Onboarding for International Students

Your Future Awaits

Florida Atlantic University
Onboarding Topics

- Activating your FAU Account
- Requesting an I-20
- Removing Holds on your Account
- Registering for Classes
- Paying Tuition and Fees
- Important Deadlines
- Pre-Arrival Information
Activating your FAU Account

- **Activate your FAU Account Here**
- **Step by Step Instructions on Activating your FAU Account** (FAUNet ID)

### Account Activation

**Before You Start - Required Items**

- **Recovery Email** - Any Email address not provided by FAU. If you don’t have this sign up for one first before proceeding.
  - Your internet service provider (ISP) usually provides this.
- **FAUNet ID** - Use our FAUNet ID Lookup Tool if you don’t know this.
- **Personal Information** - We will ask you a set of personal questions to validate your identity.

On the following steps you will complete the activation of your account. Once you begin, you must complete the activation process.

**Instructions on Activating your FAUNet ID (pdf)**

If you do not complete the process, your account will be locked and you will need to contact the OIT Help Desk for further assistance at (561) 297-3999.

Unauthorized use of the FAUNet ID is not permitted.

By clicking Proceed you accept the terms of FAU’s Acceptable User Policy.
Requesting an I-20

Log into iStart using your MyFAU (FAUNet ID) credentials and click on “New Student Initial I-20”.

1. Complete the Request for I-20 eForm and upload your proof of funding document(s) (financial certification form).

2. Complete the Passport Information eForm and upload a copy of your passport.

3. Transfer students only: If you already have an F-1 Visa/I-20 and have been attending another U.S. Institution, complete the SEVIS Transfer In Request eForm and upload your Visa information to transfer your SEVIS record.
Removing Holds on your Account – Undergraduate Students

Complete all items on the checklist in your OwlDone Portal, including these important items:

1. Register for **International Orientation and Immigration Check-In**
2. Register for **New Student Orientation**
3. Review the **immunization requirements** and upload your records to **Medicat**
   a. Measles (Rubeola)
   b. Rubella (German Measles)
   c. Hepatitis B or waiver
   d. Meningococcal Meningitis or waiver
4. Complete your Academic Advising Requirements
Removing Holds on your Account – Graduate Students

1. Immunization
   a. Review the **immunization requirements** and upload your records to Medicat
      a. Measles (Rubeola)
      b. Rubella (German Measles)
      c. Hepatitis B or waiver
      d. Meningococcal Meningitis or waiver

2. International Students Office
   a. Register for Immigration Orientation and Check-In here: [https://www.fau.edu/global/international/orientation-checkin/](https://www.fau.edu/global/international/orientation-checkin/)

3. FAU Alert & Statement of Responsibility
   a. You’ll be prompted to complete these electronic forms when you are ready to register for classes. The holds will be removed immediately after completion.

4. Admissions File Incomplete
   a. You are required to submit a final official transcript from all higher education institutions. Official transcripts must be stamped and signed by an institutional authority. If a physical copy of the transcript is being submitted, it must be received by FAU in an unopened envelope bearing the institution’s name and address.
Registering for Classes

Once you have cleared the holds on your account, you can register for classes.

1. Log in to your MyFAU Account
2. Select FAU Self Service
3. Select Student Services
4. Select Registration

Review the video tutorials on how to search for and register for classes.

Contact your academic advisor if you have questions regarding academic requirements and curriculum.
To view your account balance online:
• Log in to your **MyFAU Account**
• Select **FAU Self Service**
• Select **Student Services**
• Select **Student Account**
• Select **Account summary by Term** to view statement
How to Pay?

• **Payment Methods**
  - Pay online
  - Pay by mail
  - International Payments – Flywire
  - Payment Plan
  - International Student Loans

• **FAU’s International Payment Portal (via Flywire)**
  - Wire transfer
  - Foreign credit and debit cards
  - Other international payment options

  **The portal allows you to:**
  - Execute, track, and confirm your payment to FAU online
  - Choose payment options from your home country
  - Access a 24/7 multilingual Customer Support Team
  - Save on bank fees and ensure the best exchange rates with Flywire’s **Best Price Guarantee**

**Payment Processing Time**
- 2-3 business days
- Pay early to avoid late payment fees
Private Student Loans: Applying for an ITIN

- An **Individual Taxpayer Identification Number** (ITIN) or Social Security Number (SSN) is required for students whose loan companies distribute the funds directly to FAU

- Processing Time: 9-11 weeks

- **How to apply for an ITIN:**
  - Request a letter for your ITIN here: [Letter Request Form](#)
  - Applying through a **Certifying Acceptance Agent** (recommended)
Installment Payment Plans

- Pay your tuition bill in 2 or 3 installments
- $15 service charge
- Must enroll and make first payment by the payment deadline for the semester

To enroll in a payment plan for the current term:
- Log in to your MyFAU Account
- Select FAU Self Service
- Select Student Services
- Select Student Account
- Select Account summary by Term to view statement
- Select Pay Your Bill or Review Your Statement
- Select Payment Plan Tab
• Last day to...
  • Request an I-20: November 27, 2023
  • Arrive at FAU: January 11, 2024
  • Add or drop classes: January 12, 2024
  • Pay tuition and fees (without late fees): January 16, 2024
    • Late Payment Fee: $100

Spring 2024
Important Deadlines

• Future Deadlines: FAU Academic Calendar
Pre-Arrival Steps & Information

- Request your I-20
- Get your Visa
- Clear your Registration Holds
- Register for Classes
- Register for Orientations
  - [Immigration Orientation and Check-In](#) (all international students)
  - [New Student Orientation](#) (undergraduate students)
  - [New Graduate Student Orientation](#) (graduate students)
- Make your Travel and Housing Arrangements
  - You are expected to arrive at least 1 week before the semester begins to move into housing, get settled, and attend orientation and check-in.
  - Book your flight and make your plans for local transportation to the campus area.
See the [Housing Resources Guide](#) and [Travel and Transportation Guide](#).
Pre-Arrival Steps & Information (continued)

• Prepare your Travel/Immigration Documents
  • Gather the following documents and prepare to carry them on you for travel and immigration purposes:
    • Transportation details and tickets
    • Passport with valid F-1 or J-1 Visa stamp
    • FAU I-20 or DS-2019
  Additional supporting documents:
    • Proof of enrollment
    • Proof of finances
    • Other documents to help you answer questions about the purpose of your entry to the U.S., what you will be studying, etc.
  • For more information about how to prepare for your entry into the United States, visit: https://studyinthestates.dhs.gov/getting-to-the-united-states

• Prepare your Cash Funds for Arrival
  • You should plan to arrive in the U.S. with at least USD $5,000-$7,000 cash, whether through traveler’s checks or by wire transfer, to pay for your initial expenses.
Upcoming Info & Q&A Sessions

1. **November 3, 2023**
   Housing and Transportation

2. **November 17, 2023**
   Health Insurance

3. **December 1, 2023**
   Pre-arrival Information

https://www.fau.edu/global/international/new-student/qa-sessions/