

# Preparation Guidelines for New Students Coming to Minnesota: Pre-Arrival Checklist

Preparation for studying abroad is probably the most frustrating and time-consuming step for new students. Without thorough planning and being informed of regulatory and administrative requirements, serious problems may arise. Understanding this issue, the Thai Student Association of Minnesota provides here some guides that may be helpful for new students coming to Minnesota. This article is part of the “Thai Student Survival Guide” series that we hope would help Thai students coming to Minnesota to be better prepared. It is intended to be read and followed before the travel. We also encourage readers to read another article “Post-Arrival Checklist” for guidelines on where to start when they first arrive in Minnesota.

No matter how hard we try to write this article, it is impossible for us to address all the issues or situations possible and inform you about all the regulatory requirements that often change from time to time. Readers are urged to check with the appropriate authorities and their academic institution about the requirements and procedures they need to follow. In addition, some of the information may be specific to students coming to Minnesota only and may not be applicable to students of other states or countries.

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## 1. Regulatory Requirements

- Determine whether you need an F-1 or J-1 visa (or others)

For government employees or students receiving a scholarship from a governmental or international organization, the J-1 visa may be required. In other cases, an F-1 visa may be more appropriate. Consult with your employing organization, your scholarship source (if any), the university you’re going to study, and appropriate agencies such as the U.S. Department of State and the U.S. Embassy in Thailand to determine what type of visa is needed in your situation.

### For more information

F-1 visa

[http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)

J-1 visa

[http://travel.state.gov/visa/temp/types/types\\_1267.html](http://travel.state.gov/visa/temp/types/types_1267.html)

Other visa-related information

<http://www.unitedstatesvisas.gov/>

U.S. Embassy in Thailand

<http://bangkok.usembassy.gov/>

- Obtain I-20 (for F-1 visa) or DS-2019 (for J-1 visa)

I-20 or DS-2019 is the official document issued by your accepting institution certifying about your eligibility to study abroad at that institution. Contact the accepting institution or check the admissions procedures on how to confirm your admission and obtain your I-20 (F-1) or DS-2019 (J-1). In most cases, you should receive the specific information in your acceptance letter or e-mail. You might also need to provide certain information such as financial information and your scholarship source. Contact your institution’s admissions office if you don’t know how to obtain your I-20 or DS-2019.

## Obtain the appropriate visa

After you receive your I-20 or DS-2019, proceed to apply for your visa. Generally, you need to purchase a PIN and use it to schedule an appointment. You will also need to prepare other documents. Please note that it could take time to process your visa application, so apply as earliest as possible.

### For more information

Visa information and appointments

<http://thailand.us-visaservices.com/>

Visa information (U.S. Embassy Bangkok)

<http://bangkok.usembassy.gov/services/visa/index.htm>

Visa wait time

[http://travel.state.gov/visa/tempvisitors\\_wait.php](http://travel.state.gov/visa/tempvisitors_wait.php)

## Requirements for dependents

If you plan to stay in the U.S. with one or more dependents (spouse, children), check the visa and immigration requirements for each one of them and consult the authority if you have any questions.

## Comply with other regulatory requirements

The following requirements are provided by the U.S. Customs and Border Protection. Make sure you comply with all of them.

- Before leaving your country, confirm that your passport and nonimmigrant visa are still valid for entry into the United States. The passport should be valid for at least six months beyond the date of your expected stay.
- Check to see that your visa accurately reflects your correct visa classification.
- If the visa states the name of the institution you will attend or identifies the exchange program in which you are participating, verify that this information is accurate as well. If your review indicates any discrepancies or potential problems, visit the U.S. Embassy or Consulate to obtain a new visa.
- Students and exchange visitors entering the United States for the first time under their respective nonimmigrant visa classification may only be admitted up to 30-days prior to the program start date.

- When you receive your U.S. nonimmigrant visa at the Embassy or Consulate in your country, the consular officer will seal your immigration documents in an envelope and attach it to your passport. You should not open this envelope! The Customs and Border Protection Officer at the U.S. port-of-entry will open the envelope.
- When you travel, you should carry some specific documents on your person. Do not check them in your baggage! If your baggage is lost or delayed, you will not be able to show the documents to the Customs and Border Protection Officer and, as a result, may not be able to enter the United States.

