



## Pre-Arrival Instructions for International Students

### New Orleans Baptist Theological Seminary | Leavell College

Please read through this checklist carefully and complete all of the tasks so that upon arrival you can get settled into your new home quickly and comfortably. **Students are permitted to enter the United States 30 days prior to the program start date listed on their Form I-20.** For transfer students, contact the P/DSO to discuss arrival arrangements.

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#### Pre-Arrival Checklist

- Create NOBTS/Leavell College student account
- Submit all supplemental items and complete entire admissions application
- Print and sign Form I-20
- Pay [I-901 SEVIS Fee](#)
- Schedule a [visa interview](#) for a F-1 student visa with your local U.S. Consulate or Embassy
  - We recommend doing this as soon as you receive your Form I-20 and have paid the I-901 SEVIS Fee. Some countries have long waiting lists for visa interviews.
- Contact the [Housing Office](#) to arrange for campus housing
  - Carefully read through all of the [Housing Regulations and Procedures](#)
  - If you have any immediate housing needs (furniture, food, etc.) contact [Student Life](#)
  - If you are not living on campus, you are required to live within 75 miles of campus.** Please submit your address/contact information to the P/DSO.
- Contact the [Registrar's Office](#) to register for classes
- Review International Student Guidebook**
- Contact the International Student Specialist (DSO) at [international@nobts.edu](mailto:international@nobts.edu) to inform them of your arrival information
  - Include date and time of arrival
  - Include information about any dependents arriving with you (spouse and children)
- TRAVELING TO THE U.S.**
  - Bring all important documents such as your passport, visa, Form I-20, etc. with you on the plane – **DO NOT PUT THESE DOCUMENTS IN CHECKED LUGGAGE**
  - Once you arrive in the U.S., a Customs and Border Protection (CBP) officer at your port of entry will issue you the Form I-94 "Arrival/Departure Record." The CBP officer may give you a physical copy of the Form I-94, or instruct you on how to access it online. **The "admit until" date on your Form I-94 and the admissions stamp on your passport should be indicated as "D/S" (Duration of Status) and not a specific date,** as you will be eligible to stay in the U.S. throughout the duration of your program if status is maintained.
- Report to the P/DSO when you arrive in the U.S. as soon as possible, and no later than the program start date. **Failure to report to the P/DSO will terminate your student status and you will not be able to enroll in classes.** Please bring your visa and Form I-94 to your appointment so that we can make a copy for our records. If your Form I-94 is issued electronically, you will need to email the form to us. To schedule an appointment after your arrival, email [international@nobts.edu](mailto:international@nobts.edu) or call (504) 816-8037.