



Office of International Students and Scholars New International Students Check-In Instructions

Welcome to Utah State University! The Office of International Students and Scholars (OISS) is glad that you are here to pursue your studies. There are three important steps that you need to take when you begin at the University as a new student:

Step 1: You must check-in with the Office of International Students and Scholars (OISS) in the Taggart Student Center, 3rd Floor, Room 313.

Please bring the following documents when you come to check-in.

- I-20* or *DS-2019*—form depends on your visa type
- Passport/Visa*
- I-94*—a white card given to you at Customs

The following forms will be issued by our office upon your arrival:

- Check-In form*—please fill this out completely. If you do not know your address now, please know what it is by the time you come to check-in.
- Compliance with U.S. Immigration Laws & Regulations: The Role and Responsibility of the International Student (F-1/J-1)*—please read this carefully and sign the back.

Step 2: Meet your advisor and decide on the courses that you will be taking this semester. You may register for courses in two ways:

1. Banner:

- a. Go to https://ssb.banner.usu.edu/rpzprod/twbkwbis.P_WWWLogin
- b. Type in your Student ID number and your password, then click on Login.
*You can find information on your password at <http://password.usu.edu>.
- c. Select **Student & Financial Aid > Registration > Add or Drop Classes**, then the appropriate semester. Add your courses using the call numbers. Then **Submit**.

2. Registrar's Office—Taggart Student Center, Room 246

Fill out the *Course Add/Drop Form* and take it to the person at the counter in the Registrar's Office.

Step 3: If you are planning to apply for a social security card or work on-campus, please refer to the handout "How to Apply for a Social Security Card for F-1 & J-1 Students" given in the orientation packet.

NOTE: The OISS will be very busy during check-in time. If you have questions or need personal assistance, please send an e-mail to oiss@aggiemail.usu.edu and we will respond to you as soon as possible.