



CHECKLIST FOR ACCEPTED INTERNATIONAL STUDENTS

- Deposit** - declare your intent to enroll by returning your \$400.00 deposit upon receipt of the acceptance letter. The deposit must be in the form of cashier's check, bank money order, or bank draft in **US dollars**. Personal checks *cannot* be accepted. Follow the instructions provided in the acceptance letter.
- Visa** - An I-20 form (Certificate of Eligibility) will be sent to you once the deposit is received. Present this form at a U.S. Embassy or Consulate along with your acceptance letter, passport, SEVIS I-901 fee (www.fmjfee.com) and other information requested by the consulate. Longwood University does not issue an I-20 for part-time study. Additional information regarding enrollment details will be sent with the I-20.

(All non-immigrant visas carry restrictions about employment and the length of stay in the U.S. Read carefully the Certificate of Eligibility before designating a particular status. You must be willing and able to abide by regulations for the visa you accept. The Admissions Office is informed on immigration and visa policies; however, you have the ultimate responsibility to follow new policies and to maintain valid status.)

- Arrival** - Please go to the this website: www.longwood.edu/mcaffairs/13680.htm to learn about airport pick-up, orientation, and other responsibilities of international students. Contact the Director of Multicultural and International Student Affairs, Mr. Lonnie Calhoun: calhounli@longwood.edu; or 434.395.2395 if you have additional questions.

Upon arrival on campus, you must **report to the Office of Multicultural and International Student Affairs** (Lancaster Hall, G-26) **within 3 days** with the following:

1. *Passport, I-20*, and any other non-immigrant documents.
2. *Proof of Health Insurance* - you are required to have and demonstrate proof of sufficient health insurance coverage. Your policy must include the following minimum coverage: medical benefits of at least US \$50,000 per person, per accident or illness; repatriation of remains in the amount of US \$10,000; and expenses associated with medical evacuation in the amount of US \$10,000. The policy cannot have a deductible that exceeds U.S. \$500 per accident or illness and must cover the academic year beginning with the date of entry to the U.S.

You must provide proof of coverage in the form of a confirmation letter from the insurance company, listing coverages and effective dates, when you report to the Director of Multicultural and International Student Affairs upon your arrival on campus. You will not be permitted to register for classes until such health insurance coverage is purchased. Companies providing insurance may be accessed at: www.longwood.edu/studyabroad/Internationalstudents.htm

3. *Immunization Requirements* - You are required to have a Certificate of Immunization on file. This record must include screening for tuberculosis and immunizations for measles, mumps, rubella, polio, diphtheria, and tetanus. Meningitis and Hepatitis B immunizations are also required; however, waivers can be signed for Meningitis and Hepatitis B if you choose not to receive these two immunizations. You will not be able to register for classes without complying with this requirement.

For more information on international student services go to: longwood.edu/mcaffairs/13680.htm