



Michigan Technological University

# International Programs and Services

## Welcome to Michigan Tech!

### Mandatory Checklist for New International Students

- **Check-in with International Programs & Services (IPS):**
  - Where: IPS office, Administration Building, Room 200
  - When: Monday-Friday from 8:00AM-4:00PM, excluding lunch break from 12:00-1:00PM
  - Please bring the following:
    - I-20 or DS-2019
    - Passport
    - Visa
  - **If you have dependents, please bring their documents as well to be checked in.**
- **Print I-94 arrival record:**  
[www.cbp.gov/travel/international-visitors/i-94-instructions](http://www.cbp.gov/travel/international-visitors/i-94-instructions)
- **Update your mailing address in Banweb**  
You must change your address in Banweb under the future mailing address tab. You must update your address not more than 10 days upon arriving in the country.
- **Pick up your HuskyCard Identification Card:**
  - You will need the following to receive your card:
    - Student ID number (M number) and Passport
    - Upload your photo on Ellucian Experience prior to getting it
  - Where: Van Pelt & Opie Library Technical Assistance Center (1st floor)
  - Please visit the HuskyCard information page to find out how to use your card on campus: [www.mtu.edu/huskycard/](http://www.mtu.edu/huskycard/)
- **Check-in to Housing & Residential Life:**
  - Where: Housing & Residential Life, 153 Wadsworth Hall
  - **Note: Only required for students who will live on campus (Including Daniell Heights)**
  - [housing@mtu.edu](mailto:housing@mtu.edu) or 906-487-2682



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- **Purchase health insurance online:**
  - Where: Purchase health insurance online (or request a waiver of coverage if you have existing health insurance) through Ellucian Experience at [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu) before you can pay your bill and/or confirm your enrollment
  - When: Before paying your student bill, as soon as possible
  - [studentinsurance@mtu.edu](mailto:studentinsurance@mtu.edu) or 906-487-1088
- **Pay your student bill:**
  - Where: See [www.mtu.edu/student-billing/services/pay/](http://www.mtu.edu/student-billing/services/pay/) for payment options
  - When: **Bills are due the Wednesday before classes begin**
  - **Note: Health insurance requirement must be met first - please purchase your health insurance before attempting to pay your student bill**
- **Submit official transcripts and proof of degree:**
  - Graduate students, please submit documents to Graduate School:
    - Where: Administration Building, Room 414
    - When: Dates and times to be determined. Contact the Graduate School for timeframes
- **Review the International Programs and Services Orientation Video and Complete the Attend International Programs and Services (IPS) mandatory orientation session.**
  - Keep an eye out on your Michigan Tech email for more information
- **Register for the International Student Success Seminar (UN0100):**
  - This seminar is required for all new international students, and you will be need to register for this course when you attend Michigan Tech