

# REGISTRATION CHECKLIST

You must submit to our staff, in the International Students Office, a copy of each listed documents once you are in the United States. The office to submit them is located in Room 1109 Hunter East.

*Please read, very important!!!*

Please go to Room 202 Thomas Hunter to make copies of the requested documents. The copies are made free of charge; however you must have a Hunter College ID to enter the premise. The entrance to Thomas Hunter is right at the end of the 3<sup>rd</sup> floor bridge and Hunter North. If you are still having problems locating it, please ask any student for direction to Thomas Hunter. You can also go to the Hunter College Library located on the 3<sup>rd</sup> floor in the East building, to make copies. There is a fee of 10 cents a page.

Below is the list of the mandatory **copies** of your original documents that you must submit to the International Students Office staff:

- Visa stamp page (containing your picture)
- Passport page(s) containing your biographical information, the expiry date and Passport number.
- front and back** copy of your I-94 card also known as your admission number (The white card stapled inside your passport) If you must, unstaple the I-94 card from your passport so that you can make the copy of the front and the back of it.
- All previous I-20s, (Pages 1 and 3 for SEVIS I-20s and Pages 3 and 4 for pre-SEVIS I-20s) if applicable.
- DS2019 for J-1 students

**Are you transferring from a college, language institute in the U.S. or any institution in the U.S. that provided you a SEVIS I-20?**

- Yes       No

If yes, please check your Declaration of Finances package and fill out the transfer recommendation form box then submit it to the DSO of the most recent school you attended. If you do not have the Declaration of Finances package, or just the transfer recommendation form, you can pick this up at the International Students Office.

**MEDICAL OFFICE                      HUNTER NORTH 307**

- IMMUNIZATION

You must have a completed Immunization form on file with the College before you are able to register. You may fax a completed form to the Office of Health Services at (212) 650-3254 or bring the form in person to Room 307 Hunter North.

<http://registrar.hunter.cuny.edu/forms/immunizationform.pdf>

**TESTING OFFICE                      HUNTER NORTH 150**

- CUNY ASSESSMENT TEST

Every undergraduate student attending a C.U.N.Y college in the United States for the first time must take a C.U.N.Y. Assessment test. Students transferring from another C.U.N.Y. college to Hunter College, and students who are pursuing a Masters' degree, please check with the testing office staff to find out whether you are exempt from taking the C.U.N.Y. assessment test. To confirm if you are exempt or to place an appointment to take the CUNY assessment test, call (212) 772-4868.

**ADVANCED PLACEMENT / COLLEGE NOW**

If you have taken Advanced Placement courses, please request Educational Testing Services to mail your grade report to Hunter College, Office of Admissions. For students in the College Now program, a College transcript must be sent to Hunter College, Office of Admissions. Only official grade reports and transcripts will be accepted.

Educational Testing Services  
Advanced Placement Exam  
P.O. Box 6671  
Princeton, NJ 08541-6671  
Phone: (609) 771-7300

**OASIS                                      HUNTER NORTH 217**

- Go to the OASIS to obtain a Hunter College ID and semester sticker. You can also pick up your Bursar's receipt at the OASIS.

**WELCOME CENTER                      HUNTER NORTH 100**

- Go to the 3rd floor, through the bridges to Hunter North. Go down to the 1st floor to room HN 100 to pick-up the Admission form and/or TOEFL package.

**CUNY PROFICIENCY EXAM (CPE)**

All undergraduate Hunter students with 45 or more credits are required to take the CUNY Proficiency Exam (CPE). If you do not take the exam, you will forfeit one of three opportunities you have to pass the test. Call the testing office staff to make an appointment (212) 772-4868.

If you have a disability, you may take the examination with accommodations. Please call (212) 772-4857 prior to the test date to schedule an appointment to determine your eligibility and special needs.

Please visit these websites to register for the CPE exam, get your results or more CPE information.

<http://admissions.hunter.cuny.edu/Testing/cpe/cpeintro.htm>

<http://rwc.hunter.cuny.edu/cpe/university-policy-and-faq.html>

## ADVISING

If you do not receive an invitation for advising before classes begin at Hunter College, please do not hesitate to call Sylvia E. Fishman Student Center, Academic Advising & Services for New Student, at (212) 650-3278 or visit the Student Services reception office located in Room 1119 Hunter East or call (212) 772-4891 for advising schedules.

## FOREIGN CREDENTIAL EVALUATION

## ADMISSIONS

## HUNTER NORTH 203

International Transfer credit evaluations will be completed during your first semester of matriculation (studying towards achieving a degree). Please contact Ms. Daneshvar at the Admissions Office, Room 203 Hunter North1 for information on your evaluation. Ms. Daneshvar's phone number is (212) 650-3076.

## REGISTRATION

To register for classes at Hunter, please visit these websites to view the schedule of classes been offered.

