This checklist will assist you with the many tasks you will need to complete in order to get settled as quickly and as smoothly as possible. The tasks are in sequential order and should be accomplished in the order they are provided.

1. GET your Student ID card from the Student Services Office, REGISTER your Immigration Documents, & COLLECT your Welcome Gift from the Office of International Student Services (Student Center, Room 201; Telephone Number: 352-4927; Office Hours: Monday, Wednesday - Friday 8 a.m. - 5 p.m. Tuesdays 8 a.m. - 6 p.m.). For immigration registration purposes, please bring your: passport, I-20, I-94 Arrival/Departure Record, and the name, email address, and phone number for at least one emergency contact person inside or outside the United States. We also need these items from each of your F-2 dependents who have joined you. Students who live off-campus can also collect their welcome gifts at this time.

2. VISIT a Regent University Computer Lab & CHECK your Regent Email Account (Information Technology Help Desk Telephone Number: 352-4076. Phone-in hours are from 8 a.m. - 10 p.m., Monday – Friday and 8 a.m. – noon, Saturday).

3. VISIT your Academic Department, MAKE an Appointment with your Advisor, & CREATE/CHECK your Academic Schedule. (IMPORTANT IMMIGRATION RULE: F-1 students cannot count more than 1 online class or 3 online credits toward the full-time status requirement each semester!)

4. BUY your Textbooks (Regent University Bookstore, 1st Floor, Student Center, Telephone: 352-4065, Normal Hours: Monday, Wednesday, Thursday & Friday 9 a.m. to 5 p.m. Tuesdays 9 a.m. – 6 p.m. Extended Hours: August 13th – 14th 8 a.m. – 6 p.m.; August 15th – 17th, 9 a.m. – 7 p.m; August 18th 10 a.m. –3 p.m; August 20th – 22nd 8 a.m. – 7 p.m and August 23rd – 24th 9 a.m. to 6 p.m.) Once you know your academic schedule, you can purchase your textbooks from the Bookstore. The Bookstore carries many different items you might need for the school year as well. There are also local stores (such as the Dollar Tree, K-Mart, Walgreens, Walmart and Target) where you can purchase supplies. See the note below about the shopping trip to Walmart on Wednesday, August 8.

5. USE the “Getting Settled” Assistance to REGISTER your Immigration Documents: OPEN a Bank Account; PURCHASE a Cell Phone; & SHOP for Essential Items (Wednesday, August 8, Student Center, Room 252). If you have not already completed your immigration registration, please bring your passport, I-20, I-94 Arrival/Departure Record, and the name, email address, and phone number of at least one emergency contact person inside or outside the United States. The Office of Student Activities and Leadership (OSAL) will provide a trip to some local banks and cell phone providers on Wednesday, August 8. A trip to Walmart will also be provided where you can purchase groceries, house ware items, school supplies, electronics, clothing items, etc. If you plan to attend any of the trips, please be sure to add your name to the sign-up sheets that are available in Room 252, Student Center. Here are the times of the immigration registration and the various trips:

   **Immigration Registration**
   - Time: 8:30 a.m. – 9:00 a.m., Location: 252 Student Center
   - **Trip to Local Banks**
     - Time: 9:00 a.m. – 12:00 p.m. Meeting and Departure Location: Student Center
   - **Lunch at the Regent Ordinary**
     - Time: 12:00 – 1:00 p.m. (You will need your PURPLE coupon for this lunch.)
   - **Trip to Local Cell Phone Providers**
     - Time: 1:00 – 3:15 p.m. Meeting & Departure Location: 252 Student Center (meet at 12:55 p.m. sharp!)
   - **Shopping Trip to Walmart**
     - Time: 3:30 – 6:00 p.m. Meeting & Departure Location: 252 Student Center (meet at 3:25 p.m. sharp!)
   - **Dinner at the Regent Ordinary**
     - Time: 6:15 – 7:00 p.m. (You will need your PINK coupon for this dinner.) The Ordinary closes at 7 p.m. If the dinner time is too early for you, you can order your dinner “to go” and it will be packed for you to enjoy later!

   **Opening a Bank Account:** To open a new bank account, you will need to show your: Passport, University Student ID card, proof of a local, Virginia, address, and your U.S. Social Security Number, if you have one. (Students who are living on campus can ask for a letter/prompt of their local address from the Student Housing Office.) Most banks are open from 9 a.m. to 5 p.m., Monday through Friday, with limited hours on Saturday. Checking/Savings Account requirements often change, so it is important to ask each bank for the most up-to-date information. Be sure to check on the rates for international money wire/transfer. Some of the banks closest to Regent (not necessarily advocated) are as follows:

   - **Bank of America** (near Burger King on Indian River Road, phone: 366-4280).
   - **E-Banking (applicable for students).** An electronic banking ATM; $25 minimum requirement to open an account; no monthly charges; no maintenance fees; and services are free.
   - **SunTrust Bank** (In Fairfield Plaza off Kempsville Road, Phone: 495-2796).

   **Student Free Checking:** No minimum deposit to open a checking account ($25 required to open a savings account); no minimum balance required; no monthly fees; 4 free non-BB&T ATM transactions per month.

