New Student Checklist

I have been accepted... Now what do I do?!

Congratulations on your acceptance to the University of West Georgia! To help you prepare for attending the University of West Georgia, International Services and Programs (ISP) has put together the following checklist of things you will need to complete:

1) before your arrival at the University of West Georgia,

2) after you arrive on campus but before classes start,

3) and items to carry with you on the airplane.

Detailed information on most of these topics is available in the International Student Handbook. Please read the handbook as you prepare for your transition to UWG. Make sure you complete the items below, and contact the ISP office if you have any questions. We are here to help you, and look forward to seeing you in Carrollton!

BEFORE YOU ARRIVE AT THE UNIVERSITY OF WEST GEORGIA:

1.☐ After you receive your I-20 or DS-2019 form, pay the SEVIS I-901 fee and obtain a receipt. Each student or exchange visitor issued an initial Form I-20 or DS-2019 is responsible for paying the SEVIS I-901 fee. There are some exceptions to this fee. For complete information, visit the SEVIS fee website. You should have a copy of the form I-901 for your reference.

2.☐ If you are outside the U.S. and do not yet have an F-1/J-1 visa, make a visa appointment at the nearest U.S. Consulate or Embassy. Be sure to use an I-20 or DS-2019 from the University of West Georgia. You should have received information about applying for a visa in your Welcome Packet from ISP. Additional information is available on the ISP website.

3.☐ After you receive your visa, make your airline reservations with enough time to arrive in Atlanta before International Student Orientation.

4.☐ International Services and Programs office provides limited free shuttle service for new students on the weekend prior to fall orientation (only into the Hartsfield/Atlanta Airport). For those of you who will be arriving after in Atlanta, please contact our office at 678.839-4780.

5.☐ Read the International Student Handbook very thoroughly. Many questions that you might have about housing, registration, and life in Carrollton are answered in the handbook. This will be your guide to living in the United States and attending the University of West Georgia.

Contact Info: International Services and Programs (ISP), http://www.westga.edu/
Phone: (678)839-4780, Fax: (678) 839-5509
6. Join the Facebook group **International Services and Programs** to communicate with fellow students who will be attending the orientation.

7. Research your housing options: First, read the housing section of the **International Handbook** and check with **University Housing** (East Commons, 678. 839-6426) for available space on campus, or the the student handbook for information on **off-campus housing**. For a more complete list of Carrollton area apartments, please contact our office at 678.839-4780.

-Please note that UWG doesn’t offer **any temporary housing**! If you are planning to use on campus housing and you arrive in Carrollton prior to move in date, you will need to find an alternative place to stay.

9. Register your **UWG ID**. Go to [http://www.westga.edu/google/index_22272.php](http://www.westga.edu/google/index_22272.php) and follow the instructions. If you have received your Welcome Packet and you still do not know your UWG ID #, you can contact your department (graduate students) or Undergraduate Admissions (undergraduate students) for this information.

10. Set up your student e-mail account. MyUWG Mail is how the University will communicate important information to you. To activate your email account, please visit: [http://myuwg.westga.edu/cp/home/loginf](http://myuwg.westga.edu/cp/home/loginf)

11. Make sure your immunization records are complete with the Student Health Services. If you have not yet received your immunizations, you can get them at the Student Health Services after you arrive at the University of West Georgia. However, we recommend you complete immunization prior to arrival on campus. Follow [http://www.westga.edu/assetsDept/health/COI(6).pdf](http://www.westga.edu/assetsDept/health/COI(6).pdf) to download the Immunization Form, and call 678.839-6452 with questions.

12. International students are required to have accident and sickness insurance during their stay in the USA. The University of West Georgia provides an insurance plan for all F/J students which becomes effective when you enter the U.S. Payment for this insurance is made when you pay your tuition and fees. Students who have purchased a qualified insurance plan from their home country are eligible to receive a waiver of the **UWG Insurance** [http://www.westga.edu/health/index_4155.php](http://www.westga.edu/health/index_4155.php) if their insurance plan meets the following requirements: (1) medical benefits of at least $50,000 per person per accident or illness, (2) repatriation of remains and expenses associated with medical evacuation, 3) maximum deductible of $500 per accident or illness. F-1 students must request an insurance waiver online and be approved before the UWG charge can be removed. Additional information is available at the link above.

**Things to remember:**

- Students who do not purchase insurance coverage from their home country are required to enroll in the mandatory health insurance program at the University of West Georgia [https://www.uhcsr.com/](https://www.uhcsr.com/)

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**Phone:** (678)839-4780, **Fax:** (678) 839-5509
AFTER YOUR ARRIVAL IN ATLANTA:

13. ☐ Attend New International Student Orientation. This orientation program is mandatory for all incoming students and Orientation is held in the week prior to the start of class. Remember to bring your passport, I-20 form, and I-94 card with you the first day.

14. ☐ Be prepared to pay for your tuition and fees online or at the cashier’s window by 5pm on the first Friday after the semester begins, to avoid having your classes dropped for non-payment. Please see acceptable methods of payment at http://www.westga.edu/bursar/index_1567.php

15. ☐ Familiarize yourself with the UWG campus, especially the buildings in which you will have classes.

For additional resources, please visit the following ISP webpage. However, please note that not all of the information may apply to international students. If you have any questions or concerns, please do not hesitate to contact ISP at 678.839-4780.

   ☐ Frequently Asked Questions

ITEMS TO CARRY WITH YOU ON THE AIRPLANE (Include in your carry-on):

☐ I-20 or DS-2019 from the University of West Georgia
☐ Valid passport
☐ U.S. Visa for the University of West Georgia
☐ Your admission letter from the University of West Georgia
☐ Airplane ticket(s)
☐ Cash, traveler's checks, or any international bank card (ATM or debit card); $800-$1,000 in U.S. dollar for travel emergencies and settling-in expenses. (Problems with flight connections could make it necessary for you to spend the night in a hotel, which could cost about $100 or more. Try to prepare for all unexpected expenses associated with international travel.)
☐ Phone numbers and e-mail addresses of emergency contacts at home and in the United States
☐ Phone numbers and e-mail addresses of relatives, friends, the ISP office (678.839-4780) during business hours.
☐ Prescriptions for medications you take and a fresh supply of prescription medicines
☐ Medical records (including vaccination records) for your accompanying spouse/children (if applicable)

Welcome to the University of West Georgia!