### Documents you should carry on your person:

- Passport (including attached envelope of immigration documents) with nonimmigrant visa
- SEVIS Form I-20AB, I-20MN, or DS-2019
- Visa exempt nationals presenting a SEVIS Form I-20AB, I-20MN or DS-2019 issued on or after September 1, 2004, who are entering the United States for the first time should have a Form I-797, Receipt Notice or Internet Receipt verifying SEVIS Fee payment. For additional SEVP/SEVIS Program Information, refer to the U.S. Immigration and Customs Enforcement website at <http://www.ice.gov/graphics/sevis/students/index.htm>
- Evidence of financial resources.

In addition, it is **recommended that you also carry** the following documents:

- Evidence of Student/Exchange Visitor status (recent tuition receipts, transcripts)
- Name and contact information for Designated School Official (DSO) or Responsible Officer (RO) at your intended school or program
- Writing instrument (pen).

If you are traveling by aircraft, the flight attendants on board will distribute CF-6059 Customs Declaration Forms and Form I-94, Arrival-Departure Record for immigration, before you land at your initial point-of-entry in the U.S. Complete these forms while you are on the aircraft and submit them to the appropriate Customs and Border Protection Officer upon your arrival. If you do not understand a form, ask the flight attendant for assistance.

Upon arrival at the port-of-entry, proceed to the terminal area for arriving passengers for inspection. As you approach the inspection station, ensure that you have: passport, SEVIS Form I-20 or DS-2019; completed Form I-94 Arrival-Departure Record; and, CF-6059 Customs Declaration Form available for presentation to the CBP Officer. The Form I-94 should reflect the address where you will reside (not the address of the school or program sponsor).

Like all entering visitors, you will be asked to state the reason you wish to enter the United States. You will also be asked to provide information about your final destination. It is important that you tell the CBP Officer that you will be a student or exchange visitor. Be prepared to include the name and address of the school or exchange visitor program where you will enroll/participate.

If you are authorized optional practical training, this should be reflected on page 3 of your SEVIS Form.

Once your inspection is complete, the inspecting officer will:

- Stamp your SEVIS Form for duration of status (“D/S”) for F and J visa holders;
- Stamp your SEVIS Form for 30-days beyond program end date for M visa holders, not to exceed one-year;
- Stamp the Form I-94 and staple it in the passport;
- Return the SEVIS Form.

**Author’s Note:**

1. The Form I-797, Receipt Notice or Internet Receipt verifying SEVIS Fee payment is generally not applicable, unless you are a visa exempt national.
2. Possible evidence of financial resources includes
  - A scholarship certification letter (if receiving a scholarship), issued by your scholarship source certifying the amount, coverage, and duration of your scholarship.
  - One or more bank statements with combined balance comparable to that specified in your I-20 or DS-2019.
3. Evidence of Student/Exchange Visitor status (recent tuition receipts, transcripts) is not generally applicable unless you have already paid the tuition.

4. The address that should be filled in Form I-94 when the form is handed out by a flight attendant is the place where you will be staying (which could be your apartment if you have rented one already, or the hotel, temporary housing, or the address of your friend with whom you will be staying). You should prepare information about this address beforehand and carry it with you when you travel so that you can fill out the form correctly.
5. You should also study the customs regulations on what items are allowed into the U.S., what items need to be declared, and what items are prohibited. You will have to fill out the CF-6059 Customs Declaration Form during the arrival flight, so you should know ahead of the travel what items are allowed and what must be declared. If it’s found that you carry prohibited items into the U.S. or you do not declare items that need to be declared, you may be marked by an officer as a traveler who violates the regulations and your future travels may be more problematic.

**For more information**

Arrival procedures for Students and Exchange Visitors  
[http://cbp.gov/linkhandler/cgov/travel/id\\_visa/study\\_exchange/student\\_visit\\_prog.ctt/student\\_visit\\_prog.doc](http://cbp.gov/linkhandler/cgov/travel/id_visa/study_exchange/student_visit_prog.ctt/student_visit_prog.doc)

**2. Travel Plan**

- Choose your arrival date

University of Minnesota International Student and Scholar Services (ISSS) provides a good recommendation on choosing your arrival date. See <http://www.iss.umn.edu/new/arrivaldate.html> for detail. Please be informed that you cannot enter the U.S. more than 30 days before the report date (or start date) on your I-20 or DS-2019. Your arrival date should also be before the last international student orientation program offered at your university and before your school/department’s orientation. Consult with your school/university officials if your arrival date would be after the orientation.

