



SUNY Canton: International Student Next Steps Checklist

Congratulations on your acceptance! Below is the recommended timeline for you to complete your enrollment.

✔ Step One: At the time of your acceptance

- Submit your I-20 Documentation
 - Submitting your I-20 Documentation as outlined in your acceptance letter allows the Office of Admissions to create your I-20 which allows you to pay the SEVIS fee and apply for a VISA or cross the border. Completely online students do not need an I-20.
- Log on to UCanWeb
 - Please use instructions in acceptance letter to access your student portal by way of www.canton.edu/enroll
 - Log on to UCanWeb. Click on the [New Student Checklist](#) tab. This tab is necessary to access all of your student information including your housing survey, transcript evaluations, and tuition bill.
- Pay your deposit
 - Paying your housing deposit (if you are living on campus) show commitment to the college and are essential to securing a seat in your academic program. See the deposit reply card for payment details. Your enrollment deposit will be waived by the Office of Admissions after your SEVIS fee has been paid.
- Set Up Email
 - Following payment of your deposit, access your log in information on UCanWeb, located under Personal Information and then Personal Identification Number. Setting up your email is important as instructors send you information relating to your program.

✔ Step Two: Immediately following Email Set-up

- Pay SEVIS Fee
 - After receiving your I-20, pay the SEVIS Fee by completing the I-190 form at www.FMjfee.com. Completely online students do not need to pay this fee. Your enrollment deposit will be waived by the Office of Admissions after your SEVIS fee has been paid.
- Apply for Visa
 - If applicable, after paying your SEVIS Fee, make an appointment for a visa interview. Please visit <https://studyinthestates.dhs.gov/students> for more information on applying for your student visa. Please note, Canadian students do NOT need to apply for a Non-Immigrant US Visa. Completely online students do not need a Non-Immigrant US Visa.
- Complete the Housing Survey
 - Students living on and off campus must complete, through UCanWeb, the on campus housing survey or off campus housing waiver, respectively.

✔ Step Three: Immediately following completion of all components in Step Two

- Sign up for International Student Orientation
 - Orientation gives you the opportunity to get acclimated with the college, meet with your advisor, locate your classrooms, and discuss your class schedule. To register, please contact Shelly Thompson at international@canton.edu.
- Create your Schedule
 - First Year Students: Contact the Advising and First Year Programs Office at 315-379-3954 to inquire about creating your class schedule. In most cases, this can be done over the phone.
 - Transfer Students: Contact your respective Dean's Office to create your course schedule. Please refer to www.canton.edu/enroll for contact information.
- Complete Health Forms
 - The Mandatory College Health Requirements form needs to be completed and on file for each student. Additional health forms may be required for selective health programs and athletes. Forms can be found under the [New Student Checklist](#) tab. Completely Online students do not need to complete any Health Forms.
- Process Bill
 - Processing your bill involves setting up a payment plan, if necessary, and adjusting your bill to reflect your preferences related to items such as a parking permit. You can contact the student accounts office at 315-386-7616. Payments can be made using Flywire (see flyer in acceptance packet).
- Schedule Travel Plans
 - Notify the International Programs Office of your travel plans by email at international@canton.edu with your travel arrangements. Completely online students do not need to make travel arrangements.