<http://registrar.hunter.cuny.edu/>

<http://registrar.hunter.cuny.edu/subpages/registration.shtml>

Before making an appointment to the U.S. consulate in your country to get an F-1 or J-1 visa, you are required to pay a SEVIS fee prior to obtaining your visa. The form for the SEVIS fee is I-901 and it can be downloaded at: <http://www.ice.gov/doclib/sevis/pdf/I-901.pdf>

To apply for I-901 SEVIS fee online: <https://www.fmjfee.com/index.jhtml>

Have you moved?

Every international student must fill out and send to USCIS a change of U.S. address within 7 business days, each time they move from one place to another.

That change of address form can be obtained at this website: <http://www.uscis.gov/files/form/ar-11.pdf> or you can do a change of address online at: <https://egov.uscis.gov/crisgwi/go?action=coa>

In addition, you must fill out a change of address form for the school

[http://registrar.hunter.cuny.edu/forms/change\\_address\\_name\\_form.pdf](http://registrar.hunter.cuny.edu/forms/change_address_name_form.pdf) and return it to the OASIS (Hunter North 217) also notify a worker in the International students Office of your new address via e-mail: [intlss@hunter.cuny.edu](mailto:intlss@hunter.cuny.edu) Please don't forget to write your full name in the body of the e-mail.

To locate a U.S. Embassy (Consulate) in your country, you can also visit <http://www.usembassy.gov/> or [http://travel.state.gov/visa/visa\\_1750.html](http://travel.state.gov/visa/visa_1750.html)

If you need any USCIS form, go to this website <http://www.uscis.gov/portal/site/uscis> and click on the forms tab.

If you or someone you know need the application for change of status, visit this website

<http://www.uscis.gov/files/form/i-539instr.pdf>

<http://www.uscis.gov/files/form/i-539.pdf>

To check Hunter's grading scale, visit <http://registrar.hunter.cuny.edu/subpages/gradingsystem.shtml>

## Need to find a phone and room number of an office/department?

Please visit <http://www.hunter.cuny.edu/directory> or <http://www.hunter.cuny.edu/> and click on Phone book at the bottom of that webpage. If you can not find the Department phone number that you are looking for or you don't have access to a computer, please call (212) 772-4000 and ask the operator for the telephone number you want.

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<sup>1</sup> From 1109 East, go down to the 3rd floor, through the bridges to Hunter North. Go down to the 2nd floor and walk all the way to the end then through the double doors to Room HN 203.

**DO YOU HAVE ANY QUESTIONS ABOUT YOUR USCIS APPLICATION?  
YOU CAN NOW CHECK THE STATUS OF YOUR APPLICATION ONLINE AT**

**<https://egov.uscis.gov/cris/Dashboard.do>**

➤ **If you are an International Student planning to travel you should:**

Come to the International Students Office approximately two weeks before traveling, with your SEVIS I-20 or DS2019, to receive an endorsement.

➤ **If you are traveling to get your Visa renewed you should:**

Come to the International Students Office, 1109 HE, to get an endorsement on your I-20 to travel and also a U.S. Consulate letter.

Check the websites below to make sure that the U.S. Consulate in your Country of citizenship is open and able to assist you.

At these websites, you will also find Consulate's phone numbers to call to place an appointment to renew your F-1 or J-1 Visa.

You must have a bank statement that is less than six months old, totaling the amount for a year on item #8 of your SEVIS I-20.

**Once you have renewed your visa, please bring a copy (*it must be a copy. Do not bring us your passport book*) of that renewed visa to room 1109 Hunter East, for your file.**

**WEBSITE TO CHECK**

**[www.nvars.com](http://www.nvars.com)**

**For Mexico and Canada**

**<http://travel.state.gov/>**

**All other countries**

## COUNTRIES WHOSE NATIONALS ARE CURRENTLY EXEMPT FROM PASSING THE TOEFL TO BE ADMITTED AT CUNY.

Antigua  
Australia  
Bahamas  
Barbados  
Belize  
Bermuda  
Botswana  
British Virgin Islands  
Canada (*except for students from Quebec*)  
Cayman Islands  
Dominica  
Gambia  
Ghana  
Grenada  
Guyana  
Ireland  
Jamaica  
Kenya  
Lesotho  
Liberia  
Malawi  
Mauritius  
Nigeria  
New Zealand  
Sierra Leone  
St. Christopher  
St. Kitts  
St. Vincent  
South Africa  
Swaziland  
Tanzania  
Trinidad and Tobago  
Uganda  
United Kingdom (*England, Wales, Scotland, Northern Ireland*)  
West Indies  
Zambia  
Zimbabwe

### **U.S. Territories**

American Samoa  
Baker and Howland Islands  
Guam  
Jarvis Island  
Johnston Atoll  
Kingman Reef  
Midway Islands  
Navassa Island  
Northern Mariana Islands  
Palau  
Palmyra Atoll  
Puerto Rico  
U.S. Virgin Islands  
Wake Island