


# Helpful Tips & Information Checklist prior to your arrival

## International student checklist

 Visit [www.hartford.edu/grad-apply](http://www.hartford.edu/grad-apply) to submit your non-refundable **tuition deposit**. Your tuition deposit will hold your spot in classes and allow you to register for courses (hint: your deposit log-in and PIN are the same as your application log-in and PIN). Once we have received your tuition deposit we will issue you an I-20. If you have trouble with this please email [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu) or call 860-768-4371.

! Submit our I-20 request form and a copy of your passport to [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu) if you have not done so already (must be done before we can issue your I-20 form).

a. Once the I-20 form has been received, book your appointment at the US Embassy for your visa interview.

 Once deposited you can:


b. Access your **Self-Service Portal** at [www.Hartford.edu/selfserve/](http://www.Hartford.edu/selfserve/). This is where you can see everything from your course schedule and transfer credits to your bill. You may also accept the University's Terms and Conditions.


c. Register for courses with your **Program Director/Manager** (Hint: sometimes this is done when you arrive on campus).


d. Apply for a **parking pass** through your **Self-Service Portal** (if you intend to have a car on campus).


e. Get your **email** address (information will be mailed to you 24-48 hours after depositing).


f. Sign up for **text alerts** about closings, emergencies etc. on campus.


 Graduate students can set up a **tuition payment** plan at [www.tuitionpaymentplan.com/Hartford](http://www.tuitionpaymentplan.com/Hartford) (hint: sign up early for the maximum benefit and to avoid late fees!). For help email [SASC@hartford.edu](mailto:SASC@hartford.edu) or call 860-768-4999.


 If you have questions about your **program** please contact your **Program Director/Manager**.

 **Per Connecticut State Law** you must submit **your immunization records**. For information about the Immunization Form, go to: [www.hartford.edu/health](http://www.hartford.edu/health).

 Check [www.hartford.edu/calendar/](http://www.hartford.edu/calendar/) for the academic calendar and course registration dates.

 **Book your flights for arrival** – Arrive at the University of Hartford one day before the **mandatory International Student Orientation Program**. During the orientation the University of Hartford offers temporary housing free, please contact us at [Gradstudy@hartford.edu](mailto:Gradstudy@hartford.edu) for more information. The Orientation Program will be posted at The [University of Hartford International Center Website](http://University of Hartford International Center Website).

 Research your housing options before you arrive. University of Hartford offers **graduate housing** for a limited number of students. There are also **off-campus housing options**.

 Buy your **books** at least a week before classes start, many books must be ordered online so this will allow for shipping.