



Things to do after arriving at UIS

- Check in** with the Office of International Student Services. Bring your Passport, VISA, I-94 Card, and I-20 Form. Please fill out the new international student data form ahead of time: <http://www.uis.edu/internationalstudentservices/information/documents/InternationalStudentDataForm.pdf>
- Attend **Orientation** on January 12 and 13 (HRB-112) (first Registration Hold will be removed after second day of orientation).
- Take care of all **Health Immunizations** with Health Services (BSB-20) between 9:00 am and noon and 1:00 pm to 3:00 pm on January 11 or January 12 from 1:30 to 4:30. (Registration Hold will be removed **after** your tb skin test reading.)
- Check in** with the Admissions Office (UHB) (Registration Hold will be removed). Take your Passport, VISA, I-94 Card and I-20 Form with you. Call for an appointment 217-206-7278.
- Arrange an appointment with your **Faculty Advisor** on January 12 or later.
- After **all** your Holds are removed, go to Admissions (UHB – 1st floor), to get your **TCN** (Temporary Control Number). TCN is necessary to create a Net-Id Online.
- Create a **Net-Id** and **Password**. For directions to create your Net-Id & Password, follow the link: http://www.uis.edu/internationalstudentservices/information/documents/Establish_NetID_New_Students.pdf
- After creating your Net-Id and Password, **update your current mailing address** in Student accounts. Connect to www.uis.edu and select “A-Z Index”, select “Student Accounts”, select “UI-integrate Self Service”, select “University of Illinois at Springfield (UIS)”, enter your Net-Id & Password, select “Personal Information”, select “Addresses & Phones”, select “Current Mailing Address”, update the data with your current mailing address and phone. This means where you are living NOW, in the United States – not your foreign address.
- Select your **Courses** from https://ui2web4.apps.uillinois.edu/BANPROD4/bwckschd.p_disp_dyn_sched (**Computer Science Students** should first send an email to: csc@uis.edu for **WPI-Request** - With Permit of Instructor. The email **must** contain your UIN number, Course number and Section number.
For Example: CSC 470A).
- After getting the **WPI-Approval** (for CSC only), students can **register online** for the classes. Connect to www.uis.edu/registration and select appropriate semester, select “Student and Faculty Self-Service”, select “University of Illinois at Springfield (UIS)”, enter your Net-Id & Password, select “Registration & Records”, select “Registration”, select “Look-up or Select Classes”, select “I Agree”, select Term, click Submit, select Subject, click Class Search, mark the Check-boxes for the Courses you want to register for that particular term, Click Register, enter CRN Number in the rectangle-boxes provided, click Submit Changes. Now you are registered. Check your “Student Schedule – Detail” in “Registration-Menu” for registered course details.
- After registering for classes **only**, go get your **i-Card** (PAC-108).
- For **On-Campus jobs**, **only** after registering for classes **and** identifying a vacancy, online, go to Ms. Kathy Dehen (UHB-1030). See Financial Aid website for vacancies: <http://www.uis.edu/financialaid/StudentEmployment/index.htm>
After getting a job, apply for Social Security Number. (See attached Instructions).
- Complete online **GA** (Graduate Assistantship) & **GPSI** (Graduate Program Service Internship) application form at: <http://www.uis.edu/graduateassistantships/apply/application.html>. Take a copy of your resume to GA office (PAC 518) **or** GPSI office (BRK 475). They share applications, so you need only go to one or the other – **not both**. Do not disturb others in offices near GA or GPSI. They are not in the GA/GPSI program and cannot help you.
- Visit the Office of International Student Services website:** <http://www.uis.edu/internationalstudentservices/index.html> now, and often, for additional information.