OIS CHECK-IN VOLUNTEER INFORMATION
FALL 2017
First of all, we want to say thanks!

Thanks so much for volunteering to help welcome our new international students to NC State and Raleigh! With over 1,000 new students expected to arrive in the fall, we truly couldn’t offer the level of service that we do without your help!

We sincerely appreciate you taking the time to help with the OIS Check-In Sessions!
General Information

• OIS Check-In sessions will take place on July 28th, and August 4th, 7th, 10th, 11th, 14th, and 15th.

• You will be assigned to the shift which you signed up for on SignUpGenius. If you don't remember your shift(s), please check your inbox for a confirmation email.

• You will receive a reminder email from SignUpGenius the day prior to any shift(s) for which you have signed up.

• If for some reason you can no longer volunteer for your shift, email oisprograms@ncsu.edu IMMEDIATELY so we can find an alternate volunteer.

• If you have any questions, email oisprograms@ncsu.edu
Volunteer Responsibilities

- Collect each student’s **Passport with Visa Stamp, original DS-2019 OR I-20 form, and the printout of their I-94 record.** If the student has dependents, please collect their documents as well. Ask an OIS staff member if you have any questions.
- Give all documents to the OIS staff members who will be in the room so they scan the documents during the presentation.
- At least two OIS staff members will be in the Check-In room with you and can help answer general questions. For questions related to immigration or employment, students will need to schedule an appointment or come to Walk-In hours: Monday, Tuesday, Thursday, Friday from 10-11:45 a.m. and 1-2:45 p.m. OIS does not have walk-ins on Wednesdays.
- Assist OIS staff in returning the documents to the students at the end of the Check-In session, and begin collecting documents from students in the next Check-in session (if applicable).
What should you do if...?

• A student forgot to bring one or all of their documents.
  • They will need to come back for a different check-in session when they have all of their documents ready. **They must also register for a new check-in appointment.** Stress to them that OIS cannot register their SEVIS record without seeing their original immigration documents!

• A student doesn’t have their I-94 record (or doesn’t know what it is).
  • The I-94 record/card is a person’s arrival/departure record issued by a Customs and Border Protection (CBP) Officer to foreign visitors entering the U.S. This record is created electronically, so in most cases students will not receive a hard copy of the I-94 record. They will need to print their I-94 record (not the travel history) from the CBP website and bring it with them to a different Check-In session.

• A student has a question about immigration or employment.
  • **Do NOT** attempt to answer any questions regarding immigration or employment! Everyone’s situation is different so they will need to make an appointment to speak to an OIS advisor about their individual case or come to OIS during Walk-in Hours.
Frequently Asked Questions

• Is OIS Orientation mandatory/required?
  • YES! OIS Orientation is required for all new international students.
  • International Graduate Student Orientation – Wednesday, August 9th from 8:30 a.m. – 4:00 p.m. in the Talley Student Union
  • International Undergraduate Orientation – Wednesday, August 9th – Friday, August 11th in Withers Hall, Room 232.

• Where can I get my NC State ID Card?
  • In the Wolfpack One Card office, Monday – Friday, 8 a.m. – 5 p.m.

• When is the deadline to pay for tuition and where can I pay?
  • The deadline for new international students in their first semester to pay tuition is Monday, August 21st. Tuition can be paid online on the NC State Cashier’s Office website or in the Cashier’s Office.

• When can I make an appointment for immunizations?
  • Immunization clinics for international students will be on August 4th and August 8th from 9:00 a.m. – 4:00 p.m. Appointments are required! Call the Student Health Center to schedule an appointment or book online through the HealthyPack Portal (formally HealthWeb).
FAQs

• **When/where can I get a Social Security Card?**
  • The Social Security Administration will visit campus in late August to process SSN applications. Registration is required and they MUST have a job offer letter in order to apply!
  • More details and a confirmed date for the SSA visit will be announced at OIS Orientation.

• **Where can I find an on-campus job?**
  • Students should contact individual departments or units to inquire about job opportunities. Many international students have found jobs at NC State Libraries, University Dining, Campus Recreation, Carmichael Gym, the Bookstore, and the Talley Student Center.

• **Can I open a bank account without a Social Security number?**
  • Yes, but some banks have different policies so it’s a good idea to call ahead before going to the bank to open an account.

• **When can I apply for a Drivers License?**
  • No sooner than 10 days after entering the U.S. and **5 – 10 days after OIS Check-in.**
FAQs

• **Is my spouse/dependent required to check-in with OIS?**
  • Dependents on J-2 visas are **required** to check-in with OIS and provide proof of health insurance. F-2 dependents are not required to check-in with OIS, but we encourage them to do so. Dependent check-in appointments can be scheduled on the OIS website.

• **Where can I find information about health insurance for my dependents?**
  • Check the OIS website for a list of health insurance providers.
  • As of Fall 2015 the Student Blue Health Insurance Plan (SHIP) will no longer offer coverage for dependents, however the GSSP for RAs and TAs offers dependent coverage.

• **What if I don’t want to use the Student Blue Health Insurance?**
  • All international students are **required** to maintain health insurance throughout the duration of their DS-2019 or I-20! If the student doesn’t want to use the mandatory Student Blue University Plan, they must waive out of the plan by showing proof of an alternative plan that meets a set of required criteria. **The deadline to waive out of the Student Blue plan is September 11th.** See the OIS website or Pre-Arrival Guide for more information.