

## International Student Requirements & Fellowship Process

*\*Please note all dates are recommendations since processing may cause delays.*

PRE-ARRIVAL IMMIGRATION DOCUMENT UPLOADS	
Completion Date/Time:	Prior to Aug 8, 2016
Actions:	Upload Visa, Passport, and I-20 info into iStart ( <b>online application</b> ).
	More information can be found at <a href="https://global.psu.edu/info/internationals-psu/students/international-student-orientation/penn-state-step-step">https://global.psu.edu/info/internationals-psu/students/international-student-orientation/penn-state-step-step</a>

INITIAL FELLOWSHIP PAPERWORK (FELLOWSHIPS ONLY)	
Completion Date/Time:	August 1, 2016 to August 9, 2016
Actions:	Request a letter from DISSA verifying SEVIS status. <b>Directions:</b> Go to <b>iStart</b> under "Full Client Services" and complete the "Social Security E-Form" under "Letter Requests."
	iStart: <a href="https://istart.gp.psu.edu/istart/controllers/admission/AdmissionEngine.cfm">https://istart.gp.psu.edu/istart/controllers/admission/AdmissionEngine.cfm</a>
	Obtain and sign letter from MBA Office verifying fellowship offer (see Sandy Simler or Chelsea Benton-Monahan in person)
Remarks:	You may need your passport for identification purposes

BASIC PENN STATE REQUIREMENTS	
Completion Date/Time:	Aug 8, 2016 from 7:30-9:00am
Actions:	Obtain PSU ID Card <b>at the HUB</b>
	Purchase a Temporary Parking Pass for the first week of Orientation (if needed) <b>at the Eisenhower Parking Office</b>
Remarks:	You will need your passport for identification purposes

**GLOBAL PROGRAMS CHECK-IN - MANDATORY**

Completion Date/Time:	Aug 9, 2016 from 1:30 pm - 5:00 pm
Actions:	Attend the <b>Financial and Registration Session</b> 1:30 - 2:15 pm in 62 Willard Building
	Attend the <b>Government Regulation Session</b> 2:30 - 3:15 pm in 22 Biobehavioral Health Building
	Attend the <b>Taking Care of Business Session</b> 3:30 - 5:00 pm in 111 or 214 Boucke, or 1/6/9 Sparks. (Room locations will be determined by Global Program's orientation leaders).
Remarks:	You will need your I-20, Passport with Visa stamp, all your immigration and health insurance documents, and a credit card. You must also remember to update your address in <b>LionPath</b> .

**INTERNATIONAL STUDENT INSURANCE - MANDATORY**

Completion Date/Time:	August 11, 2016 from 8:30 - 10:00am in <b>Room 126 Business Building</b>
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**FOLLOW-UP FELLOWSHIP PAPERWORK (FELLOWSHIPS ONLY)**

Completion Date/Time:	August 9, 2016 to August 22, 2016
Actions:	When your letter is ready from DISSA, they will send you an email for retrieval.
	Take your documents to the Social Security Administration Office at <b>901 University Drive</b> and apply for a Social Security number. You will receive a letter/receipt indicating that you have applied.
	Take the Social Security letter/receipt to DISSA in <b>Boucke Building</b> and complete an I-9 and W-4 form.
Remarks:	You will need the letter from DISSA, a fellowship letter from the MBA Office, your I-20, Passport, and I-94 to apply for a social security number. After applying, take the receipt and all the same documents back to Boucke Bldg for I-9 and W-4 processing.

**FINAL FELLOWSHIP PAPERWORK (FELLOWSHIPS ONLY)**

Completion Date/Time:

August 30, 2016

Actions:

Pick up I-9 and W-4 **from DISSA**

Turn these documents in **to 220 Business Building**

Remarks:

PSU ID Card needed for identification

