

Checklist for Accepted International Students

Congratulations on your acceptance to SUNY Potsdam!

Please follow the steps below to complete your enrollment.

Step 1: Pay Your SEVIS fee ([Find out how to pay SEVIS fee](#))

Step 2: Apply for a Visa (this does not apply to Canadians)

To apply for a U.S. visa, you would need the following documents:

- Valid passport (for at least six months)
- Original letter of acceptance/admission issued by SUNY Potsdam
- Original SEVIS I-20 form issued by SUNY Potsdam
- SEVIS fee receipt (form I-797)
- Copies of all of your high/secondary school or college transcripts
- Copies of the TOEFL or IELTS score
- Proof of ties to your home country

Step 3: Submit a Housing Request

Once you have paid your deposit, you can also reserve on-campus housing online using BearPAWS. However, wait at least two days before attempting to reserve your on-campus housing. Here's how:

1. Log into [BearPAWS](#) .
2. Go to the "New Student" link.
3. Go to the "New Student Housing Registration" link.
4. Read/agree to Housing License and submit.
5. Indicate your housing preference from the drop down menu.
6. If you have a roommate request, enter your desired roommate's student PotsdamID in the field provided. Your desired roommate must enter your student PotsdamID on their form as well.
7. Submit your preferences.

All incoming first year students are required to live on-campus for four consecutive semesters, and transfer students must live on-campus for two consecutive semesters.

International students who participate in intercollegiate (varsity) athletics are not eligible to receive financial support (including scholarships and incentives of any kind) in accordance with NCAA and SUNY Potsdam guidelines. In addition, if you do not participate in athletics, but you move off campus, you will be ineligible to receive the "International Initiative Incentive."

Housing assignments for the fall semester are made in late July - early August, and for the spring semester in early January.

The Residence Life office normally posts housing assignments in BearPAWS in early August for the fall semester; mid-January for spring semester.

Step 4: Choose a Meal Plan & Register for Bear Express

Undergraduate international students: (those students earning a bachelor's degree) who are receiving the undergraduate International Initiative Incentive (III) will choose one of three designated meal plans in BearPAWS.

Graduate international students: (those students earning a master's degree) who are receiving the graduate International Initiative Incentive (III) must participate in a meal plan by logging in to BearPAWS and choosing one of the meal plan options.

Students who are ineligible to receive the international incentive can choose from any of the available meal plans.

Bear Express: This is an optional on campus debit account, accessed through your SUNYCard (SUNY Potsdam issued student ID card) and is designed to assist students in budgeting for cash purchases during the semester. It allows students to purchase textbooks and goods on campus without carrying cash.

Here's how to choose a meal plan and register for Bear Express:

- Log into [BearPAWS](#)
- Go to the "New Student" link
- Go to the "Meal Plan & Bear Express Registration
- Read/agree to Meal Plan License & click submit
- Select your resident status
- Select your meal plan
- Select BearExpress amount
- Click save
- Changes may be made to your Meal Plan & Bear Express Account until the first day of classes

Step 5: Make Travel Arrangements

Read the information on [Coming to the U.S.](#)

Step 6: Fill out the Arrival Information Form

As soon as your travel plans are confirmed, fill out and send the [Arrival Information Form](#). To find out how to get to Potsdam, refer to our [Coming to the U.S.](#) section of our site. **WE DO NOT OFFER AIRPORT PICK-UP.**

Step 7: Complete and Submit Health Form and Immunization Records

Download the [International Health Form](#) and fill it out with the help of your physician. Send the completed form and the immunization records to the address at the bottom of the form.

Step 8: Attend International Orientation

During Orientation you will learn about academic and immigration requirements, pay your bill, open a bank account, adjust your schedule, meet your adviser and much more.