International Student and Scholar Services (ISSS)
Global Education Office (GEO)
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Arrival Checklist

More Information in the E-Packet sent to you and on our Website

Required Tasks:

☐ Complete Check-in Requirements

- ❑ After you arrive, check-in, attend orientation and provide all check-in information, GEO will lift the GEO orientation *HOLD* and confirm your arrival with the US government in SEVIS (REQUIRED FOR YOUR STAY TO BE LEGAL!)
- ❑ To complete check-in, read the message sent to your permanent (non-UNM) email instructing you to set up your ***mygeo*** portal account. The ***mygeo*** portal is not linked to your *my.unm.edu* account, so save this password!
  - The ***Personal Information*** section should always have your correct US address, US telephone number, and emergency contact information. Update at *mygeo.unm.edu* and with UNM at *my.unm.edu* every time your information changes.
  - The ***Upload Documents*** section should always have your most recent immigration documents (list below).
- ❑ You must provide proof of health insurance for the **whole semester** to complete check-in (please do not upload temporary health insurance in the ***mygeo*** portal. Health insurance is REQUIRED (more info is on our website). Regardless of your insurance plan, you should go to the Student Health Center for all primary health care!

☐ Review and Copy your Immigration Documents (upload .pdf, .jpg or .jpeg to ***mygeo*** portal)

- ❑ Information on these documents must be correct (contact an advisor if incorrect):
  - Passport (must stay valid!)
  - I-94 (print at cbp.gov/i94 and track your expiration)
  - I-20 (for F-visa) or DS-2019 (for J-visa) – SIGNED by you!
  - US entry visa (valid visa required for ENTRY only – except Canadians)
- ❑ Be aware of document validity and expiration dates (**ONLY** your visa is allowed to expire while in the US) and know the rules and regulations you need to follow to stay in legal student status.
- ❑ Make copies of all the documents listed above and keep them in a safe place (always keep e-copies as well)

☐ Get your Lobo ID card (student ID)

- ❑ If you have not set up your NetID, you must do this first. The system will suggest a net ID; this is your ONLY CHANCE to change the Net ID if you do not like the suggestion. Your NetID@unm.edu is also your email.
- ❑ Your Lobo Card (student ID) gives you access to campus facilities and student discounts. The Lobo Card office is on the lower level of the Student Union Building (SUB), Room 1077. First upload a photo via the website. When you arrive on campus go to the office to pick up the card (on campus residents can pick up the card at regular key pick up times). For questions, call 505-277-9970 or email lobocard@unm.edu.

☐ Academics

- ❑ Meet with an Academic Advisor before you register for classes. Undergrads will need to use the academic advisement system (*LoboAchieve/Student Hub).* Grads will contact the advisor through the department.
- ❑ Take care of any "holds" on your student account (you can see these when you register). A hold prevents you from registering due to an unmet requirement. GEO will lift the GEO Orientation hold after you complete Check-In, but you also may have department, advisor, pre-requisite and undergraduate NSO orientation holds.
- ❑ Course syllabi and assignments for each class will be put on the UNM learning platform on the first day of class (software is *Canvas*). Take time to learn explore Canvas. Instructors may also ask if you want to pay for, or opt out of, *Redshelf/ Inclusive Access* (digital textbooks). If you want to buy a paper book you have to opt out or you will be charged.
- ❑ You should seek academic support early and often! The Center for Teaching and Learning provides workshops and writing support for all UNM students.

☐ Register for a full-time course load (Immigration Minimum Requirements)

*F and J regulations allow you to count **ONLY 3 credit hours of on-line courses** toward your full-time minimum (listed below):*

- ❑ Undergraduate students: Minimum is to complete **at least 12 credit hours (9 in-person)**. *Scholarships require 15 credits.*
- ❑ Graduate students without assistantships: Minimum is to complete **at least 9 credit hours (6 in-person)**.
- ❑ Graduate students with assistantships: Minimum is to complete **at least 6 credit hours (3 in-person)**.