- Purchase travel tickets and study the baggage requirements

There are many airlines that have flights to the Minneapolis/St. Paul International Airport (MSP), some are direct international flights (perhaps with a transit), and in some cases you will need to catch another domestic flight to Minneapolis once you arrive in the U.S. Check with your travel agency, the local reservation office or online ticket reservation services for more information. Certain scholarships (especially governmental ones) require that you travel with an approved airline, so check this requirement as well.

In addition to purchasing the tickets, you need to study the baggage requirements for the respective airline, about the number of baggages allowed, the acceptable size, dimension, and weight, and prohibited items. Certain airlines may also charge a fee for the first and/or second baggages. Make sure your baggages and all your items comply with these requirements to prevent frustration and delay when you travel.

- Find someone to pick you up from the airport once you arrive, unless you plan to use an airport taxi or public transportation

If you know someone in Minnesota and want him/her to pick you up, contact that person and provide him/her your flight information, including your airline, flight number, arrival date and time, and the arriving airport terminal (if specified). Be sure to ask for their contact information and keep the information with you when you travel. Having their cell phone number is also highly recommended.

If you don't know anyone in Minnesota, the Thai Student Association of Minnesota may be able to help. Contact us ahead of time at [thaisa@umn.edu](mailto:thaisa@umn.edu), telling us that you would like to have an airport pick up and provide us your flight information. We will try our best to assist you (but since we're relying on volunteers who may also have limited availability and possible schedule conflicts, we cannot promise you with certainty that we will be able to pick you up).

If you cannot find someone to pick you up, there are taxi service counters available at the airport. However, there are very limited taxis on the streets, and in most cases you will have to call their center to ride one, unlike in Bangkok where you can call a taxi from the street.

You may also choose to use a public transportation system. There is a light-rail running from the airport to Minneapolis, and you can ride a bus from a light-rail station in Minneapolis to your place. To see what bus lines you need to ride and where the bus stops are, go to Metro Transit's Web site and enter the origin and destination addresses. Metro Transit is the organization offering public transportation systems, including buses and light-rails, in the Twin Cities.

**For more information**

Metro Transit <http://www.metrotransit.org/>

### 3. University Requirements and Procedures

- Provide your immunization record to the school/university

Minnesota students are required by law to be immunized against measles, mumps, rubella, tetanus, and diphtheria. For University of Minnesota students, you are required to complete and sign the Student Immunization Record form, which should have been enclosed with your admission letter, and send it to the address specified on the form. You may also download the form by following the link below (there are different forms depending on whether you are an Academic Health Center (AHC) student or not. If you're an AHC student, the form requires a physician's signature, so you should bring your immunization record to a physician. Make sure all required information is filled in and your immunization status meets the requirements on the form, otherwise there may be a problem down the road. You will then need to submit this form to the address as specified on the form.

In addition, University of Minnesota also screens non-citizens for tuberculosis when they arrive at the University. When you arrive and report to the University, you will be required to make an appointment with Boynton Health Service for a tuberculosis test before you can register for classes. For other institutions, please consult with school/university officials about immunization requirements and procedures.

#### **For more information**

Immunization requirements for University of Minnesota students

<http://www.iss.umn.edu/new/immunization.html>

- Initiate university e-mail account

For University of Minnesota students, most official communications occur via e-mails. For this reason, and to be able to access most of the University resources, you need to initiate your e-mail account online. Follow instructions in <http://www.umn.edu/initiate/>. You can initiate the account before you arrive. If you don't have a U.S. Social Security Number, leave the fill blank or enter "000000000". Your Student ID Number should be provided in your acceptance letter. Be sure to write down your e-mail account username and remember your password, because you will use this throughout your study. This will be the primary means of contact between you and the University, so be sure to check it regularly once you arrive, even if you already have another e-mail account.

If you have a problem initiating the e-mail account, you can wait until you arrive and find some help.

For students of other institutions, please consult with school/university officials about how to obtain your e-mail account.

- Study the reporting procedures

Once you arrive in Minnesota, you will need to report to the university before you can do other businesses with the university. Study the reporting procedures and required documents before you arrive, so that you can prepare the documents and travel plan accordingly.

