



The City University of
New York International
Students Office Division
of Student Affairs Phone:
(212) 772-4864

Email: intlss@hunter.cuny.edu

Website: <http://www.hunter.cuny.edu/studentservices/is>



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!!!

You can go to the Hunter College Library located on the 3rd 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 the expiration date and Passport number
- If you entered the U.S. prior to April 2013, copy the front and back of your I-94 card, also known as your admission number (The white card stapled inside your passport). If you must, un-staple the I-94 card from your passport so that you can make the copy of the front and the back of it. If you entered the U.S. after April 2013, retrieve and print out your I-94 at www.cbp.gov/i94 and photocopy the F-1/D-S stamp in your passport.
- All previous I-20s, (Page 1 and 3 for SEVIS I-20s and Page 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 Certificate of Eligibility 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 in Hunter East Room 1109.

WELLNESS SERVICES 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

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 the Admissions Office, Room 203 Hunter North, for information on your evaluation. The Undergraduate Admission's Office phone number is (212)396-6047.

VISITOR'S CENTER HUNTER WEST BUILDING LOBBY

The Visitors Center is located in the West Building Lobby and is open Monday - Friday, 7 am -10 pm, and Saturday - Sunday, 8 am - 8 pm.

Visitors Center Associates, recognizable by their purple vests, are available to help you find your way around campus, direct you to the appropriate office or department, and help you get a pass to enter the building.

ONE CARD- STUDENT ID OFFICE

HUNTER WEST 126

- Stop by the One Card- Student ID Office and have your picture taken and your Hunter One Card made. You will need this ID card to access all exterior entrances to the college as well as to access many student services within the college. Always carry your Hunter One Card with you. You can visit the following link for an explanation of all One Card services <http://www.hunter.cuny.edu/it/services/onecard>

REGISTRATION

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

<http://www.hunter.cuny.edu/onestop/registration/registration>

https://home.cunyfirst.cuny.edu/psp/cnyepprd/GUEST/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_CLASS_SEARCH_GBL&lsFolder=false&IgnoreParamTempl=FolderPath%252clsFolder

ONE STOP FOR STUDENTS

HUNTER NORTH 217

The One Stop for Students website brings together a host of combined online services and information in the areas of Registration, Financial Aid, Records and Transcripts, and Advising for undergraduate students. Any questions regarding registration, advising, records or transcripts should be directed to a One Stop advisor. You can reach the One Stop at (212)772-4474. Once admitted, and after you pay your commitment deposit, you will be contacted about advising and registration procedures.

VISA INFORMATION

- 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/graphics/sevis/i901/index.htm>

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://uscis.gov/graphics/formsfee/forms/ar-11.htm>

In addition, student must go to OASIS (Hunter North 217) and fill out a change of address form for the school and also notify a worker at the International students Office of their new address. You can notify and give us your new U.S. address by mail or via e-mail: Intlss@hunter.cuny.edu and Iris.Aroyewun@hunter.cuny.edu or you can fax to us your new address at: (212) 650-3147. Please don't forget to add a date, full name on the paper containing your new address that you plan to fax to us.

To locate a U.S. Embassy (Consulate) in your country, you can also visit http://travel.state.gov/travel/tips/embassies/embassies_1214.html or http://travel.state.gov/visa/visa_1750.html

If you need any USCIS form, go to this website <http://uscis.gov/graphics/formsfee/forms/index.htm> click on the form you want and scroll down and click on the form number again to download or get the PDF of it.

If you or someone you know need the application for change of status, visit this website <http://uscis.gov/graphics/formsfee/forms/i-539.htm>

To check Hunter's grading scale, visit <http://reginfo.hunter.cuny.edu/REGINFO/gradescale.htm>
For other information, visit <http://reginfo.hunter.cuny.edu/REGINFO/>

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

Please visit www.hunter.cuny.edu and click on Phone book at the bottom of that webpage, to get the phone number of a department/office at Hunter College. Please do not call the International Students' staff for offices/departments' number; Hunter College does have an operator number just for this purpose. If you don't have access to a computer, please call (212) 772-4000 and ask the operator for the telephone number you want.

DO YOU HAVE ANY QUESTIONS ABOUT YOUR USCIS (FORMERLY KNOWN AS INS) APPLICATION?

YOU CAN NOW CHECK THE STATUS OF YOUR APPLICATION ONLINE AT

<http://www.uscis.gov>

Click on Case Status Service

➤ **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

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