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 (fmjfee.com) and print the receipt. If you are receiving a COE with a new SEVIS ID#, it is recommended you pay this fee at least 3 business days before applying for a visa. Dependents do not pay a SEVIS fee.
- Apply for a visa at a U.S. embassy/consulate outside the U.S. You cannot apply for a visa while in the U.S. The SEVIS fee receipt is required at your visa appointment. Canadians do not need a visa but must present the COE with passport and SEVIS fee upon arrival in the U.S.
- Consult the U.S. embassy/consulate to which you are applying for application information and processing times (travel.state.gov)

TRANSFER STUDENTS: SEVIS FEE & VISA
- 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, this period between programs must be no more than 5 months.
  - For J-1, you must apply for a new visa to match your current sponsor in order to re-enter, even though your previous visa may still be valid.

STUDENTS IN U.S. ON A VISA STATUS OTHER THAN F-1 OR 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: EMAIL, SIGN-UPS, HEALTH MATTERS
- Get a UH username and email account: https://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 http://www.hawaii.edu/issmanoa/pages/home/health-insurance.php. 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 must be performed by a U.S licensed physician. If TB testing is done in the U.S, it can take 2-7 days and cannot be done within 4 weeks of receiving a MMR vaccination. See http://www.hawaii.edu/shs/health_clearance/ for more information.

(See other side)

INTERNATIONAL STUDENT SERVICES • UNIVERSITY OF HAWAI’I AT MĀNOA
2600 Campus Road, QLCSS 206, Honolulu, HI 96822 • Phone: (808) 956-8613 • Fax: (808) 956-5076
Website: www.hawaii.edu/issmanoa

ACRONYMS & DEFINITIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tr>
<td>ISS</td>
<td>International Student Services handles all issues related to your immigration status.</td>
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<tr>
<td>COE</td>
<td>The Certificate of Eligibility is issued by your sponsoring school that provides information on your program of study. A COE may be for F-1 student status (&quot;Form I-20&quot;) or J-1 student status (&quot;Form DS-2019&quot;).</td>
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<tr>
<td>SEVIS</td>
<td>The Student &amp; Exchange Visitor Information System is an immigration record database.</td>
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<tr>
<td>SEVIS ID#</td>
<td>Beginning with “N” followed by ten digits. Each record has a unique number. Find yours at the top right corner (J-1) or top left corner (F-1) of your COE.</td>
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<tr>
<td>New Students</td>
<td>For immigration purposes, students entering the U.S. on new SEVIS ID#.</td>
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<tr>
<td>Transfer Students</td>
<td>For immigration purposes, students who change sponsor schools in the U.S. The current school (&quot;transfer-out school&quot;) must transfer (or &quot;release&quot;) their SEVIS record to the new school (&quot;transfer-in school&quot;) so that a COE can be issued by the new school, but the SEVIS ID# remains the same.</td>
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<td>Start &amp; End Date</td>
<td>A program of study is given a definite amount of time to complete. For F-1, see program of study #5 on the COE for the dates. For J-1, see section #3.</td>
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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 red/blue entry stamps on the passport. Access and print out the electronic I-94 admission record at: [www.cbp.gov/I94](http://www.cbp.gov/I94). The I-94 printout will be required as proof of your F-1 or J-1 status for benefits applications such as employment verification, driver’s license, social security number and other official purposes.

ORIENTATION, VISA CLEARANCE & COURSE REGISTRATION

- Attend Visa Clearance Session (REQUIRED). Bring your immigration documents (passport, visa, COE) so that ISS may verify to the U.S. government that you have arrived in proper visa status.
- Attend ISS Welcome Orientation.
- Online course registration via [myuh.hawaii.edu](http://myuh.hawaii.edu) requires a UH username. Check “View holds” to see which office to contact to remove holds that prevent registration.