



Bechtel International Center Stanford University

New Students Checklist of Important Tasks

Welcome to Stanford and the Bechtel International Center!

- Enter your U.S. address and save it as a SEVIS (US) address** in Axess. This address cannot be a P.O. Box or Department address. It must be the address where you reside in the U.S. while enrolled at Stanford. Step by step information on how to enter your address can be found on our web site. Please see: <http://icenter.stanford.edu/students/arrival/axess.html> (Remember to update your SEVIS (US) address within **10 days** of obtaining a new address.)
- Enter a U.S. address for your "Mail address"**. This will permit other university offices (Registrar's Office, Vaden Health Center, etc.) to send refunds and other important information to you.
- Make sure to enter your Stanford e-mail address accurately** in Axess so you can be included in our mailing list and stay informed about any changes in visa regulations that may affect you. (You must consistently use your stanford.edu email address in your communication with our office).
- Change of Visa Status:** All students changing their visa category from one type of non-immigrant visa to another must do so through the I-Center and USCIS. If you have received an I-20 or DS-2019 from the I-Center, please be sure to complete the change of status process through USCIS (http://icenter.stanford.edu/students/new/change_status.html). Once it is completed, verify you are in the correct status by providing a photocopy of your approval notice (Notice of Action) and your I-20/DS-2019 with the change of status notations to the I-Center. If you have returned from international travel, please also confirm your I-94 record at www.cbp.gov/I94 to ensure you entered the US in the correct status.
- Attend Orientation workshops** at the I-Center! Remember to attend one of the **mandatory workshops** on "Maintaining Your Legal Status." Check the Orientation Calendar for the schedule on the International Student Orientation to Stanford page. Please see: <http://icenter.stanford.edu/students/new/orientation.html>
- Make sure to have your enrollment hold released** at the I-Center. Please see: http://icenter.stanford.edu/students/new/enrlmnt_hold.html This can be done only after you have **(1)** entered your SEVIS (US) address in Axess (see above), **(2)** attended the session on "Maintaining your Legal Status" (see above), and **(3)** brought your passport, I-94 information, and I-20/DS-2019 to the "Maintaining your Legal Status" session.
- Make sure to complete the "Student/Scholar, Family and Programs Information" form** (yellow sheet) If you are accompanied by a dependent, or will bring one later. Ask at the I-Center for special activities for spouses/partners and families or visit the Spouses, Partners & Families section of our web site. Please see: <http://icenter.stanford.edu/families/>
- Pick up your Stanford ID Card** at the ID Card Office located in Tresidder Union, 459 Lagunita Dr., 2nd floor. (Located inside the Student Service Center, close to Kinko's /FedEx, and directly facing the Tresidder parking lot.)

- ❑ **Open a bank account** (Credit card rules vary from bank to bank, and may have some requirements to qualify.)
- ❑ **Subscribe to "The Social"** upon getting your email address. This email publication announces I-Center events, such as movies, meals, sporting events, art, etc. Fill out the web form at: <https://mailman.stanford.edu/mailman/listinfo/icenter-social>
- ❑ **Make an appointment to visit the Loan Closet** if you need household goods. Visit the sign-in desk in the I-Center's ground floor from **Sept. 3rd to Sept. 18th** for an appointment.
- ❑ **Get phone service.** Stanford's Information Technology Systems and Services (ITSS) has partnered with phone companies to provide Stanford students with enhanced digital cellular service. More information can be obtained by going to the following link: <https://itservices.stanford.edu/service/mobiledevice/cellular/personaluse> NOTE: AT&T has a waived deposit effective immediately for all students who are going on to a 2-year plan for up to 3 lines
- ❑ **Buy a bike and purchase a bike lock.** Remember to register the bike (in case it gets stolen). For more information please see: <http://transportation.stanford.edu/bike>
- ❑ **Apply for a Social Security Number (SSN)** if you will receive a Research or Teaching Assistantship, Stanford Fellowship, or have obtained an on-campus job. (Only students currently receiving employment-based income qualify for the SSN.) _ Instructions can be found in our web site: http://icenter.stanford.edu/quick_reference/soc_sec.html as well as the Social Security Administration's web site: <http://www.ssa.gov>
- ❑ **Apply for an Individual Taxpayer Identification Number** (commonly known as **ITIN**) If you will receive a U.S. based scholarship (non-employment based funds). Please see: http://icenter.stanford.edu/quick_reference/itin.html
- ❑ **Apply for a California driver's license** if you plan to drive a car. Information can be found at the Department of Motor Vehicles' web site: <http://www.dmv.org>
You may also read more information in: http://icenter.stanford.edu/students/current/drivers_license.html You may obtain a copy of the California Driver Handbook 2015 (first floor Conference Room) starting Sept. 3rd.
- ❑ **Add dependent insurance within 30 days** of the start of the academic year. Failure to add dependent(s) to your insurance coverage in a timely manner will forfeit eligibility to add dependent to Cardinal Care. See Vaden Health Center for more info: <http://vaden.stanford.edu/>
- ❑ **Photocopy and/or scan your visa documents** (I-20 or DS-2019, passport.) remember to go on-line to print out the I-94 information from the CBP website. More info on the Customs Border Protection web site in: http://icenter.stanford.edu/students/current/Electronic_I94.html
Remember to keep originals in a safe and separate place.
- ❑ **Do not discard any previous I-20s (or DS-2019s)** from other institutions you may have attended prior to Stanford. You may be required to present them in the future as evidence of your visa status history. For example, you must include photocopies of your previous I-20s along with a photocopy of your current I-20 when you apply for employment authorization.