

**IMPORTANT FIRST STEPS
FOR
NEW INTERNATIONAL STUDENTS**

- 1) **Obtain the key for your apartment/house from the residence hall/apartment main office. Note: Read and understand the contract before signing.** There are a few things you should keep in mind before signing a contract. **A signed Michigan Tech Residence Hall or Apartment contract is an agreement between you and Michigan Tech. Your signature on the contract makes it a legal agreement to reside in University housing, the same as signing an off-campus housing lease.** Signing a Michigan Tech Residence Hall contract does not mean that you do not have a choice. You may move to a different Residence Hall room or to the Michigan Tech Apartments (all First-Year students are required to live the Residence Halls) any time during the school year as space allows. If you are uncertain about what you want to do, **do not sign a contract right away.** You will still be able to sign-up for a Residence Hall room upon arrival (see Temporary accommodations below).
- 2) **Students living off-campus** must make own arrangements for accommodations. Temporary accommodations can be made for students who arrive before Michigan Tech Residence Halls or Apartments (on or off-campus) are open/available (for more information: see page 14 of the Welcome Brochure you received in the mail or you may also find it online at [<ips.mtu.edu>](http://ips.mtu.edu) and follow the path to Prospective Students, Pre-Arrival information.
- 3) All students (ESL, undergraduate, exchange, transfer, and graduate) must **report to the Office of International Programs and Services (IPS) within three days of arrival.** Pick-up welcome package and information for Orientation. Bring your I-20 or DS-2019, Passport and I-94 to the office so we can update and photocopy your records in SEVIS.
Monday-Friday, August 20- August 31
8:00 a.m. - 5:00 p.m.
Memorial Union Building (MUB) (34), Peninsula Room A
OR
Sunday, August 26
10:00 p.m. – 12:00 p.m.
International Programs and Services (IPS)
Administration Building (1), Room 131
OR
Before August 20 and After August 31
Monday - Friday
8:00 a.m. - 5:00 pm
International Programs and Services (IPS), Administration Building (1), Room 131
- 4) **Obtain MTU ID card from the Tech Express Office**, located on the first floor in the Memorial Union Building (MUB).
- 5) **Open a bank account at the bank of your choice** (for more information: see page 11 of the Welcome Brochure you received in the mail or you may also find it online: [<ips.mtu.edu>](http://ips.mtu.edu) and follow the path to Prospective Students, Pre-Arrival information.
- 6) **Purchase health insurance or provide the evidence of comparable health insurance.** For appointments: Call 487-1088, or stop by Human Resources on the second floor, room 201 in the Administration building.
- 7) **Register for courses** on the web at: [<admin.mtu.edu/em/students/plan/reginfo.php>](http://admin.mtu.edu/em/students/plan/reginfo.php) or visit the Office of Student Records and Registration located on the first floor, room 110 in the Administration building .
- 8) **Pay tuition and fees** (by the deadline) online at [<admin.mtu.edu/acct/students/index.htm>](http://admin.mtu.edu/acct/students/index.htm) or visit the Cashier's Office located on the first floor, room 100 in the Administration Building. The Fall 2007 Semester deadline is August 29, 2007.
- 9) **Visit your department** and get familiar with staff and take a self-guided tour of campus.
- 10) **Attend all applicable Orientations. New International Student Orientation: Friday, August 24, report to the MUB Ballroom at 12:45 p.m.**
- 11) **Michigan Tech EMERGENCY PHONE NUMBERS**
 - Michigan Tech Public Safety Office Phone Number: **(906)-487-2216** 24 hours per day / 7 days per week
 - International Programs and Services Office **(906) 487-2160** during office hours:
Monday – Friday, 8:00 AM – 5:00 PM
 - The IPS Helpline Cellular Number: **(906) 369 -2160** (after hours and weekends)