#### **For more information**

University of Minnesota ISSS document check

<http://www.iss.umn.edu/new/docCheck.html>

#### **4. Housing**

- Assess housing options (if not provided by your school)

There are a variety of housing options to choose from, including on-campus housing (which in the case of the University of Minnesota is very limited and generally applicable to only some undergraduate students), off-campus housing (including apartments and rented houses; applicable to most students), and family housing (applicable to some students especially those who come with a family member). Some international students find housing when they first arrive in Minnesota, but some will find housing and confirm lease before they arrive. Each of these options has its own benefits and limitations. For instances, if you wait until you arrive to find housing, you may be able to see what choices are available and choose the one that you like most, but you should arrive early, otherwise the housing options will run out soon because other students are also looking for housing and they might arrive before you. If you choose to find housing when you are still in Thailand, you will likely find an apartment that's available, but the problem is that you will not see the apartment and the surrounding area, and will have limited information. International calls may also be a problem, and in some cases, the landlord may require that you fax or e-mail him/her the application form and pay a deposit and/or the first month rent up front. If you have Minnesota contacts, it is recommended that you ask them and let them comment on whether you should wait till you arrive or you should apply now. They might also be able to help with the evaluation, application, reservation, and deposit (depending on their willingness and the landlord's procedure). If you still want to choose your own apartment, you can stay at a hotel, a temporary housing, or your friend's place once you arrive, and find housing a few days after you arrive.

When assessing housing options, four main factors come into play: cost, safety, transportation, and room configuration. Some prefer a studio (also called efficiency) apartment because of the cheaper rent, while some prefer a one-bedroom apartment because it's usually more spacious. Some may consider sharing a two-bedroom apartment with a roommate or sharing a house with others, although you will need to find a roommate or find someone that wants a roommate. The cost varies by location, landlord, and year. Students already in Minnesota may be a good resource to ask about the cost ranges of housing that year and they may also be able to comment on the safety of the neighborhood. Transportation for most of the housing options near campus is usually convenient, but you need to consider what campus (for example, the University of Minnesota's Minneapolis East Bank, Minneapolis West Bank, or St. Paul campus) you are most likely to have a class in. Check with the University of Minnesota Off Campus Housing Services or a search engine on housing/apartment available in the neighborhoods close to the campus. For Minneapolis East Bank campus, consider the following neighborhoods: Dinkytown, Stadium Village, Prospect Park, or Marcy-Holmes. For Minneapolis West Bank campus, consider: Seven Corners, Cedar-Riverside, Marcy-Holmes, Dinkytown, or Stadium Village neighborhoods. Also check with Metro Transit on public transportation available around your area.

Contact the Thai Student Association of Minnesota if you have any questions or need help finding housing (but given that we're not experts in housing, our response might be limited).

#### **For more information**

University of Minnesota ISSS housing information  
<http://www.iss.umn.edu/new/housing.html>

University of Minnesota temporary housing (IRC) information  
<http://www.iss.umn.edu/new/tempousing.html>

University of Minnesota Housing and Residential Life's Off Campus Housing Services  
<http://www.housing.umn.edu/offcampus/>

Craigslist (an online posting service that is popular in Minnesota and is often used for posting housing options and finding roommates)

<http://minneapolis.craigslist.org/>

Metro Transit

<http://www.metrotransit.org/>

In addition to the above Web sites on housing, Google is a great search engine to find housing. Use keywords that include the neighborhood name, the state, and a term such as "housing" or "apartment." For example, use keywords such as "housing Dinkytown MN."

<http://www.google.com/>

Google Earth and Google Maps might be software helpful in assessing the location and distance of the housing you're evaluating. For more information about Google Earth, visit <http://earth.google.com/> and download the software. For Google Maps, go to <http://maps.google.com/>.

Another map option is MapQuest at

<http://www.mapquest.com/>

## **5. Personal Preparation**

### Laptop/notebook computers

Almost always, you will need a laptop/notebook for your own study. Although it is possible to purchase one once you arrive, you would generally need to wait for the order to arrive (which could take 2-3 weeks or longer), unless you purchase from a limited set of brands and models in a local IT store. If you already have a laptop/notebook, or if you can purchase one from Thailand, it might be more convenient to carry it with you. The price should be comparable or slightly more expensive in Thailand.

Be sure to pack related necessary items such as the adapter, power cables, and accompanying drivers/recovery discs as well. In addition, carrying the following items might be desirable, but they are not necessary: USB flash drive, digital camera and its adapter and cables, external hard drive and cables, LAN cables, external mouse or portable keyboard, USB extension cables or ports, and your software collection. Don't forget the charger or adapter for these devices as well.

If you have a cell phone that is not used otherwise, you may also bring it and its charger here as it may be usable here. In this case you may not need to buy one or sign a 1-year or 2-year long-term service contract.