   **charthouse Federal Credit Union** (5004 Ferrell Parkway, phone: 552-1000, select option “1”;
   - then extension “51106”, then press “#", or you can ask for the “Ferrell Parkway” branch)

   **Student Checking:** Need $1 to open a checking account & $5 for a saving account. No minimum balance. In-bank teller fees apply after the 3rd transaction per month. 1 free box of checks per year if you sign-up for electronic statements. Has an ATM at Regent University Student Center.

   **Wells Fargo** (at Crossways Shopping Center and also at Kempsville Road & Providence Road, Crossways phone: 413-6670, Kempsville Rd. phone: 486-9490).

   **Student Checking:** A minimum deposit of $100 is required to open the account at any time. No minimum requirement after the first 48 hours. No minimum fees if you use direct deposit or if you use your debit card at least 10 times a month. 

   (---Over--)
Closest ATMs to Campus:

In addition to the ATMs at the bank locations provided above, here are some additional ATMs that are closest to the Regent campus:

- Wells Fargo Bank has an ATM about 1 mile from campus near the intersection of Centerville Turnpike and Kempsville Road in the parking lot of the Woods Corner Shopping Center (near the Food Lion).
- Bank of America has an ATM about 1 mile from campus near the intersection of Centerville Turnpike and Kempsville Road (at the Shell Gas Station).

Special Note: The ATM located in the Regent Ordinary belongs to Chartway Federal Credit Union. If you do not have an account with Chartway you will be charged a fee to use their machine. In addition, your own bank may charge you a fee for using another bank’s machine.

*Additional banking information can be found in the “New Student Survival Guide” provided by Student Services.

Cell Phone Shopping Trip & Reminder: If you plan to purchase a cell phone, please be advised that some plans in the United States will not only charge you for calls you make but also for calls you receive from others. It is important to ask many questions when considering the purchase of a cell phone and calling plan. As a reminder from the Pre-Arrival Information Packet, students who do not have a U.S. Social Security Number (SSN) will need to pay a large security deposit in order to purchase a cell phone calling plan. The deposits might range as high as $400-500. If you have a U.S. SSN be sure to take it with you for the Cell Phone Trip.

6. ATTEND the Mandatory International Student Orientation (Thursday, August 9th & Friday, August 10th, Fountain View Room, Regent Ordinary, Student Center) All new and transfer F-1 students with I-20s are required to attend the International Student Orientation where important immigration rules and procedures will be explained. Information will also be provided on applications for U.S. Social Security Numbers, driving in Virginia, health insurance coverage, academic expectations and support services, cultural adjustment, etc. Meals will be provided and are included in the $175 orientation fee (An additional $100 orientation fee will be added for each guest). The orientation will be held in the Fountain View Room, Regent Ordinary, Student Center and will conclude around 4:30 p.m. on Friday, August 10. Please contact Director Roger Cheeks at 352-4486 for more details.

7. ATTEND the Academic Orientation for Your School

▶ Law School:
  - Academic Success Program (ASP): Monday, July 30 – Friday, August 10. (NOTE: Dean Ganit will work with the international ASP students to help them make-up any ASP sessions they miss during the mandatory International Student Orientation on August 9 and 10th.)
  - New Student Orientation: Monday, August 13, 9:00 a.m. – Friday, August 17, Robertson Hall, Moot Court Room.

▶ Robertson School of Government: Friday, August 17 (time and location not available at time of publication).

▶ School of Communication & the Arts: Friday, August 17, 9:00 a.m. - 12:00 p.m., Communication Building 250.

▶ School of Divinity: Monday, August 20, 5 - 8:00 p.m., Library

▶ School of Education: Saturday, August 25, 9:00 a.m. – 5:00 p.m., Administration Building 218.

▶ School of Global Leadership and Entrepreneurship: No Academic Orientation.

▶ School of Psychology & Counseling: Thursday, August 16, 2:00 – 8:00 p.m., Classroom Building 228.

▶ School of Undergraduate Studies: Wednesday, August 15 - Sunday, August 19 (times and locations not available at time of publication).

*For Students who will be Working or Receiving Scholarship Funds*

8a. APPLY for a U.S. Social Security Number (SSN)--Only for students who have an on-campus job at Regent University. International student visa holders must wait at least 10 days after they register with the OISS to apply for an SSN for on-campus employment purposes.

OR

8b. APPLY for a U.S. Individual Tax Identification Number (ITIN)--Only for students who are receiving a scholarship and will not be working on Campus. All international students who expect to receive scholarships or grant funds and do not plan to work on campus must apply for a U.S. Individual Taxpayer Identification Number (ITIN). Details regarding the ITIN application process can be found on these two pages of the IRS (Internal Revenue Service) website: http://www.irs.gov/individuals/article/0,,id=98297,00.html (this provides more information about the ITIN) and http://www.irs.gov/pub/irs-pdf/fw7.pdf (this application form can be filled out electronically). ITIN applications take approximately 12 weeks to process and should be done as soon as the students arrive on campus. Students will need their passport, I-20 or DS-2019 form, and any additional information they might have received from Regent regarding the scholarship/award for the ITIN application. Students who receive a U.S. SSN at a later date for employment purposes should report the SSN to the Human Resource Office and will need to complete some employment related paperwork for that office as well.

Congratulations--All Tasks Are Now Accomplished!