Below are the first four steps international students must take before arriving on campus for spring semester, as well as resources about check-in, orientation and the Office of International Affairs. If you have any questions after reading these steps, please contact iss@osu.edu.

**STEP 1: SCHEDULE AN IMMIGRATION CHECK IN:**

Orientation is a multi-step process consisting of an immigration check-in session, as well as an orientation session, placement tests (if applicable), course registration and a mandatory health screening, etc. Your on-campus orientation will take place on Friday, January 8, 2016. We recommend you arrive at least 1-2 weeks before classes begin in order to take care of all of the necessary requirements. Please make your plans accordingly.

**Mandatory international student immigration check-in will be held in 122 Oxley Hall daily from January 4-8, 2015 between 12 - 4 p.m. You MUST pre-register for your immigration check-in date and time before December 21, 2015.**

In order to pre-register for immigration check-in, please visit: [http://oia.osu.edu/pre-arrival-and-orientation/pre-arrival-information.html](http://oia.osu.edu/pre-arrival-and-orientation/pre-arrival-information.html).

The deadline to register for check-in is **Monday, December 21, 2015**. Be sure to sign-up as soon as you have made your travel plans, in order to get your preferred time. You will need to know your SEVIS ID number (which is located at the top of your Form I-20/DS-2019 and begins with N000...) in order to register. **Please be aware that after you have registered for immigration check-in, you cannot make changes to your registration.** If you have problems with the registration, please double check the top of your registration page for the confirmation message. If you are still unsure of your registration confirmation or have other registration questions, please email iss@osu.edu with your name and preferred immigration check-in time.

You must bring the following documents with you to immigration check-in:

- Admission letter to Ohio State
- Current Passport
- Current U.S. Visa
- Printed I-94 card (F-1 and J-1 students and their dependents as well as other non-immigrants will no longer be issued a paper Form I-94— the small white card stapled into the passport— when...
entering the US. Passports will still be stamped at the port of entry, showing the date and place of entry, non-immigrant status, and the ‘admitted to’ notation (D/S). This information is recorded electronically by CBP, but instead of being given an I-94 at the time of entry, you will later be able to print the form yourself by visiting the CBP website: https://i94.cbp.dhs.gov/I94/request.html

- Ohio State Form I-20 or Form DS-2019 (Note: if you have an active immigration record that is being transferred from another college or university in the U.S. to Ohio State, please also bring your Form I-20 or Form DS-2019 from your previous school.)
- Form I-20(s) or Form DS-2019(s) of your dependents (spouse and children), if applicable
- Student Record Form - Be sure to download and complete the form before arriving at check-in and bring the printed out, completed form with you. Failure to complete the form before your arrival could result in a longer wait at check-in!

At check-in, you will be greeted by Orientation Leaders (OLs) who are current Ohio State students. OLs play an integral role in introducing new international students to Ohio State by connecting them to important university resources and policies, as well as sharing their experiences as successful students. An Immigration Coordinator will also be available to answer any questions you may have.

At check-in, you will also receive information regarding:

- How to maintain your immigration status
- English and/or Math Placement tests (if necessary)
- Required health screening
- BuckID (university identification card)
- Resource Guide - contains more information about Ohio State and Columbus
- New student orientation
- Course registration

Remember: It will take multiple days to complete all new student requirements, please schedule your travel plans accordingly so that you arrive in a timely manner.

Once you have taken your placements tests, your Academic Advisor will email you with additional information on how to register for classes. Please note that course registration does not take place at immigration check-in or orientation.

ORIENTATION:
Orientation will introduce you to Ohio State and Columbus, allow you to meet other new students, and provide information on topics such as campus activities, health insurance, and cultural adjustment. Staff members from offices around campus have made special arrangements to participate in this event so that they can introduce themselves and discuss the services they provide. Summer orientation will take place on Friday, January 8 in 0100 Jennings Hall from 8:30 a.m. - 12:30 p.m. You are required to attend both immigration check-in and orientation to complete requirements. Please visit http://oia.osu.edu/pre-arrival-and-orientation/check-in.html for more information. Undergraduate students will meet with their academic department in the afternoon in order to schedule courses and learn more about college-specific requirements.

