

Office of International Students and Scholars
New Student Settling In Checklist

- Check in with OISS** by submitting the following to oiss@uno.edu:
 - Completed Student & Scholar Data Sheet
 - Copy of passport ID page
 - Scan documents with an iPhone by using the camera or downloading an app such as Adobe Scan or CamScanner. See more at <https://support.apple.com/en-us/HT210336>.
 - Scan documents with an Android phone by downloading an app such as Adobe Scan or CamScanner.
 - Copy of current visa
 - I-94 (print from <https://i94.cbp.dhs.gov/i94/#/home>)
 - Contact OISS if you have difficulty retrieving the I-94 or with printing or saving it. OISS staff will try to access the document after receiving the copy of your passport.

- Find accommodations**, if you did not make advance arrangements.
 - Limited on-campus rooms may be available in Pontchartrain Halls. Visit the Office of Residential Life website at <https://www.uno.edu/housing> for more information. Privateer Place has no vacancies.
 - Off-campus rooms and apartments for rent may be found by checking the neighborhoods around campus (especially those across Leon C. Simon Drive. Check sites such as <http://neworleans.craigslist.org/>, <http://realestate.nola.com/for-rent>, and https://www.zillow.com/homes/for_rent. Off-campus properties are not affiliated with or endorsed by UNO.

- UNO ID Card**. Obtain your UNO ID Card. More information at <https://www.uno.edu/it/id-cards>.
 - The regular location is Room 112 in the University Computer Center
 - IDs are usually available at the Privateer Enrollment Center on the first floor of the Library during the first two weeks of the semester.

- Open a bank account**. The two closest banks are listed below. Students without U.S. Social Security Numbers must request a bank letter from OISS.
 - UNO Federal Credit Union, Homer Hitt Alumni Center, Monday through Friday, 9:00 a.m. to 4:00 p.m., <https://unofcu.org/university-membership>
 - Capital One Bank, 3161 Gentilly Blvd., <https://www.capitalone.com>

- Post Office Box**. Students residing on campus need a P.O. Box to receive mail or packages. Visit the UNO Post Office on the first floor of the University Center to learn more.

- Graduate/Research/Teaching Assistants and Student Workers** must complete the following steps before starting work:
 - Complete the On-Campus Work Authorization Form and send to OISS
 - Apply for a Social Security Number (OISS staff will provide details after receiving your On-Campus Work Authorization Form)
 - Complete the Foreign National Tax Information Form and meet with Donna Burroughs, International Tax Consultant. Contact Donna at dburroug@uno.edu.

- Scholarship Recipients and Student Athletes** must also complete the Foreign National Tax Information Form and meet with Donna Burroughs, International Tax Consultant. Contact her at dburroug@uno.edu.

- Register for Privateer Alerts**, UNO's Emergency Message Notification at <https://uno.omnilert.net/subscriber.php>.

- Schedule Adjustments** may be made by contacting your Academic Advisor (undergraduates) or Graduate Coordinator (graduates). Information for both is linked on the OISS New Students page at <https://www.uno.edu/oiss/newstudents>. All students must study full-time each semester (undergraduates enroll in at least 12 credits and graduate students enroll in at least 9 credits). **F-1 students who were not in the U.S. on March 9, 2020 must register for at least one in-person or hybrid class and the balance of the schedule may include any combination of in-person, hybrid, and online classes.** J-1 students

may register for no more than one or two online classes with the balance of the schedule either in-person or hybrid classes.

- UPDATE YOUR ADDRESS!** You must notify OISS within 10 days of any move to give us your new Physical Address. You may also update your address in Webstar. These are the types of addresses in Webstar:
 - The Physical Address is where you reside, the place you sleep at night. It might be a campus address in Pontchartrain Halls, Privateer Place, or Lafitte Village. If you live off-campus, the Physical Address will be the same as your Mailing Address.
 - The Mailing Address is the place you receive postal mail. If you live on campus, you need a UNO P.O. Box to receive postal mail.
 - The SEVIS Foreign Address is your address in your home country. Please do not enter your U.S. address in this field. Update the field only if the address in your home country changes.

- Health Insurance.** International students in F-1 and J-1 status are required to have health insurance and charges for the University's insurance plan are automatically added to the fee bill. Students with their own coverage that meets UNO's minimum requirements may request a waiver of the insurance fee by having their insurance company complete the F-1 or J-1 Insurance Coverage Evaluation Form. Additional information about the insurance and process for the waiver request is available on the OISS website at <https://www.uno.edu/oiss/currentstudents/insurance>.

- COVID-19 Information**
 - Follow UNO Campus Updates at <https://www.uno.edu/covid-19>
 - COVID-19 vaccines will be available at no cost at the Ochsner Health Clinic—UNO in the University Center:
 - 10:00 a.m. to 2:00 p.m., Wednesday, August 11
 - 12:00 p.m. to 4:00 p.m., Friday, August 13
 - 9:00 a.m. to 2:00 p.m., Monday, August 16
 - Testing is available at the Ochsner Health Clinic—UNO in the University Center, Monday through Friday, 8:00 a.m. to 4:30 p.m.
 - Request the PCR Test. The swab will be sent off campus for processing. Results will be available in 2-3 days. Fees for testing will be waived prior to health insurance taking effect on August 16. Let the medical staff know your insurance hasn't started yet.
 - Students with the UNO insurance who need a test after August 16 need to contact OISS at oiss@uno.edu prior to going to the clinic.
 - Students with other health insurance coverage should review their plan's coverage to determine any special procedures and costs after August 16. The cash fee for the PCR test is \$57.35.
 - Testing is also available at other locations (most require insurance or payment). See <https://ready.nola.gov/incident/coronavirus/testing> for more information.

- OISS Orientation.** New International Student Orientation will be held virtually at noon on Tuesday, August 10. We will send you a link to sign up.

- Questions? Need Assistance?** OISS staff are happy to help. The best way to reach us is by email at oiss@uno.edu.