

Checklist for Admitted International Students

Review your financial aid award online. See email from Joy McGrath for instructions.

- Pay your \$300 enrollment deposit. From the business office page, click on billing policies <http://www.randolphcollege.edu/businessoffice>
- Make your tuition payment. Bills are sent to all new international students on July 1 and due by August 1. If for some reason you do not receive this bill, you may contact the business office: Wendy Deitrick <wdeitrick@randolphcollege.edu>
- After paying your deposit, you'll receive by express mail your I-20, International Student Handbook, and Next Stop Randolph. Check the accuracy of the information on the I-20. Read the International Student Handbook (also online on the New International Students webpage: <http://www.randolphcollege.edu/newinternationalstudents>; scroll to the bottom).
- Read Next Stop Randolph (also online on the New Students webpage: <http://www.randolphcollege.edu/newstudents>; scroll to the bottom.)
- You will receive an email about your College email account and learn how to access the College Portal. The Portal is the campus network which helps connect you with the college community via the Internet. Using your Randolph password, access the Portal and your College email account.
- Complete the I-901 Fee form and pay the SEVIS fee <http://www.ice.gov/sevis/i901/>
- Make an appointment to obtain a student (F-1) visa from a US Embassy or Consulate. See Tips for Applying for a Visa. From the New International Students Information webpage, click on Immigration Information. <http://www.randolphcollege.edu/newinternationalstudents>
- Send in exam results (AP, A-levels, I B, CAPE) and final transcripts to Admissions as soon as possible.
- Complete health and immunization forms located in Next Stop Randolph; send them to Randolph by July 1 (From the New Students page, <http://www.randolphcollege.edu/newstudents> click on the right for Relevant Forms)
- Return Housing form by May 25 (From the New Students page, <http://www.randolphcollege.edu/newstudents> click on the right for Relevant Forms)
- Make arrangements to arrive on campus on August 20, but not earlier; send in Arrival Form. (from the New International Students Information webpage, click on Arrival and Contact Information. <http://www.randolphcollege.edu/newinternationalstudents>)

- New Students who wish to travel before classes start may not enter the US more than 30 days prior to the program start date on their I-20

- For transfer students: Make sure your transcripts and any other required documentation (such as official transcripts and course descriptions for **all** courses and A-level scores) are sent to the Admissions Office as soon as possible for evaluation.

For students transferring from US institutions:

- Contact the international student advisor at your former school and ask that your SEVIS record be transferred to Randolph College.