

Transfer To-Do List

For International Students

UNIVERSITY AT ALBANY

State University of New York

A step-by-step guide to preparing for your first semester at UAlbany.

CHECK
BOX WHEN
COMPLETE

WHEN	WHAT	HOW	TO WHOM
<input checked="" type="checkbox"/> 1 Now	<p>a. If you are transferring from a school in the U.S., have your SEVIS record transferred to UAlbany.</p> <p>b. If you are outside the U.S. (or going home and your visa has expired), apply for a visa.</p>	<p>a. Give the SEVIS Release form from UAlbany to the International Office at your current school. After your record has been released, contact UAlbany Admissions to receive your new I-20.</p> <p>b. Make an appointment for a visa interview and take these items to the U.S. consulate nearest your home: valid passport, I-20 or DS-2019 form, letter of admission, financial support documents, I-901 receipt (if required) and evidence of strong ties to your home country.</p>	U.S. Consulate or Embassy in your home country. See http://www.usembassy.gov .
<input checked="" type="checkbox"/> 2 After obtaining a visa	Make plans to travel to Albany	Plan to arrive in Albany no later than Aug. 23 to attend International Student Orientation Program Aug. 24-26. Plan to arrive a week or two earlier if you intend to look for off-campus housing.	
<input checked="" type="checkbox"/> 3 As soon as possible	Inform ISSS you are coming	Return Personal Data Form by email, fax or mail	International Student & Scholar Services Science Library, G-40 University at Albany Albany, NY 12222 iss@uamail.albany.edu Fax: (518) 591-8171
<input checked="" type="checkbox"/> 4 Now	Required Immunization & Health Information Form	Complete the Required Immunization & Health Information Form included in this packet and submit along with any supporting documentation. (This takes less than 5 minutes and does NOT require a doctor's appointment).	University Health Center University at Albany Suite 200 400 Patroon Creek Albany, NY 12206 Phone: (518) 442-5454 Fax: (518) 442-5444
<input checked="" type="checkbox"/> 5 Now	MyUAlbany & WebMail	Set the password for your ITS accounts; go to www.albany.edu/myualbany and select Password Set/Reset	Contact ITS HelpDesk with any questions (518) 442-3700
<input checked="" type="checkbox"/> 6 Now	Orientation	<p>If you are already in the U.S., sign up for Transfer Planning Conference (Orientation) by completing and printing Reservation Card and Transmittal Form found online at www.albany.edu/orientation/transfer.</p> <p>Return Reservation Card, Transmittal Form and payment (\$80).</p>	Orientation Office State Quad U-Lounge University at Albany Albany, NY 12222 (518) 442-5509
<input checked="" type="checkbox"/> 7 Before the Planning Conference	Choosing Classes	Review and follow procedures detailed in New Transfer Advisement Information at www.albany.edu/advisement .	Advisement Services Center LI 36 University at Albany Albany, NY 12222 Phone: (518) 442-3960 Fax: (518) 442-3966 www.albany.edu/advisement
<input checked="" type="checkbox"/> 8 Housing for transfers is limited and not guaranteed. Students will be accommodated on a first-come, first-served basis.	Campus Housing	<p>Complete and save housing application at www.albany.edu/myualbany</p> <p>Pay \$125 deposit online via epay.albany.edu</p> <p>OR</p> <p>Print deposit card at www.albany.edu/housing, complete and fax or mail with \$125 deposit to Student Accounts Office.</p>	Residential Life State Quad U-Lounge (518) 442-5875 http://epay.albany.edu Student Accounts, CC B26 University at Albany Albany, NY 12222 (518) 442-3202 Fax: (518) 442-3333
<input checked="" type="checkbox"/> 9 Directly following completion of semester in progress	Final Transcript Requirement	Request final transcript be sent from college to UAlbany Admissions.	Undergraduate Admissions University at Albany Albany, NY 12222 (518) 442-5435
<input checked="" type="checkbox"/> 10 Bills sent to registered students beginning July 20 – due by August 15 or date on invoice	University Invoice	The first Fall 2009 invoice will be generated on July 20th. The University does not send paper invoices. An email will be sent to your UAlbany email account when your E-Bill is ready to be viewed. E-Bills are generated on/about the 20th of each month beginning in July for Fall 2009 and December for Spring 2010. A four-installment payment plan is available online at epay.albany.edu .	University at Albany State University of New York P.O. Box 22048 Albany, NY 12222-2048 (518) 442-3202 http://epay.albany.edu
<input checked="" type="checkbox"/> 11 August 23-26	Attend International Student Orientation Program	<p>August 23: 1-5 p.m., Check in at University Hall (uptown campus) or Waterbury Hall (downtown campus).</p> <p>August 24-26: Attend Orientation Program in Lecture Center 7.</p>	
<input checked="" type="checkbox"/> 12 By start of classes	Information Technology Services (ITS)	For information on campus IT services, visit www.albany.edu/its/student.htm	
<input checked="" type="checkbox"/> 13 By start of classes	Disability Services	Students with disabilities should contact the Disabilities Resource Center to determine if they are eligible for services	(518) 442-5490