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 www2.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 Status Verification 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.

[ ] 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. 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.

[ ] 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 completed online at:
http://www.registerblast.com/tsu/Exam/Select/5135
Please note that you will be tested and advised based on your admission type that is determined by the information submitted on your admission application.

[ ] Step 8
Register and Attend International Student Orientation:
*All Incoming International Students: are required to attend International Student Orientation.
2015 Orientation dates are as follows:
Spring Semester – January 14, 2016
Registration deadline is 01/05/2016.
Summer Sessions – June 2, 2016
Registration deadline is 5/25/2016
Fall Semester – August 18, 2016
Registration deadline is 08/03/2016
Registration for orientation must be completed using the following website:
www.tnstate.edu/orientation.
Orientation is mandatory and must be attended before course registration!

Office of Diversity & International Affairs
Website: www.tnstate/diversity
Email: ODIA@tnstate.edu
Phone: (615) 963-5640
Fax: (615) 963-7771
Location: Crouch Hall Suite 106