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 GLOBAL ENGAGEMENT

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
• Letter of acceptance from the Office of Recruitment and Admissions at CSI/CUNY
• Copy of your passport including name, date of birth and expiration date
• Proof of finances showing funds available

Please review our requirements online. Please know that all immigration-related questions should be directed to the Center for Global Engagement. Please submit the documents to:

The Center for Global Engagement
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 For International Students to 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 online. We will also arrange for first year students to take part in the CSI Advisement & Registration Training (CART) Session and 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 email the completed Immunization Record to international@csi.cuny.edu before your arrival. 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. For details and medical forms please visit the Health Center website.

Health Center
College of Staten Island/CUNY
2800 Victory Boulevard
Campus Center (1C), Room 112
Staten Island, New York 10314 USA
Fax: +1 718.982.2966
healthcenter@csi.cuny.edu

- **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 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 or with college-level English and math courses – to find out more information, please go online. 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, specific information for out-of-state students and online practice for the CUNY Assessment Tests can be found online.

We will arrange for you to take the required assessment tests during the orientation but you may also call +1 718-982-2380 to schedule testing if you are currently in NYC.

- **CLAIM YOUR CUNYFIRST AND EMAIL ACCOUNTS**

To find out how to claim your CUNYFirst account, please watch the video. To activate your account, please visit CUNYFirst Account Activation page. For more information about accessing your CSI email, please visit our website.
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 666. Please contact international@csi.cuny.edu with any questions.

• **UPDATE YOUR ACADEMIC RECORD**

If you are graduating from a senior secondary school (high school), please remember to submit an updated transcript, diploma and translations (if needed) prior to enrolling in classes to the Office of Recruitment and Admissions. 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.

• **REGISTER FOR CLASSES**

During the orientation, advisors at the Center for Advising & 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 or your registration will be cancelled. For information on payment options including a payment plan and tuition and fees information, please visit the Bursar Office website.