NEW STUDENT CHECKLIST

1. Accept your offer of admission
   Email your Admission Acceptance form to ISS or submit it online at umsl.edu/international.

2. Complete immigration procedures
   If you are outside the U.S., take your I-20 to a U.S. embassy or consulate and apply for an F-1 student visa (or for a J-1 visa if you have a DS-2019). Information about visa procedures can be found at umsl.edu/international.
   If you are transferring to UMSL from another U.S. institution, refer to the Transfer Student Form for instructions. If you will not have an F-1 or J-1 Visa, be sure to contact iss@umsl.edu to confirm your status.

3. Make housing arrangements
   You can live on or off campus. If you plan to live on campus, make your reservations early because space is limited—you must register for on-campus housing before you arrive in St. Louis. It is recommended that international students live in Oak Hall or University Meadows, though other options are available as well:
   - UMSL housing guide: umsl.edu/international
   - University-owned housing (Oak Hall, Villa Hall, Mansion Hills): umsl.edu/services/reslife
   - University-affiliated housing (University Meadows): universitymeadowsumsl.com

4. Plan your arrival
   You must arrive before Monday, August 17. If you will live on campus, we recommend that you arrive in St. Louis August 13-16. Remember that you cannot enter the country more than 30 days before your program start date.

5. Reserve temporary housing
   If you plan to arrive before your room is available, reserve temporary housing as well. Make your request online at umsl.edu/~umslconf. For questions, email umslconf@umsl.edu.

6. Complete immunization requirements
   Fill out the UMSL Immunization & TB Screening form and return it to the University Health Center before you arrive on campus. Send the form, and any questions, to health_services@umsl.edu.
   All students must also have health insurance in the U.S. and those with F and J visas are automatically enrolled in UMSL’s insurance program. For information about health insurance, visit umsl.edu/international.

7. Access your campus email and SSO identification number
   Find your SSO ID to access campus services, take online placement tests, and set up your UMSL email account. Important correspondence is sent to your UMSL email address as soon as you are admitted.

(continued)
Take the math placement exam
Most undergraduate students must take the math placement exam before registering for classes. Undergraduate students must take this test online before orientation. See the Math Placement Exam document for instructions.

Begin the international transfer credit process
If you completed undergraduate courses at another university, you may be eligible to receive credit towards your bachelor’s degree at UMSL. See umsl.edu/international for more information.

Pre-register for classes July 10 – August 14
During pre-registration, you will communicate with an advisor to register for a tentative schedule of classes. You will then finalize your schedule during orientation. See the Advising and Course Registration document for details.

Request an airport pick-up by July 31
If you will live on campus, an UMSL student or staff member can pick you up at the airport. To use this service, you must arrive in St. Louis August 13-16. Submit your arrival information at umsl.edu/international.

Arrive in St. Louis August 13 – 16
Carry your original documents with you as you travel (passport, I-20 or DS-2019, SEVIS fee payment receipt, and proof of financial support). To learn what to expect at the U.S. port of entry, visit ice.gov/sevis/students/index.htm.

Explore St. Louis August 15 – 16
Current UMSL students will help you visit attractions in St. Louis and become familiar with the city. To view the schedule of events, visit our website during the month of August.

Attend your required orientation
Orientation starts on August 17 for new students and August 12 for transfer students already in the U.S. You will complete immigration check-in and finalize your course schedule at this time. Please bring your passport, visa, I-20 or DS-2019, local St. Louis address, and the details of your emergency contact person.

Undergraduate students should sign up for orientation on umsl.edu/newstudentprograms.

Begin classes August 24
See umsl.edu/maps.html for campus maps and umsl.edu/wow for a guide to activities at the University.

Visit the “Admitted Students” section at umsl.edu/international for more information!
Please notify us if you would like to accept or decline our offer of admission. You can either send this form to the Office of International Student & Scholar Services or complete it online at umsl.edu/international (under “Admitted Students”). This information is required.

Family Name: ___________________________  Given Name: ___________________________

Student Number: ___________________________  Email: ___________________________

Check one:  

I accept your offer of admission.  

I decline your offer of admission.  

I would like to defer my admission to the semester noted below.*

☐ Fall  ☐ Spring  Year: ___________________________

*Students who defer admission to a later term may be asked to submit new financial documents before updated I-20s or DS-2019s are processed. All deferrals are subject to approval.

If you accept your offer of admission, please answer the following:

Are you transferring your SEVIS record from another U.S. university?  

