REQUIREMENTS FOR INTERNATIONAL STUDENTS

VERIFY COE INFORMATION
- You have been issued a Certificate of Eligibility (COE) for F-1 or J-1 student status. Your name, birth date and citizenship on your COE and passport should match. Review all the information carefully, and sign at the bottom of the first page.
- To request a dependent COE for your spouse/child, or for questions or corrections on your COE, please contact ISS.

NEW STUDENTS: SEVIS FEE & VISA
- Pay the SEVIS fee online (mjfee.com) and print the receipt. If you are receiving a COE with a new SEVIS ID#, you must pay this fee before applying for a visa. Dependents do not pay a fee.
- Apply for a visa at a U.S. Embassy outside the U.S. The SEVIS fee receipt is required. You cannot apply for a visa while in the U.S. Canadians do not need a visa but must present the COE with passport and SEVIS fee receipt upon arrival in the U.S.
- Consult the U.S. Embassy to which you are applying for application information and processing times (travel.state.gov).

TRANSFER STUDENTS: SEVIS FEE & VISA
- If you are a transfer student, you do not pay the SEVIS fee again if keeping the same SEVIS ID# used at your previous school.
- You may stay in the U.S. or travel abroad between your programs. If you are outside the U.S. with an expired visa, you must obtain a new visa to enter the U.S.
  - For F-1 transfer students only, this period between programs must be no more than 5 months.

STUDENTS IN U.S. ON A VISA STATUS OTHER THAN F-1/J-1
- Depending on your current visa status, you may not begin a program of study before your change of status to F-1 or J-1 has been approved. Consult ISS for details of your case.

BEFORE U.S. ARRIVAL: UH EMAIL, SIGN-UPS & HEALTH MATTERS
- Get a UH username and email account (www.hawaii.edu/username).
- Sign up for (1) Visa Clearance Session and (2) Welcome Orientation. Instructions for signing up will be sent to your UH email account and posted on the ISS website about two months before the start of the fall/spring semester.
- Students must have approved health insurance to maintain their visa status. For F-1, clearance is obtained from the Student Health Insurance Office (SHIO). For J-1, clearance is obtained from ISS. For directions on health insurance requirements and clearance, go to www.hawaii.edu/issmanoa/health-insurance. Clearance may also be obtained after arrival.
- Students must meet state and university health clearance requirements BEFORE registering for courses. This includes tuberculosis (TB) testing and MMR (measles, mumps & rubella) vaccination/documentation. NOTE: TB testing takes 2-7 days, must be performed by a U.S. licensed physician, and cannot occur within 4 weeks of receiving a MMR vaccination. See www.hawaii.edu/shs/health_clearance for more information.

ARRIVAL IN THE U.S.
- New students may enter the U.S. no earlier than 30 days before the program start date.
- Transfer students outside the U.S. may enter any time, but must use the UH Manoa COE.
- ISS suggests arriving at least one week prior to your time ticket appointment for course registration, so that you will have adequate time to clear registration holds.
- When you arrive, a U.S. Customs Officer will review your passport, visa, COE and SEVIS fee receipt. Admission is confirmed with a red/blue entry stamp on the passport.

ACRONYMS & DEFINITIONS

| ISS       | International Student Services handles all issues related to your immigration status. |
| SEVIS     | The Student & Exchange Visitor Information System is an immigration record database. |
| SEVIS ID# | Beginning with “N” followed by ten digits. Each record has a unique number. Find yours at the top right corner of your COE. |
| New Students | For immigration purposes, student entering the U.S. on new SEVIS ID#. |
| Transfer Students | For immigration purposes, these are students who change sponsor schools in the U.S. The current school ("transfer-out school") must transfer (or "release") its SEVIS record to the new school ("transfer-in school") so that a COE can be issued by the new school, but the SEVIS ID# remains the same. |
| Start & End Date | A program of study is given a definite amount of time to complete. For F-1, see section #5 on the COE for the dates. For J-1, see section #3. |

Updated: July 2, 2015
ORIENTATION, VISA CLEARANCE & COURSE REGISTRATION

☐ Attend Visa Clearance Session (REQUIRED). Bring your immigration documents (passport with entry stamp, visa, COE) so that ISS may verify to the U.S. government that you have arrived in proper visa status.

☐ Attend Welcome Orientation.

☐ Course registration may be completed online (myuh.hawaii.edu) if you have a UH username. As a new student, you may not be able to register because of a “registration hold.” Check your UH account to see which offices to contact to remove the registration hold. On the first day of classes, you will receive a registration hold from ISS if you did not get Visa Clearance.

NOTE: For Chinese 中文, Japanese 日本語 and Korean 한국어 translation, please visit: hawaii.edu/issmanoa/pages/home/services.php