

INDIAN STUDENTS' ASSOCIATION

Colorado State University

Welcome New Student!

The following is a checklist of matters to be taken care of after your arrival here.

1. International Programs Office (OIP) Check-in & Social Security Number (SSN)*:

OIP is located in the Laurel Hall. (Look for oval drive!) Take your passport, visa, I-94, I-20 and your apartment's address with phone number (or your host's address with phone number, in case you are staying with someone.) To take up any on campus job, you will need a SSN and/or a Tax ID. There is a proper order that you need to follow to get these things done. If you follow this order, it will be easier for you, OIP and others involved.

Action	Office	Time Frame/Comments
Check in	OIP	
Release of hold	OIP	Immediately after check in
Release of hold	Ramweb	24 hrs after request comes in from OIP
Registration	Ramweb	Student can do this as soon as the hold is removed
Apply for SSN letter	OIP	You can apply for SSN only after registration! Letter takes max 24 hrs if applied for before orientation! If funded, you shall need a letter of appointment from the department, otherwise, tell OIP that you shall be needing the SSN letter to apply for a job.
Apply for SSN	SSN office**	OIP arranges the SSN application process during the Orientation period. If you wish to apply before that, you shall have to go to the SSN office. Make sure to get a receipt of application from the SSN office***
Tax Info (Regarding CSU Employment Only)	Karen Holm, Foreign National Tax Specialist, Karen.Holm@ColoState.EDU	<ol style="list-style-type: none"> 1. Go to the website http://www.colostate.edu/Depts/BusFin/tax.html Download the Foreign National Information form and fill it! 2. Make an appointment with Karen Holm through e-mail. 3. Meet Karen Holm with the form, receipt from SSN office, and all other documents mentioned in the form.

** SSN office is located at 3351 Eastbrook Drive Fort Collins CO 80525

The directions provided by OIP:

*Go South on College to Drake.
Turn Left Go East on Drake to Timberline.
Turn Right Go South on Timberline to Vermont.
Turn Right Go one block West (towards mountains).
Turn Left The building should be on your left hand side.*

The maps to the above location are available at the Office of International Programs.

Once you get your SSN, take it to the Admin Annex (Room 100) and have the University records changed from your temporary number to this permanent SSN. Also get a new student ID card with the new number from the Lory Student Center. If your bank activated your old student ID as your ATM card then go to your bank and get the new card activated. Also inform your bank about your SSN number

*****Make copies of everything that you submit or get from any office! Copy machines are located in Lory Student Center (LSC), library and many other places.**

***Do this job in parallel with the following things!**

2. Academic Department: Report your arrival to your department as soon as possible. Make an appointment to meet your advisor.

3. Student ID Card: To get your ID card, stop by the ID and Vending office on the main level of Lory Student Center next to Sweet Sensations. You will need to know your temporary student identification number and do not forget to carry your passport, I-20 and admission letter. All students must be admitted and enrolled before getting their ID card. *Telephone number: (970) 491-2344, Open Monday-Friday 7:45 am – 4:45 pm.*

4. Change of Address: Note that the student records will have your address from India as your current and billing address. You need to change it to some address in Fort Collins. Ask your host if he/she minds you using their address. If not, then you may want to use the department address.

Once you get your own address, please notify the following:

- i. International Office Programs (Laurel hall)
- ii. Records Office (by using a change of address form available in the Lory Student Center)
- iii. Immigration and Naturalization Service (using a form available at the International Programs Office or download from this website <http://uscis.gov/graphics/formsfee/forms/ar-11.htm>.)
- iv. Your department
- v. Your international friend
- vi. Your bank

5. **Bank Account:** Get an account made as soon as possible and deposit the money you brought. You can get an account with *Norlarco Credit Union* (Office inside Lory student Center), or *First National Bank* (Office inside Lory student Center). Ask for the different kinds of accounts and make a decision! Carry your passport as some form of identification. Also ask them for temporary checks which you will need when you go shopping, renting an apartment, etc. Note that if you pay using a check then you need your passport for your identification.

6. **Housing:** Off-campus housing listings can be obtained from Lory student center. You can then call up and visit these places to make your decision about the housing you want. Once you get your new address, inform relevant people of your address change.

7. **Medical Records:** Submit your MMR shots letter to the Hartshorn Health Center. If you haven't taken the shots in India, then go to the health center and get the shots.

8. **Health Insurance:** This is mandatory and a smart thing to do! You can opt for the CSU health insurance while registering for your courses or go to Hartshorn Health Service.

9. **Registration:** You will need to register as a student for the fall semester as soon as possible. You may want to talk with your assigned advisor in your department regarding the courses you need to take. You will need your Personal Access Code (PAC) number for registration. You can get your PAC over the phone. (You will find the details in the Fall Schedule book available at the Information Desk at Lory Student Center.) *If you have questions or need assistance, please contact the Help Desk at Weber or call (970) 491-7276.*

10. **Tuition (non-funded students):** 2/3 of tuition, fees, and residence hall charges are due by September 10, if you register after August 13. The last 1/3rd is due by October 12th. (These dates are approximate; please inquire with student financial services for exact dates).

11. **E-mail:** You can get an e-mail address from your department. Ask your department for the procedure. You can also get a 'lamar' or 'holly' account. To get this, go to the Weber Building Computer Laboratory and fill out an application. Submit the filled form at the Weber lab and you should get the account in a couple of days. *If you have questions or need assistance, please contact the Help Desk at Weber or call (970) 491-7276.*

12. **Orientation and Registration:** Schedule and location will be given in the handbook you get from the International Programs Office.

13. **State ID:** It will help if you have a State ID or a driving license from the state of Colorado, especially when you have to show some form of identification with your date of birth. Having a state ID **does not** mean that you do not have to carry your passport for domestic travel. You may want to check with your seniors to help you with this within the first two months of your arrival here. Driver license office in Fort Collins is located at:

1121 W. Prospect Road, CO 80526, M-F 8 a.m. - 5 p.m. (970) 494-9809. You can get a Colorado Identification card or a basic driving license from the same place.