OFFICE OF INTERNATIONAL EDUCATION

Procedures for SEVIS Document Check-In Week [MAN]

1. **SEVIS Check-In with the Office of International Education**
   (16 West 61st Street, 11th Floor)
   a. Bring your Form I-20
   b. Passport with Visa stamp and I-94 printout
   c. Fill out the New Student Information Sheet

2. **Health Insurance & Immunization Submission**
   (16 West 61st Street, 11th Floor)

3. If you are a:
   a. Graduate Student who needs to take an English Proficiency exam and have not registered for a date and time:
      1. Go to this page to register online: http://www.nyit.edu/admissions/firstyear/placement
   b. Graduate student and **DO NOT** need an English Proficiency exam:
      1. Proceed to step number 4.

Note: The English Proficiency Exam is only required for graduate students who scored below 79 on the TOEFL or below a 6.0 on the IELTS. The exam is not required for students who received a Bachelor’s degree from a college in the United States. If you are a graduate student and you are unsure if your program requires English proficiency exam (EPE), please contact Graduate Admissions at 516.686.7520 or nyitgrad@nyit.edu.

4. Meet with your Academic Advisor to choose your classes. Your Academic Advisor will supply you with a Registration form. Make sure that you fill it out completely, including id number, major, current address and all term, course and section number information. Be sure that both you and your Academic Advisor sign and date the form. (16 West 61st Street 6th Floor)
   a. Graduate Student who has taken an English Proficiency Exam, you must meet with Ms. Emily Rukobo:
      16 West 61 Street, Room 601 (MA).
      Contact her at 212-261-1567 or ezykoruk@nyit.edu.
   b. Graduate Student, who did not need to take an English Proficiency Exam, meets with an academic advisor in your program. (16 West 61st Street, 6th Floor)
   c. Freshmen meet with an advisor from the Advising and Enrichment Center: 16 West 61st Street, 6th Floor.
   d. Transfer student, meet with an academic advisor in your program. (16 West 61st Street, 6th Floor)

5. Bring the completed Registration form to the 11th Floor for “F1/J1 Hold” removal on your record.

6. Submit your Registration form to the Student Solution Center. Get the clearance from the Bursar’s Office and pay your tuition.

7. Once you have a copy of your registration, you can proceed to the Security Office - (16 West 61st Street Lobby) to receive your Student ID card.
Office of International Education

Procedures for SEVIS Document Check-In Week [OW]

1. SEVIS Check-In with the Office of International Education (Anna Rubin Hall, 308 & 310)
   a. Bring your Form I-20
   b. Passport with Visa stamp and I-94 printout
   c. Fill out the New Student Information Sheet

2. Health Insurance & Immunization Submission (Anna Rubin Hall, 308 & 310)

3. If you are a:
   a. Graduate Student who needs to take an English Proficiency exam and have not registered for a date and time:
      1. Go to this page to register online:
         

   b. Graduate student and DO NOT need an English Proficiency exam:
      1. Proceed to step number 4.

Note: The English Proficiency Exam is only required for graduate students who scored below 79 on the TOEFL or below a 6.0 on the IELTS. The exam is not required for students who received a Bachelor’s degree from a college in the United States. If you are a graduate student and you are unsure if your program requires English proficiency exam (EPE), please contact Graduate Admissions at 516.686.7520 or nyitgrad@nyit.edu.

4. Meet with your Academic Advisor to choose your classes. Your Academic Advisor will supply you with a Registration form. Make sure that you fill it out completely, including id number, major, current address and all term, course and section number information. Be sure that both you and your Academic Advisor sign and date the form. (Anna Rubin Hall, 308 & 310)
   a. Graduate Student who has taken an English Proficiency Exam, you must meet with Ms. Emily Rukoba: (Anna Rubin Hall, 308 & 310). Contact her at 212-261-1567 or ezykoruk@nyit.edu.
   b. Graduate Student, who did not need to take an English Proficiency Exam, meets with an academic advisor in your program. (Anna Rubin Hall, 308 & 310)
   c. Freshmen meet with an advisor from the Advising and Enrichment Center: (Anna Rubin Hall, 308 & 310)
   d. Transfer student, meet with an academic advisor in your program. (Anna Rubin Hall, 308 & 310)

5. Bring the completed Registration form to the 11th Floor for “F1/J1 Hold” removal on your record.

6. Submit your Registration form to the Student Solution Center. Get the clearance from the Bursar’s Office (Harry Schure Hall) and pay your tuition.

7. Once you have a copy of your registration, you can proceed to the Security Office - (Harry Schure Hall) to receive your Student ID card.