☐ Yes, from ___________________________  ☐ No

(name of college/university)

Have you completed 30 credit hours or more at a U.S. university?  

☐ Yes, I attended ___________________________  ☐ No

(name of college/university)

Are you transferring from an ELS Language Center?  

☐ Yes, in ___________________________  ☐ No

(location of your ELS center)

Signature: ___________________________  Date: ___________________________
Priority Deadline: July 1

The Mosaic International Buddy program provides an opportunity for new international students to be paired with a current UMSL student. This is an optional program – if you would like to register, please return this form to studyabroad@umsl.edu. Please note that requests after the priority deadline cannot be guaranteed but are still likely to be accepted.

Your student ambassador will:

- Give you advice before and after you arrive in St. Louis.
- Pick you up from the airport (if requested – see airport pick-up information).
- Help you become familiar with the University, build communication skills, and get around St. Louis when you arrive.
- Invite you to spend time together and offer the opportunity for a long-lasting friendship.

<table>
<thead>
<tr>
<th>Name (first, last):</th>
<th>UMSL student number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Major: ___________________________________________  Home country ___________________________________________

Email: ___________________________________________  Home university (if on exchange): ____________________________

Class level:  

- [ ] 1st year  
- [ ] 2nd year  
- [ ] 3rd year  
- [ ] 4th year  
- [ ] Graduate  
- [ ] Other

Gender:  

- [ ] Male  
- [ ] Female  
- [ ] Transgender

Age:  

- [ ] Under 21  
- [ ] 21-25  
- [ ] 26-30  
- [ ] 31-40  
- [ ] Over 40

I prefer to be partnered with an UMSL student of the same gender.  

- [ ] Yes  
- [ ] No Preference

I prefer to be partnered with an UMSL student in my age group (not guaranteed).  

- [ ] Yes  
- [ ] No Preference

I prefer to be partnered with an UMSL student who is from my home country (not guaranteed):  

- [ ] Yes  
- [ ] No

Will you be living on campus? If yes, please indicate housing location:  

- [ ] Yes, in: ___________________________________________  
- [ ] No

By agreeing to participate in the Mosaic International Buddy program, I understand that the Office of International Studies and Programs will share the above information (excluding my student number) with an approved UMSL volunteer.

Signature: ___________________________  Date: ___________________________
IMMUNIZATION & TB SCREENING

Please read carefully. Failure to complete as instructed could result in class registration delays.

For questions on completion, please call (314) 516-5671.

Part I is mandatory for all students. Parts II and III are mandatory for students as indicated. Send copies of immunization documents directly to the University of Missouri-St. Louis at the address below. Please do not return immunization documents with materials being sent to other University departments.

University Health Services
University of Missouri-St. Louis
131 Millennium Student Center
One University Blvd. St. Louis, MO 63121
-or-
Fax to: (314) 516-5988

Name: ___________________________ Student ID#: ___________________________
      Last                First                  MI
Address: __________________________

Phone #: __________________________ Date of Birth: Month______ Day_____ Year_______

E-Mail Address: __________________________

INSTRUCTIONS

Obtain copies of your immunization records and attach to this form (students should retain original documents). Examples of acceptable documents include:

Copies of personal immunization records
Copies of physician office or Health Department immunization records
Copies of high school or previous college immunization records
Copies of military immunization records

IMMUNIZATIONS

University Health Services provides students with routine immunizations. Most immunizations are available at low prices to students. Many people think “shots” or immunizations are just for kids. They’re not! As a college student, you need to be protected against measles, mumps, rubella, tetanus, diphtheria, polio, varicella (chickenpox), Hepatitis B, and influenza (flu). Depending on your risk factors, you may also need protection against Hepatitis A, Pneumococcal Pneumonia and Meningococcal Meningitis.

Many people think diseases like measles have been wiped out. This is not true. During 1995, at least 39% of all reported measles cases in the United States occurred in people 20 years or older.
The following vaccinations are recommended but not required.

Hepatitis B  
Influenza (Flu)  
Tetanus/Diphtheria  
Meningitis (see special requirements for students living in university housing)  
Polio  
Varicella (Chicken Pox)

<table>
<thead>
<tr>
<th>Part I</th>
<th>Measles, Mumps, Rubella</th>
<th>Required for all students</th>
</tr>
</thead>
</table>

The University of Missouri-St. Louis requires that all newly enrolled or readmitted students born after December 31, 1956 must comply with the two-dose Measles Immunization Policy. If a second immunization is needed, it must be the combined MMR vaccine.

