ARRIVAL CHECKLIST
Things you need to do on your Arrival to the University of Hartford

REPORT TO THE INTERNATIONAL CENTER

As a new student at the University of Hartford, we are required to verify your arrival and attendance with us with the United States Citizenship and Immigration Service. As a new student, you are required to report to the International Center, Gengras Student Union, room 327. Please bring the following documents:

- I-20 (F-1 students) or DS-2019 (J-1 students and scholars)
- Passport with U.S. visa (unless exempt from visa requirements)
- I-94 Arrival/Departure record (print-out available at: www.cbp.gov/I94) Make two copies: one for your records to keep with your passport and another copy to be submitted to the International Center
- Dependent documents (I-20 or DS-2019, passport, visa stamp, and I-94
- Previous school’s I-20 or DS-2019 (if you attended another school in the U.S. and are transferring to the University of Hartford.)
- Financial sponsorship documents

You may not register for courses until we have processed your documents and certified your enrollment at the University with the U.S. Citizenship and Immigration Service.

- If applicable, request a “waiver” from the university administered Health and Medical insurance policy.

HOUSING

- If you are planning to live on-campus please visit our Residential Life Office to get your room assignment. Residential Life is located in Complex F
- If you are planning to live off-campus, please discuss your housing needs with the staff of the International Center. You may find more information about off-campus housing options [here](#)

IMMUNIZATION RECORD

- The University of Hartford requires that you complete and submit an Immunization Record form prior to enrolling in courses. The University must comply with Connecticut laws that require all matriculated students to be protected against certain diseases. The University reserves the right to prohibit your course registration if you do not submit your records. Your records should be submitted directly to our Health Services Department, located at the Sports Center.

ACADEMICS

- Make sure that ALL academic and financial “holds” have been removed from your student account (the International Center can tell you which “hold” if any are on your account and how to have them removed.
- Meet with your academic advisor and register for courses.

ADMINISTRATIVE

- Log into your [Student Administration System](#) account. This system will allow you to see your records at the University, including grades, your financial account and more.
- Get your Student ID card at the Photo ID Office in Gengras Student Union.
- Purchase your books at the University Bookstore. Please bring a copy of your registration form.
- Be sure that you have been assigned a University email account. If you do not have an account then go to our Information Technology Department located on the main floor of the Auerbach Computer Science and Administration building to request one.

PERSONAL

- Open a bank account. The closest bank to campus is the Bank of America located at 836 Park Avenue, Bloomfield CT. You will need your passport and other immigration documents to open an account.

- Purchase a phone and computer if needed.
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