#### Winter clothes

In winter, Minnesota is one of the very cold states. The temperature in winter normally ranges around -10 F (-23 C) to 40 F (4.4 C), but it could fall below -20 F (-29 C) in the coldest period of the year. The record low temperature in Minnesota was -60 F (-51 C), occurred on February 2, 1996. You will need to prepare a lot of winter clothes. Fortunately, the weather would not be cold until sometime after the semester starts. If you can find winter clothes in Thailand, you might want to purchase them and carry them with you. If you can't, that's not what you should worry much. You can find winter clothes when you arrive, but the price might vary depending on the season, market demands, and various other factors. The following are the items you may want to prepare for:

- A winter coat or jacket
- One or more sweaters
- Long johns
- One or more knit hats
- One or more gloves (leather gloves will be more cold-proof)
- Thick socks
- A scarf

#### Normal clothes

Mostly, you will not need to dress a uniform to go to school. Most Americans wear T-shirts, shirts, jeans, or sometimes even shorts to school, with socks and sneakers. You should have enough of these casual clothes for your school, and perhaps a few formal clothes such as shirts, dresses, pants, and neck ties (for men) just in case you need to attend a formal event. You might also want to bring a pair of sandals as well, especially for casual uses during fall, spring, and summer. The summer will be hot so you should also bring short-sleeve T-shirts and shorts here as well.

Generally, there would be washing machines and dryers in rented apartments and houses, so you shouldn't worry about these. Most Americans won't iron clothes except in a very formal use. If you wish, you can bring a small travel iron with you, but ironing is generally not necessary for most of the time.

#### Medication and referral letter

If you have an underlying medical condition, be sure to bring your necessary medication with you. If you feel that your condition could get worse during your study, you should ask your physician in Thailand to write a brief summary of your condition and treatment plan in a referral letter, and bring the letter with you in case you need medical treatment in the U.S. If you have important X-ray films or imaging studies, you may also want to bring them here or, if available, ask your physician for a digital copy of the imaging. Having a small business card-like card in your wallet specifying the medical condition(s) you have, the drugs are you taking, and the allergies you have is also advisable, since it would be hard for a hospital to obtain your medical history from Thailand in an emergency.

Even if you don't have an underlying medical condition, it is still advisable to bring some medication for common symptoms with you. However, once you arrive, if you feel that you need medical assistance, you should contact the appropriate health care provider, or contact the Thai Student Association of Minnesota for advice. In medical emergency, call 911.

#### Driver's license and international driver's license

If you have a valid driver's license in Thailand and plan to buy a car in Minnesota (or it is possible for you to drive a car in Minnesota), it is highly recommended that you apply for the international driver's license from Thailand's Department of Land Transport headquarters. Bring both the international driver's license AND your Thailand driver's license with you. The two documents can be used instead of Minnesota driver's license for the initial period of your stay after you arrive, and they are necessary to apply for the Minnesota driver's license (with appropriate knowledge test and road test)

without having to go through the temporary instruction permit process (for someone who never had a driver's license). If your Thailand driver's license is solely in Thai, you may want to get it translated into English.

#### **For more information**

Applying for an international driver's license

[http://www.dlt.go.th/driving\\_hp/contactdrl/drl-right04.htm](http://www.dlt.go.th/driving_hp/contactdrl/drl-right04.htm)

#### Miscellaneous documents

Bringing the following documents with you is advised.

- Your Thailand's citizen identification card
- A photocopy of your house register in Thailand
- A copy of your transcript from your highest degree (if any)
- Your credit card (if any)

Your Thailand's citizen identification card and a copy of your house register may be helpful in registering as an oversea voter when there is an election in Thailand.

In some cases, such as when applying for a state identification card or a Minnesota driver's license, a transcript that contains your birth date is usually useful. If the transcript contains your birth date in Buddhist Era (B.E.) or contains no birth date, it is recommended that you ask your school or university that issued the transcript for an original transcript having your birth date in Christian Era (A.D.) or a separate certificate with information about your past enrollment and your birth date in Christian Era (A.D.).