**Requirement:**

2 doses of MMR vaccine. The first dose must have been given at age 12 months or later. The second dose must have been given at least one month after the first one.

**OR**

**Titer** (blood test) results proving immunity to measles (rubeola), mumps, and rubella. Documentation is required.

*Students may request a waiver for medical or religious reasons with documented proof. For information on this call, (314) 516-5671.*

<table>
<thead>
<tr>
<th>Part II</th>
<th>Meningococcal Vaccine</th>
<th>Required for students living in residence halls</th>
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</table>

Missouri legislation requires students in university housing to either: 1.) Show documentation of Meningococcal vaccine or 2.) Sign a waiver that indicates they have been provided educational materials but have chosen not to receive the vaccine at this time. The waiver form may be downloaded and printed from www.umsl.edu/services/health/pdfs/meng_vac_waiver.pdf.

<table>
<thead>
<tr>
<th>Part III</th>
<th>Tuberculosis (TB) Screening</th>
<th>Required for students in any of the following categories</th>
</tr>
</thead>
</table>

The University of Missouri - St. Louis requires that newly enrolled or re-admitted students, where the following situations exist, comply with the Tuberculosis (TB) screening instructions.

**A. Check any that apply:**

- [ ] From or have lived for two months or more in Asia, Africa, South America, or Eastern Europe.
- [ ] Have been diagnosed with a chronic medical condition that may impair your immune system.
- [ ] A health care worker.
- [ ] A volunteer or employee of a nursing home, prison, or other residential institution.
- [ ] Contact with a person known to have active tuberculosis.
- [ ] None of the above apply.
B. If any of the above (in “A”) apply, the following is **required:**

Screening: Call University Health Services at (314) 516-5671 to schedule an appointment for screening. Chest x-rays will be required for anyone with a positive skin test.

OR

Provide documentation of TB screening (PPD Mantoux skin test read in millimeters of induration) done in the U.S. within the past 12 months.

OR

Provide documentation by a health care provider of prior treatment of active TB disease.

<table>
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<tr>
<th>Part IV</th>
<th>Other Immunizations</th>
<th>Recommended, but not required, for all students</th>
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</thead>
</table>

**Tetanus/Diphtheria** administered within the past 10 years.

**Hepatitis B series** (3 doses). Even if incomplete, provide dates of any doses received.

**Influenza vaccine.** Available each fall and advisable for all students but, in particular, for those with asthma or other chronic illnesses.

**Varicella (chicken pox).** No vaccine is needed if there is a good history of natural infection. If history is questionable, a blood test can be done to determine immune status. If there’s history of chicken pox infection, please indicate approximate: Month__________ Year________

If any of these additional immunizations (in Part IV) have been received, please send a copy of your records as well.
Students at UMSL use two software programs to maintain their records at the University:

- **MyView** ([myview.umsl.edu](http://myview.umsl.edu))
  Used to update biographical information, financial records, and enrollment details

- **MyGateway** ([mygateway.umsl.edu](http://mygateway.umsl.edu))
  Contains course content, organization and job listings, and announcements about campus events

### Find your SSO ID

In order to access MyView, MyGateway, and your UMSL email account, you will need to obtain your SSO ID:

- Go to [myview.umsl.edu](http://myview.umsl.edu)
- Click “Look up My User ID”
- Enter your student number (found at the top of your admission letter)
- Write down your SSO ID

### Activate your Student Account

- Go to [myview.umsl.edu](http://myview.umsl.edu)
- Click “Forgot My Password”
- Select “Change/Recover Password”
- Enter your SSO ID, date of birth, and student number (found at the top of your admission letter) – *You do not need to enter a social security number*
- Select next and follow the prompts to continue

Once your account is active, you may log in to MyView and MyGateway, browse course listings, take the math placement exam (see enclosed sheet), and set up your email account.

### Activate your UMSL Email

- You must activate your Office 365 account to access your email.
- Follow the “Getting Started” steps on [www.umsl.edu/technology/email/](http://www.umsl.edu/technology/email/)
- You will be issued a first time use password.
- Once you log in and complete the verification process, you will be taken to the Office 365 account home page. From this page you can set a new password.
Undergraduate students must demonstrate math proficiency before registering for math classes at UMSL. The University offers a convenient online placement test called ALEKS, and undergraduates must take this online exam before orientation.

Do I Need to Take the ALEKS Test?

