

OFFICE OF INTERNATIONAL AND EXCHANGE PROGRAMS

Fidel Center 262 ΧΩΧΩΧΩΧ (505) 835-5022

WELCOME TO NEW MEXICO TECH! This instruction sheet is designed to guide you through the necessary steps for your first registration.

(1) In the International Office (Fidel Center 262):

- Bring your passport, your I-94, and your I-20 (F-1 visa) or DS-2019 (J-1 visa) for photocopying. Transfer students need to bring I-20's/DS-2019's from their old school(s), as well.
- Fill out our "International Student Information" form as completely as possible.
- Obtain your student ID number from Brandon and put it on your registration form.
- Make sure the "international hold" on your computer record is lifted.
- Smile for the camera!

(2) Completing the course registration form:

- Seek your academic advisor's help in selecting courses; get the advisor's signature on your completed form.
- First-time students do not need a signature from the Business Office.
- **Undergraduates:** *You must enroll for at least 12 credits and maintain at least 12 credits throughout the fall and spring semesters in order to stay in legal non-immigrant status in the United States. Your student status will be reported to SEVIS during or before the third week of the semester.*
- **Graduate students:** Get a signature from the Graduate Office (Fitch) before registering. *Full enrollment (9 credits) is required throughout fall and spring semesters in order to maintain legal non-immigrant status in the United States. However, if you intend to accept a Tech stipend (TA, RA, fellowship), you must enroll for 12 credits. Your student status will be reported to SEVIS during or before the third week of the semester.*

(3) Registration (after you complete Steps (1) and (2)):

- Upon registering for your courses, you will receive your bill for the semester. Please double-check to see that both this bill and your class schedule are correct.
- **Graduate students:** If you expect to receive an assistantship but your contract is not ready, go ahead and register. Your bill will show out-of-state tuition. Don't panic, but don't try to validate, either. Wait until you have received and signed your contract.

(4) Validation (paying the bill, after you register):

- If you have any questions about your bill, check with Student Accounts (Gigi, Fidel 231).
- If you are self-supported or you have signed a graduate-stipend contract, proceed to the cashier.
- Graduate students who have stipends may ask to have their tuition charges taken out of their paychecks in small amounts throughout the semester. Ask to sign a Graduate Deferred Payment contract.
- If you are sponsored by an outside agency, take your bill to Student Accounts to find out if all your financial paperwork is complete before proceeding to the cashier.

OTHER THINGS YOU NEED TO DO:

- **Medical insurance:** See Andrea to complete the medical insurance verification form and sign the waiver. Or go on-line to <http://www.macori.com/States/NM/NMTgateway.asp>. In order to get the "insurance hold" lifted, you must either purchase the Tech student policy or show proof that you are covered by comparable insurance from another source. **Important notice to J-1 students:** Federal law requires that you *maintain particular levels and kinds of insurance for yourself and your family*. Discuss this with Brandon.
- **Health Center Visit:** The Health Center needs to see immunization records or you may receive your immunizations for a small fee.
- **Go to the Business Office** (Wells 128) to meet Sherry Rodriguez and get assistance with tax forms. ***If you intend to work on campus, either hourly or on a stipend, you must complete an I-9 form in the Business Office before signing any contract.***
- **Get a P.O. Box number.** This is where your grades and all official Tech communications will be sent. Take proof of registration with you to the Campus Post Office on the first floor of the Fidel Center.
- **Get a New Mexico Tech e-mail account from the Tech Computing Center.** Proof of registration is required.
- **Apply for a Social Security number if you intend to work on campus.** You will have to present your passport, I-94, I-20 or DS-2019, proof of full-time registration, and a work-authorization letter from New Mexico Tech. Ask Brandon for up-to-date instructions, and ***be sure to get a receipt after you apply!!***
- **IMPORTANT!** Report your PO Box number, new residence address, phone numbers, and new e-mail address to the International Office as soon as you know them so that you can be properly "registered" in SEVIS (the immigration website). E-mail bsamter@admin.nmt.edu or call -5022.