#### Money

You will need cash for a few things you need to do once you arrive, from basic needs such as food, transportation, and furniture and grocery shopping to other services such as telephone and/or housing deposit (but some housing or companies are known not to receive cash, in which case you may need to write them a check or borrow it from someone already there). Bring with you at least 1,000 - 2,000 U.S. dollars in cash (\$2,000 or more recommended). You should also bring with you money in the form of traveler's checks, bank drafts, or other similar monetary instruments. Be sure to keep them in a safe place at all times. Once you arrive and open a bank account with these traveler's checks, bank drafts, or equivalent documents, it will take about 2-3 weeks for the money to become available (This is also another reason to bring enough cash for the first two or three weeks). After that, your friend or relative in Thailand will be able to wire transfer more money into the account, which should take about 2-3 business days (with fees at both sides). Banks in Thailand usually require a copy of your I-20 or DS-2019 in order to wire transfer the money from Thailand abroad. Check with your bank in Thailand for more information.

#### Mailing address change

If nobody in your current mailing address in Thailand will be able to take care of incoming mails or packages for you, be sure to change all important mailing addresses to the appropriate address. This includes mails for banking and credit card statements, loans, mobile phone services, utility bills, Internet bills, cable or satellite TV bills, subscribed magazines or printed matters, and letters from your employing/professional organizations (if any).

# Summary: Pre-Arrival Checklist for New Students Coming to Minnesota

Thai Student Association of Minnesota

Version 2 06/27/2008

Check ✓ in the boxes which you have been prepared for, ✗ in the boxes which your preparation is not satisfactory or conditions not met, and write **N/A** in front of boxes which are not applicable to you. Make sure you are prepared for the boxes with ✗ and blank boxes before you travel.

## 1. Regulatory Requirements

- Determine whether you need an F-1 or J-1 visa (or others)
- Obtain I-20 (for F-1) or DS-2019 (for J-1)
- Obtain the appropriate visa
- Requirements for dependents
- Comply with other regulatory requirements
  - Before leaving your country, confirm that your passport and nonimmigrant visa are still valid for entry into the United States. The passport should be valid for at least six months beyond the date of your expected stay.
  - Check to see that your visa accurately reflects your correct visa classification.
  - If the visa states the name of the institution you will attend or identifies the exchange program in which you are participating, verify that this information is accurate as well. If your review indicates any discrepancies or potential problems, visit the U.S. Embassy or Consulate to obtain a new visa.
  - Students and exchange visitors entering the United States for the first time under their respective nonimmigrant visa classification may only be admitted up to 30-days prior to the program start date.
  - When you receive your U.S. nonimmigrant visa at the Embassy or Consulate in your country, the consular officer will seal your immigration documents in an envelope and attach it to your passport. You should not open this envelope! The Customs and Border Protection Officer at the U.S. port-of-entry will open the envelope.
  - When you travel, you should carry some specific documents on your person. Do not check them in your baggage! If your baggage is lost or delayed, you will not be able to show the documents to the Customs and Border Protection Officer and, as a result, may not be able to enter the United States.

### Documents you should carry on your person:

- Passport (including attached envelope of immigration documents) with nonimmigrant visa
- SEVIS Form I-20AB, I-20MN, or DS-2019
- Visa exempt nationals presenting a SEVIS Form I-20AB, I-20MN or DS-2019 issued on or after September 1, 2004, who are entering the United States for the first time should have a Form I-797, Receipt Notice or Internet Receipt verifying SEVIS Fee payment. For additional SEVP/SEVIS Program Information, refer to the U.S. Immigration and Customs Enforcement website at <http://www.ice.gov/graphics/sevis/students/index.htm>
- Evidence of financial resources (scholarship certification letter, bank statements, etc.)

In addition, it is **recommended that you also carry** the following documents:

- Evidence of Student/Exchange Visitor status (recent tuition receipts, transcripts)
- Name and contact information for Designated School Official (DSO) or Responsible Officer (RO) at your intended school or program
- Writing instrument (pen)

Author's suggestions:

- Prepare information about address to stay when first arrive
- Study customs regulations on what items are allowed, prohibited, or need to be declared

## 2. Travel Plan

- Choose your arrival date
- Purchase travel tickets and study the baggage requirements
- Find someone to pick you up from the airport once you arrive, unless you plan to use an airport taxi or public transportation

## 3. University Requirements and Procedures

- Provide your immunization record to the school/university
- Initiate university e-mail account
- Study the reporting procedures

## 4. Housing

- Assess housing options

## 5. Personal Preparation

- Laptop/notebook computers
- Winter clothes
- Normal clothes
- Medication and referral letter
- Driver's license and international driver's license
- Miscellaneous documents
  - Your Thailand's citizen identification card
  - A photocopy of your house register in Thailand
  - A copy of your transcript from your highest degree (if any)
  - Your credit card (if any)
- Money
- Mailing address change