20 (for F-visa holders) or DS-2019 (for J-visa holders). **\*with your signature and date\***
    - I-94 (print at [cbp.gov/i94](http://cbp.gov/i94) EVERY time you re-enter the US)
    - US entry visa (valid visa required for ENTRY to the US except for Canadian citizens)
  - Be aware of their validity and expiration dates (**ONLY your visa is allowed to expire while in the US**). It is your responsibility to know the rules and regulations to stay in legal student status.
  - Make copies of all the documents listed above and keep them in a safe place (always keep digital copies as well)
- Create your UNM Net ID and get your Lobo ID card (student ID)
  - Go to [https://netid.unm.edu/form\\_new\\_netid.php](https://netid.unm.edu/form_new_netid.php) You need your temporary Social Security Number that was printed on your GEO admission letter and 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 do not like the suggestion. Your [NetID@unm.edu](mailto:NetID@unm.edu) is also your email.
  - Apply for your student ID card (Lobo Card) with the Lobo Card Office located on the lower level of the Student Union Building (SUB), Room 1077. You can get started by uploading a photo and following the instructions here: <https://lobocard.unm.edu/your-card/index.html> . If you will live on campus, you will pick up the card with your keys on August 7th when you move in. If you are not living on campus you will have to make an appointment to pick up the card by calling the office at 505-277-9970 or emailing them at [lobocard@unm.edu](mailto:lobocard@unm.edu). Your Lobo Card gives you access to campus facilities, a free bus pass, and student discounts.
- Academics
  - Contact your department and meet with an Academic Advisor before you register for classes. Undergrads will need to learn to use “Lobo Achieve” ([loboachieve.unm.edu](http://loboachieve.unm.edu)) to schedule advisor appointments.
  - Take care of any holds on your student account: A hold prevents you from registering due to an unmet requirement. GEO will lift the International Orientation hold after you complete our Check-In session, but you may have holds from your department, advisor, and UNM Orientation.
  - Research your course syllabi and assignments for each class on “UNM Learn” ([learn.unm.edu](http://learn.unm.edu)) as soon as you register. Instructors may ask if you want to pay for, or opt out of, “Redshelf” for each class (digital textbooks).
- Register for a full-time course load
  - Undergraduate students: Register and complete **at least 12 credit hours** every semester (except for summer and winter break). Undergraduate students with an **Amigo Scholarship** must be registered and **complete at least 15 credits for the scholarship**; initial F1 students must have one course with a Face-to-Face component for fall 2020.
  - Graduate students without assistantship: Register and complete **at least 9 credit hours** every semester (except for summer and winter break); initial F1 students must have one course with a Face-to-Face component for fall 2020.
  - Graduate students with assistantship: Register and complete **at least 6 credit hours** every semester (except for summer and winter break); initial F1 students must have one course with a Face-to-Face component for fall 2020.
  - For more information and instructions on how to register for your classes: <https://registrar.unm.edu/Registration/registration-tips.html>

- Complete paperwork if you will work on campus
  - Certain forms must be completed to work on campus, get paid and be taxed correctly. At the end of check-in, we complete some of these forms for students with assistantships. Refer to the handout in your e-packet for more info or [https://geo.unm.edu/students/immigration\\_work/working\\_us/index.html](https://geo.unm.edu/students/immigration_work/working_us/index.html)

## **b** Other Important Tasks:

- Open a bank account (if you will be here for more than 1 year or will get paid here)
  - Nusenda Credit Union, Student Union Basement, Rm. 301, 889-7755 // Bank of America, 4401 Central Ave NE (Corner of Central and Washington), 282-2531 // Wells Fargo Bank, 3022 Central Ave NE (Corner of Central and Richmond), 255-4372. You do not need a social security number to open a bank account.
- New Mexico driver's license or state ID?
  - See handout to apply at [http://geo.unm.edu/students/life\\_unm/getting\\_around/driver\\_license.html](http://geo.unm.edu/students/life_unm/getting_around/driver_license.html). Recommended for students staying more than 6 months for an official ID. Government-issued identification is required to open a bank account, cash a check, or buy alcohol— your passport or New Mexico driver's license are sufficient forms of identification. Your student ID is not sufficient.
- Find Housing
  - International Students, Inc. (ISI) is available to help new students search for off-campus housing. ISI is a community-based Christian organization, but there is no requirement to participate in religious activities to receive assistance. You can learn more at their website: [www.isiabq.org](http://www.isiabq.org), and email them at [isiabq@isionline.org](mailto:isiabq@isionline.org) for assistance. UNM off-campus housing for apartments: <http://och.unm.edu>. Websites: [www.forrent.com](http://www.forrent.com), [www.rent.com](http://www.rent.com), [www.apartmentguide.com](http://www.apartmentguide.com), [albuquerque.craigslist.org](http://albuquerque.craigslist.org), [unmnextdoor.net/](http://unmnextdoor.net/)
- Pay your Bill
  - Please be aware that all international students are charged an "immigration processing fee". For degree-seeking students this fee is once per program and it is not covered by assistantships. Exchange students must pay this fee each semester.
  - You must pay bills on time to avoid late fees and will not be able to enroll for next term classes until all bills are paid. To ask billing questions or to pay your bills, visit the Bursar's Office/Cashier in person or at <http://bursar.unm.edu/billing-and-payments>. Credit cards incur additional fees. Click the "International Payments" link if your payment is coming from abroad
- Update Lobo Alerts
  - All registered students will automatically be enrolled in UNM's Emergency Notification System. "Lobo Alerts" is an opt-out messaging system that provides real-time message alerts regarding safety or notification of any event which interferes with the University's ability to conduct regular activities. You can edit your account to receive texts or opt out from Lobo Alerts by logging in to [loboalerts.unm.edu](http://loboalerts.unm.edu).
- Transportation
  - Public Transportation includes FREE** public bus transportation in the City of Albuquerque for UNM students. For a free bus sticker, go to the transportation kiosk located on the bottom floor of the Student Union Building (SUB) across from the Lobo card office) or the UNM Parking Office if the kiosk is closed. You must repeat this process at the start of every semester to continue this service. Before you enroll you can ride for \$1.00. Exact change is needed for the bus.
  - Check the schedule before you go at <http://www.cabq.gov/transit/> (a transit mobile app is available there), or call 243-7433 (RIDE).

## **c** Future Information from GEO:

- Taxes:
  - All international persons residing in the US are required to file US federal tax form(s), even if they had no US income. Tax forms are due by April 17 for the previous year (i.e. on April 15, 2021 for the tax year 2020).
- Work workshops:
  - Work in the U.S. as an International Student*
  - Work visas and permanent residency*
- Other workshops: [https://geo.unm.edu/activities\\_events/workshops/index.html](https://geo.unm.edu/activities_events/workshops/index.html)
- Other communications:
  - [iadvisor@unm.edu](mailto:iadvisor@unm.edu) – Official mail such as immigration alerts, workshop reminders and some GEO events
  - UNMGlobal Facebook, Instagram, Twitter – Events and activities of GEO
  - Intlstud-L Email Listserv – Events and activities of GEO if you don't use Social Media (you have to subscribe yourself)