



## Undergraduate International Student Enrollment Checklist

Congratulations on your admission to Tennessee State University. Please review the items below to ensure that you complete the international admissions process for release of student immigration documents. Place a check mark next to those items that have been completed.

### Step 1

#### Complete the Acceptance of Admission Form:

All students who plan to accept their Admission offer must complete the "Acceptance of Admission Form" at [ww2.tnstate.edu/admissions/enroll.html](http://ww2.tnstate.edu/admissions/enroll.html)

### Step 2

#### Submit Financial Documentation

All international students must provide documentation of their ability to pay for one full academic year of educational and living expenses. Students must submit financial statements from accounts where funds are immediately accessible. If the account is not in the student's name, the statement must be accompanied by an affidavit of support from the account holder stating their relationship to the student and their willingness to use the funds to pay for the students educational and living expenses while attending school in the United States. This step must be completed before issuance of an I-20.

### Step 3

#### Complete Transfer Form or Verify Permanent Address:

If you are currently attending a University or English Language Program in the United States and have an active I-20, please complete and submit the [SEVIS Transfer Form](#) to your current international student advisor. If you do not have an active I-20, please email your permanent address, (in your home country) a mailing address and telephone number to [ODIA](#). This step must be completed before issuance of an I-20.

### Step 4

#### Submit Shot Records:

All new students must have their physician complete the enclosed immunization forms and submit them to our Health Center at the address listed on the forms. Shot records must be received and processed by our Health Center before you will be eligible to register for full-time status. Health forms and information can be downloaded at:

[Medical History Questionnaire](#)  
[Certificate of Immunization](#)  
[Immunization Information](#)  
[Hepatitis B and Meningococcal Meningitis](#)

Please verify that the Health Center has received and processed your immunizations forms at 615-963-5291. [http://www.tnstate.edu/campus\\_life/healthservices.aspx](http://www.tnstate.edu/campus_life/healthservices.aspx)

### Step 5

#### Submit Housing Application:

All students who plan to live on campus must complete a student housing application. Access the following link to complete your housing application:

[www.tnstate.edu/reslife](http://www.tnstate.edu/reslife). If you have questions, please contact Residence Life at 615-963-5361. **Complete shot records are required before you will be eligible to move on campus.**

### Step 6

#### Submit College Transcript

If you are currently registered for courses at a college or university in the United States you will need to submit a final transcript after completion of the term. Foreign transcripts must be submitted to a [NACES](#) member service provider for a course by course evaluation and sent to the Admissions Office.

*\*All students with less than 60 credit hours will have a Success Center Advisement hold placed on their account after acceptance, until they receive advisement from the Success Center. The hold will be placed back on their account each semester until they earn at least 60 college credit hours.*

### Step 7

#### Register for COMPASS (If Necessary)

Undergraduate students 21 years of age and over who were admitted without an ACT or SAT score must complete the COMPASS test prior to orientation. Registration for the COMPASS test can be done online at:

<http://www.registerblast.com/tsu/Exam/Index?Group=193>

Please note that you will be tested and advised based on your admission type that is determined by the information submitted on your admission's application.

### Step 8

#### Register and Attend International Student Orientation:

*\*All Incoming International Students:* are required to attend International Student Orientation. You will also be advised and register for courses. **Orientation for Spring 2015 will be held January 8, 2015.** Registration for orientation must be completed using the following website: [www.tnstate.edu/orientation](http://www.tnstate.edu/orientation).

**The deadline to register for Orientation is January 2, 2015.**

**Orientation is mandatory and must be attended before course registration!**

## Office of Diversity & International Affairs

**Website:** [www.tnstate.edu/diversity](http://www.tnstate.edu/diversity)

**Email:** [ODIA@tnstate.edu](mailto:ODIA@tnstate.edu)

**Phone:** (615) 963-5640

**Fax:** (615) 963-7771

**Location:** Crouch Hall Suite 106