Helpful Tips & Information Checklist prior to your arrival

International student checklist

Visit [www.hartford.edu/grad-apply](http://www.hartford.edu/grad-apply) and log-in to the application portal 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 login credentials 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 or call 860-768-4371.

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

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

Once deposited you can:

a. 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.

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

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

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

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

Graduate students can set up a tuition payment plan (hint: sign up early for the maximum benefit and to avoid late fees!). For help email 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 for more information. The Orientation Program will be posted at The 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.