Arrival Checklist

Complete Tasks: An advisor will review this arrival checklist with you at Check-In

- **Required Check-in & Orientation Requirements**
  - Set up your myGEO Portal: For further directions on how to set-up and use your myGEO portal, please use this link: https://geo.unm.edu/all_handouts/checkin_instructions.pdf
  - Upload all of these necessary documents to your portal (now and whenever there is a change):
    - Passport
    - F-1 or J-1 visa (except Canada)
    - I-94 Record of Arrival (usually at cbp.gov/i94)
    - I-20 or DS-2019
    - Proof of Health Insurance *Remember that YOU MUST PROVIDE PROOF OF HEALTH INSURANCE TO GEO!!! 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
  - Add your US address, US telephone number, and emergency contact to the Personal Information section.
  - Update your address at my.unm.edu and mygeo.unm.edu anytime your address changes.
  - Attend International Student Orientation - International Student Orientation is MANDATORY. If you fail to attend orientation, you will be dis-enrolled from the university and your student status will no longer be valid.

- **Review and understand 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 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.

- **Create your UNM Net ID and get your Lobo ID card**
  - Go to https://netid.unm.edu/form_new_netid.php Your temporary Social Security Number was printed on your GEO admission letter and has 9 digits. If you only have a 4-digit number, use 0000 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.
  - Apply for your student ID card (Lobo Card) at the Lobo Card Office located on the lower level of the Student Union Building (SUB), Room 1077. Your Lobo Card gives you access to campus facilities, a free bus pass, and student discounts.

- **Report to your academic department or college**
  - Report to your department or college and meet with an Academic Advisor before you register for classes.
  - 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.

- **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); 9 credit hours must be in classes that are not online. Undergraduate students with an Amigo Scholarship must be registered and complete at least 15 credits for the scholarship.
  - Graduate students without assistantship: Register and complete at least 9 credit hours every semester (except for summer and winter break); 6 credit hours must be in classes that are not online.
  - Graduate students with assistantship: Register and complete at least 6 credit hours every semester (except for summer and winter break); 3 credit hours must be in classes that are not online.
  - For more information and instructions on how to register for your classes: https://registrar.unm.edu/Registration/registration-tips.html.For Enrollment Requirements go to: https://geo.unm.edu/students/immigration_work/legalstatus/enrollment_rules.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

- Global Education Office (GEO)
  - 2120 Mesa Vista Hall
  - MSC06 5850 1 University of New Mexico
  - Albuquerque, NM 87131-0005
  - Phone (505) 277-4032 Fax (505) 277-1467
  - Email geo@unm.edu Web http://geo.unm.edu/
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 for assistance. UNM off-campus housing for apartments: [http://och.unm.edu](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](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/](http://www.cabq.gov/transit/) (a transit mobile app is available there), or call 243-7433 (RIDE).

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 17, 2020 for the tax year 2019). For more information click here: [https://geo.unm.edu/students/immigration_work/working_us/taxes.html](https://geo.unm.edu/students/immigration_work/working_us/taxes.html)

- Work workshops:
  - Work in the U.S. as an International Student: Friday, September 13th
  - Work visas and permanent residency: Friday, November 08th

- 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 – 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)