Checklist of Things To Do Before
The Beginning of Spring/Summer Semester

☐ **Immigration Documents** -- New Students must bring their Passport, Visa, I-94 (Card stapled into your passport), and I-20P/DS-2019 or other immigration documents to International Scholar & Student Services (ISSS), located in Hill University Center 250, in order to be copied. ISSS must also receive your local address information in order to register you in SEVIS.

☐ **Health & Insurance Requirements** -- All international students are required to obtain clearance of their physical health, immunization, and insurance coverage. If you have already completed this information in your home country, take it to the Student Health Service at 930 20th Street South, Suite 221 in the Community Health Services Building. If your physician has not completed the forms, then you can make an appointment with Student Health Services for an examination and immunization shots at 934-3580.

☐ **Proof of completion of Health Requirements** -- Once you have been to the Student Health Service, you should receive two forms: Proof of insurance coverage and completion form of health requirements. Bring these forms to ISSS, Hill University Center 250. This will allow you to proceed with registration.

☐ **Orientation and International Information Session** – Attendance is Mandatory for all international students. The International Information Session is to be held at the Smolian International House (1600 10th Avenue S) on Friday, Jan 4th or Friday, January 11th beginning at 12:30pm. For summer, the international session will be held on May 23rd from 12:30pm. You must confirm which International Session you plan to attend as space is limited. If you are an undergraduate student, you are also required to attend the New Student Orientation program. If you have not already signed up for this, then you need to go to the Hill University Center room 531 or email them at orient@uab.edu. Graduate students may have an orientation and should check with their department. Please inform the ISSS office of which International Session you are attending. Questions on location contact 934-3328.

☐ **Placement examinations** – In order to register for English or Math classes, you must take these examinations. The ESL Placement must be done by appointment with the UAB Testing office. The Math Placement examination can be made by appointment at the UAB Testing office by contacting at 934-5503 or they have scheduled group tests. You should prepare for both examinations. Math placement offers basic, intermediate (algebra & pre-calculus), and advanced math test (calculus). You will have to take each of these tests to progress. Scheduling for these placement tests is listed in the Class Schedule.

☐ **Graduate ESL Assessment** – Graduate students who submitted TOEFL scores must take assessments for spoken and written English. Please contact Marla Jones (mcjones@uab.edu) in the Graduate school or call 934-8227 (to schedule assessments).

☐ **See Academic Advisor to plan classes** – You should have received the name of your academic advisor with your admission information. Undergraduates will see their advisor at orientation if you missed orientation, make an appointment to see them. They will help you pick your classes for registration

☐ **Housing** -- For on-campus housing, contact the Student Housing office at 934-2092 or visit them on the ground floor Denman Hall at 1604 6th Avenue South. For Off-campus housing information, you can pick up an apartment guide at the International House located at 1600 10th Avenue South, look in the Yellow Pages under apartments, and/or contact local realtors (people who handle rental property – also listed in the Yellow Pages).

☐ **Transportation** -- Schedules and route information for the Metro Area Transit Authority (MAX) are available in the lobby of the Hill University Center. You can also contact MAX at 521-0101 for schedules and routes. DART is a local area transit for the downtown region and you can obtain a map for that in the same location as MAX transit.

☐ **Social Security Number** -- New students should apply for a Social Security Number as soon as possible. This number will be required for any eligible on-campus employment. You will need to take a letter verifying your student status (obtained at ISSS), passport, I-94, proof of an on-campus job, and I-20P/DS-2019 (IAP-66) to the Social Security office located at 2001 12th Avenue North. The Social Security personnel will also be on-campus on January 7th at 2:00pm if you need to apply for an SSN or a SSN denial letter. If you don’t have a job on-campus, then you will need to apply for a Tax ID number (ITIN) also at the International Session. The denial letter will be needed for ITIN applications.

☐ **Checking Account** – Several local banks are close to UAB and have student checking accounts available. AmSouth (19th Street & University Blvd), Wachovia (19th Street & 9th Avenue), and Regions (20th Street & 10th Avenue). You will need two forms of picture I.D.: Passport, State Identification Card, and a Social Security Number or ITIN number.