NEW INTERNATIONAL UNDERGRADUATE STUDENT CHECKLIST

WHAT TO DO AFTER YOU HAVE BEEN ACCEPTED TO THE COLLEGE OF STATEN ISLAND/CUNY:

- **SUBMIT THE COMPLETED I-20/DS-2019 APPLICATION PACKAGE TO THE CENTER FOR INTERNATIONAL SERVICE**

In order to have an I-20 or DS-2019 issued, you need to submit

- Application for the Form I-20/DS-2019
- Document processing fees
- Copy of your passport including name, date of birth and expiration date
- Proof of finances showing funds available

Please click [here](#) to see our requirements. Please know that all immigration-related questions should be directed to the Center for International Service. Please submit the documents to:

The Center for International Service
College of Staten Island/CUNY
2800 Victory Boulevard
Building 2A, Room 206
Staten Island, New York 10314 USA
Fax: +1 718.982.2108
Email: intstudy@csi.cuny.edu

- **SUBMIT THE ADMISSIONS RESPONSE FORM**

Complete and email us the Admissions Response Form to [international@csi.cuny.edu](mailto:international@csi.cuny.edu). There is no need to submit the $100 commitment deposit.

- **ATTEND THE NEW INTERNATIONAL STUDENT ORIENTATION**

The tentative schedule is available [here](#). We will also arrange for first year students to take part in the New Student Orientation mandatory for all incoming freshmen.

DURING THE ORIENTATION

- **SUBMIT PROOF OF IMMUNIZATION**

According to the New York State law, you must submit a proof of immunizations of measles, mumps, rubella (MMR) in English and a meningitis response to the Health Center. It is extremely important that you bring the completed *Immunization Certification Form and Medical Certificate for Participation in PED 190* with you on the day of check-in. If you have not had the required immunizations, we will make an appointment for you to receive your first immunization for MMR only when you check in. The Meningococcal Meningitis vaccine is not available at the Student Health Center at CSI. Students who don’t have this vaccine in their home countries can expect to pay approximately $75 for the vaccine in the United States. Click [here](#) for details and medical forms.

Health Center
College of Staten Island/CUNY
2800 Victory Boulevard
Campus Center (1C), Room 112

Updated 10/09/2015
• **TAKE THE CUNY ASSESSMENT TESTS (CATs) READING, WRITING AND MATH**

All new students entering CSI must demonstrate proficiency in reading, writing, and mathematics through a series of CUNY Skills Assessment Tests prior to advisement and registration. Some students may satisfy this requirement by achieving the necessary scores on the Regents, ACT, or SAT exams – find more information [here](#), or with college-level English and math courses (Transfer students only – click [here](#) for more information). If you qualify as an ESL student and you can demonstrate the college’s required skill level in math, you do not need to demonstrate CUNY Admissions levels in reading and writing prior to admission. You have two years to do so. More information about Testing can be found [here](#).

For online practice for the CUNY Assessment Tests, please click below:

- [CUNY Reading Tutorial](#)
- [CUNY Math Test Information](#)
- [CUNY.edu/Testing](#)
- [CUNY Preparation Resources](#)

We will arrange for you to take the required assessment tests but you may also call +1 718-982-2380 to schedule testing.

• **CLAIM YOUR CUNYFIRST AND EMAIL ACCOUNTS**

To find out how to claim your CUNYFirst account, please watch the video [here](#). To activate your account, please start [here](#).

To access your email, please click [here](#).

If you do not have the Social Security number, please use the number that was assigned to you at the time of the CUNY application. It can be found on your CUNY application and it starts with 890 or 666. Please contact [international@csi.cuny.edu](mailto:international@csi.cuny.edu) with any questions.

• **UPDATE YOUR ACADEMIC RECORD**

If you are graduating from a senior secondary school, please remember to submit an updated transcript, diploma and translations (if needed) prior to enrolling in classes. If you attended a college or university the semester prior to entering CSI, you should have an updated official transcript sent directly to us. The Transfer Unit located in the Office of the Registrar will evaluate course equivalencies and determine transfer credit whenever possible. Please note that if possible you should bring with you course descriptions of courses taken and a college catalog to request additional evaluation.

Office of Recruitment and Admissions
College of Staten Island/CUNY
2800 Victory Boulevard
Building 2A, Room 103
Staten Island, New York 10314 USA
Phone: +1 718-982-2010 Fax: +1 718-982-2500

• **REGISTER FOR CLASSES**

During the orientation, advisors at the Center for Advising and Academic Success will assist you with your course selection. Transfer students may view the courses which have been transferred in by logging into the CUNYFirst account.

• **PAY YOUR BILL**

You must pay your bill by the date according to the schedule [here](#) or your registration will be cancelled. For information on tuition, fees, expenses and payment plans, please click [here](#). Tuition and fees information can be found [here](#).