- First-year students: Yes, all freshmen must take the ALEKS test before orientation.
- Exchange students: Maybe. ALEKS is only required if you will take courses with math prerequisites during your time at UMSL.
- Other undergraduate students: Maybe. Before registering for a math class or a course with math prerequisites, you must take the ALEKS test or transfer credit for the prerequisite math course.

To determine if you must take the ALEKS, or to review course requirements, visit: umsl.edu/~campustesting/Math%20Placement%20Test/index.html.

Taking the Test Online

Go to aleks.com/umsl/pp and sign in with your SSO ID and password.

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Most undergraduate and graduate students are required to take the English for Academic Purposes (EAP) placement exam during orientation. This exam must be completed before students can finalize course registration. Students who miss the exam will need to schedule a make-up test before finalizing classes. For a list of exemptions to the EAP test, visit the Admitted Students section of umsl.edu/international.

Depending on the results of the exam, students may be required to enroll in specific EAP subjects during their first year at UMSL. EAP classes are taken at the same time as regular courses and receive both grades and credit hours at the University. Advanced EAP subjects are counted as electives in most degree programs.

The EAP Proficiency Exam measures a student's English skills as used in academic study. The test lasts approximately two hours and has three sections:

- Listening & Note-taking
- Writing & Grammar
- Speaking
At UMSL, graduate students communicate with an advisor or program director to plan their degrees and select appropriate courses. Program directors are also available to guide you and answer questions throughout your time at the University. For more information about advising, please visit umsl.edu/divisions/graduate.

Who Is My Advisor?

To locate your advisor, refer to your admission letter from the Graduate School and/or consult information on your department’s page via the Graduate School website: umsl.edu/divisions/graduate.

Pre-registration: July 10 – August 14

Before you arrive at UMSL, you may pre-register for a tentative schedule of up to 6 credit hours. To pre-register:

1. Accept your admissions offer (see form #1).
2. Review the Graduate School Policies: bulletin.umsl.edu/generalregulations/graduatestudy
3. Learn about degree requirements for your major: umsl.edu/divisions/graduate
4. Make a list of courses you would like to take: myview.umsl.edu (links under “Guest Access”)
5. Review important dates on the Academic Calendar: bulletin.umsl.edu/#academiccalendartext
6. Begin the international transfer credit process, if needed: umsl.edu/international (“Current Students” section)
7. Contact your advisor or program director. See umsl.edu/divisions/graduate/about/programs.html for contact information.

Final Registration: August 17 – 18

After orientation, you will finalize your course schedule and register for 9 or more credit hours. To complete final registration:

1. Attend orientation
2. Take the English Proficiency Exam during orientation (if required – see the English Proficiency Exam sheet)
3. Meet with your advisor on campus

Financial Responsibility

Please note that when you register for classes the Cashiers Office will bill tuition to your student account. You can view your bill online at myview.umsl.edu. Additional information about billing will be provided during orientation.
All visa-holding international students are required to attend orientation and finalize course schedules at that time. Please check below to see which orientation you must attend.

**International Student Orientation**  
*(for students with 30 or fewer U.S. college credit hours)*

International Student Orientation (ISO) is held in the Millennium Student Center beginning at 8:00 a.m. on Monday, August 17. Please make arrangements to stay on campus until 5:00 p.m. on August 17 and 18. To register for orientation, send in your *Admission Acceptance* form (document #1).

**Sample sessions at ISO:**
- Immigration Check-in
- English Placement Exam
- Your Immigration Status
- Health, Wellness, & Safety
- Lunch with current students
- Breakout Sessions about campus jobs, driving, and banking in the U.S.
- Optional International House Welcome Party
- Optional Outing in St. Louis

**Please bring:**
- Your passport, I-20 or DS-2019, local St. Louis address
- Emergency contact information (a person in the U.S. or abroad we could contact if you have an emergency)
- The same documents for any dependents (a spouse or children) who entered the U.S. with you

**Transfer Student Orientation**  
*(for students with more than 30 U.S. college credit hours)*

Graduate students with more than 30 U.S. college credit hours may attend an abbreviated orientation. In this compact session you will learn key facts about your immigration status, employment eligibility, and health insurance. Please bring the documents listed above with you for immigration check-in.

US transfer students should attend orientation and register for classes after they have received a new I-20 from UMSL. Transfer Orientation is on August 12 from 3:00 p.m. – 4:30 p.m. in the Millennium Student Center. To register for this orientation program, email *iss@umsl.edu* with your name and student ID number.