RETURNING STUDENTS:

Students returning to Ohio State after a leave of absence are required to attend the mandatory check-in. It is highly recommended that returning students attend the orientation program.

ADMISSION QUESTIONS:

If you need assistance with the following matters:

- To correct a Form I-20 due to an error;
- To arrange to begin at a later quarter; and
- To ask questions about transfer of courses from previous college or university

Please contact one of the Ohio State Admissions Offices:

For graduate/professional students:

**Office of Graduate & Professional Admissions**  
Phone: 614-292-9444  
gradadmissions@osu.edu  
gradadmissions.osu.edu

For undergraduate students:

**Office of Undergraduate Admissions**  
Phone: 614-292-3980  
int.undergrad@osu.edu  
undergrad.osu.edu

Please note: If you are a returning student or a student with a
current immigration record that is being transferred to Ohio State, please contact the Immigration Coordinator who signed your Ohio State Form I-20 or Form DS-2019 if the form contains any errors.

**STEP 2: APPLY FOR A U.S. VISA**

If you have not already applied for your U.S. visa, now is the time to begin your application process.

For general information on applying for a U.S. visa, please visit

- [Visa information](#)

For more information on the SEVIS fee, please visit

- [SEVIS fee information](#)

For more information specific to applying for a F-1 student visa, please visit

- [U.S. Department of State F-1 Visa](#)

For more information specific to applying for a J-1 visa, please visit:

- [U.S. Department of State - J-1 Visa](#)

**STEP 3: ACTIVATE YOUR EMAIL**

It is very important that you activate your Ohio State email account as soon as possible and prior to your arrival. There are currently two possible paths to activating your OSU Internet Username and password.

If you know your OSU ID Number and Password you can activate your OSU Account (lastname.#) and OSU Email address (lastname.#@osu.edu) at admissions.osu.edu/activate. The password should have already been emailed to you by the admissions office. Your OSU ID Number can be found in the top portion of your official acceptance letter.

Alternately, if you provided your Social Security number at the time of admissions you can activate your account at the following link: my.osu.edu. Please read the Policy on Responsible Use of University Computing Resources then click on "Activate account." On the account activation page, enter your Social Security number in the first line. Then enter your birthday in the requested line. You may skip the lines
for BuckID and Employee ID and move to the password.

Once activated, you may check your e-mail account by visiting buckeyemail.osu.edu and signing in to Buckeye Mail using your lastname.#@buckeyemail.osu.edu (Windows Live ID) and password.

If you continue to have trouble activating your account, please contact the Office of Information Technology by emailing 8help@osu.edu or telephone 614-688-4357.

**STEP 4: REGISTER FOR THE INTERNATIONAL ARRIVAL ON-LINE "CARMEN" COURSE**

All newly arriving F-1 and J-1 international students are required to complete an on-line course prior to arriving for check-in with the Office of International Affairs. The course is posted on the University’s online course management system, Carmen. Completion of the Carmen course may result in priority check-in. Failure to complete this on-line course, may result in a hold being placed on your account, prohibiting you from enrolling in courses.

You are required to enroll yourself in the course by following these instructions:

To enroll in this Carmen site:

1. Go to carmen.osu.edu
2. Log in using your Ohio State username (name.#) and password
3. Click the "Join" link in the gray shaded bar above where it says, "My Courses"
4. Read the JOIN instructions – the course you are seeking to join is F-1/J-1 Immigration Course and Quiz.
5. Return to your Carmen homepage; you should see the F-1/J-1 Immigration Course and Quiz course listed under the “My Courses” tab. Click the link to access the pre-arrival information.

Read the information on the Course Home page and get started! If you’re asked for your OSU ID number, you’ll find it on Carmen (listed as your Carmen ID in the light gray bar along the top of the page) once you log in with your name.# and password!

**Office of International Affairs Resources**

- Immigration Check-In
- Orientation
- Visa information
Spring Semester

- Facebook - Office of International Affairs Facebook
- Twitter - Ohio State International Affairs Twitter
- Instagram - OSUGlobal
- Tumblr - Ohio State Global Tumblr blog