☐ Complete procedures if you work on campus

- ❑ Students in F1 or J1 status can work up to 20 hours per week during fall and spring and more between semesters. You can NEVER work off campus without special work authorization from a GEO advisor.
- ❑ All students can work in hourly student employment jobs (international students cannot apply for jobs with a Student Type of "*work study*" - ask if they are hiring students for *student employment* without *work study*); graduate students can also work in *assistantships*.
- ❑ Rules and procedures must be followed to work, get paid and be taxed correctly.

Other Important Tasks:

- ☐ Open a bank account (if you will be here for more than 1 year or will get paid here)
  - ❑ Banks near UNM with campus ATM: Nusenda Credit Union, Lobo Branch, SUB bottom floor; US Bank, 3000 Central SE; Wells Fargo Bank, 3022 Central Ave SE; Chase Bank, 2706 Central Ave SE
  - ❑ You do not need a social security number to open a bank account, but you will need to show immigration documents.
- ☐ New Mexico driver's license or state ID
  - ❑ Recommended for students staying more than 6 months as an official ID which is required to cash checks or buy alcohol (your passport will work for ID but you might not want to carry the original passport). Your student ID is not sufficient.
  - ❑ 2 proofs of New Mexico Residence are required you can request a letter from GEO as one proof of residence.
- ☐ Find Housing
  - ❑ International Students, Inc. (ISI) is available to help new students search for off-campus housing. ISI is a community-based Christian organization. There is no requirement to participate in religious activities to receive assistance. Fill out the request for services form on the website or email them at isiabq@isionline.org
  - ❑ UNM off-campus housing lists apartments, or you can look at: www.forrent.com, www.rent.com, www.apartmentguide.com, unmnextdoor.net
- ☐ Pay your Bill
  - ❑ All international students are charged an *immigration processing fee*. This fee is once per program if you are a degree student and is not covered by assistantships. Exchange students must pay this fee each semester.
  - ❑ You must pay bills on time to avoid late fees and you will not be able to enroll for next term classes until all bills are paid. The Bursar's Office can answer your billing questions and help you set up a payment plan. Credit cards incur additional fees. The International Payments link can be used to pay your bill directly from your foreign bank. If you want to pay without additional fees, you must pay directly from a US bank account.
- ☐ Safety Apps
  - ❑ Lobo Alerts is UNM's Emergency Notification System. You should log in to change your notification settings to receive texts instead of email in case of emergencies
  - ❑ You can download the "**UNM Safe**" app (http://unmsafe.unm.edu/) to your phone to easily to contact the UNM police, keep your family and friends updated with your location, request evening escort services and access campus maps, access city and UNM bus tracking updates in addition to other campus-wide resources.
- ☐ Transportation
  - ❑ **Public buses are *FREE*** in the City of Albuquerque
  - ❑ Download the mobile app to get real-time bus location, schedules and arrival times.
  - ❑ UNM offers ***FREE*** shuttle bus service around campus **https://pats.unm.edu/shuttles/index.html**
  - ❑ Parking is extremely restricted on campus. Check with UNM Parking and Transportation (PATS) for rules and passes.

Future Information from GEO:

- ☐ Taxes:
  - ❑ Tax forms are due by April 15 for the previous year (i.e. on April 15, 2026 for the tax year 2025).
  - ❑ All international students are required to fill out at least one form. We will send you an email in February with instructions.
- ☐ Workshops for this semester: https://isss.unm.edu/programs-events/calendar-of-events.html

❑ *Work in the U.S. as an International Student*	❑ *Lost in Translation Culture Series*
❑ *Car Buying Workshop*	❑ *Work visas and permanent residency*

- ☐ Communication from GEO:
  - ❑ *iadvisor@unm.edu* – *Individual questions,* official immigration alerts, workshop reminders and some GEO events
  - ❑ *UNMGlobal Community Facebook GROUP (ask to join)* - Events and activities of GEO, same-day reminders, posts from others
  - ❑ *@international.lobos Instagram* – Events and activities of GEO
  - ❑ *UNM International Student MS Team* – Join this team for current students for chat and same day reminders (New student arrival team will close after new student arrival)
- ☐ Web info: Bookmark ***Current ISSS*** computer for easy access to ISSS

Lobos Linktree on your phone and advisors and information: