

Life. Changing.

CHECKLIST

FOR NEW INTERNATIONAL STUDENTS



□ Pay your SEVIS fee.

Pay your SEVIS fee at the U.S. Immigration and Customs Enforcement website at www.fmjfee.com. Some countries do not allow online payment for the SEVIS fee. If this is the case with your country, please visit the U.S. Immigration and Customs Enforcement website at www.ice.gov/sevis/i901/wu-instructions for more information on how to pay your SEVIS fee. You must show proof of payment of your SEVIS fee at your student visa interview.

□ Apply for your student visa.

Apply for your student visa (F-1 or M-1, whichever is applicable) at the US Embassy in your home country (a list of embassies can be found at www.usembassy.gov). We recommend applying for your student visa as soon as possible; however, please note that you cannot be issued a student visa more than 120 days prior to the start date on your I-20 Form. *At the top of your I-20 Form, it will indicate which nonimmigrant visa you need to apply for.*

** Please keep the International Affairs Office informed regarding the status of your student visa (in the event of an acceptance or denial) by emailing us at: internationals@indianhills.edu.

□ Orientation for new international students.

There are three steps for new international students when completing orientation:

1. Complete your International Student Online Orientation in your student portal, **MyHills**
2. Attend the mandatory In-Person International Student Orientation (see dates in acceptance packet)
3. Attend an Academic Program/Advising Session (this will be scheduled for you by the International Affairs Office)

Online Orientation in **MyHills** opens on the dates listed below for each term:

2024 Winter Term Online Orientation

October 2, 2024

2025 Spring Term Online Orientation

January 7, 2025

2025 Fall Term Online Orientation

April 1, 2025

Plan your visa interview and travel time in order to arrive in time for the mandatory In-Person International Student Orientation. The dates of the In-Person International Student Orientation are located in your acceptance packet.

□ Placement exam.

If you have taken the SAT, ACT, TOEFL, or IELTS, please email your score report to internationals@indianhills.edu. With receipt of these scores, you may not be required to take a placement exam during orientation. If you do not have one of these, a placement exam will be scheduled for you during In-Person International Student Orientation.

□ Apply for IHCC scholarships!

Indian Hills Community College awards several hundred scholarships each year. To see all of your options for both IHCC and non-IHCC scholarships, visit www.indianhills.edu/internationalstudents and click on "Scholarships" on the left-hand side.

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❑ Planning on living on-campus in our residence halls?

If you plan to live on-campus in our residence halls, you will need to make your housing arrangements before you arrive. Please refer to your acceptance packet for step-by-step instructions. More information about housing can be found online at **www.indianhills.edu/housing**.

❑ Traveling to Iowa.

Please plan your travel plans so that you arrive to the Ottumwa Train Station or the Des Moines International Airport on the appropriate term's Train/Airport Pickup Dates and according to our pickup times. This pickup is provided free-of-charge, but are only provided on the dates/times listed in your acceptance packet. Please note that you cannot enter the United States more than 30 days prior to the start date on your I-20 Form.

❑ Log in to your portals.

To access your portals, go to the Indian Hills Website: **www.indianhills.edu** and click on the hamburger menu on the top right of the navigation bar. Click "Current Students." On the Current Students page you will find links to all portals under "Quick Finds."

WIN (Warrior Information Network)

Access your payment & refund portal, register & drop classes, view your class schedule, unofficial transcript and more!

MyHills

Access your current courses, course grades, and your new student online orientation

Student Email

Access all campus communication including weather updates and campus events.

Your Student Email is also your official point of contact with your instructors and college staff

! Logging in to your online portals for the first time?

Log in and reset your password:

To reset your password, start by logging into your Student Email with the steps below:

1. Go to the Indian Hills website: **www.indianhills.edu** and click on the hamburger menu on the top right of the navigation bar. Click "Current Students"
2. Under "Quick Finds", click "Email"
3. Enter your full Student Email. The format of your Student Email is typically `firstname_lastname@stu.indianhills.edu`. Then, click "Next." On the Password screen, click "Forgot your Password?"
4. Complete the CAPTCHA and click "Next." You will then be prompted to choose your method of receiving your verification code, either phone or email. If you no longer have access to the personal email listed or do receive an error message, please contact the IT Helpdesk at 641-683-5333 or at helpdesk@indianhills.edu
5. Enter the verification code that is sent to you via the method you chose in Step 4. You will then be prompted to create a new password. Your new password must meet the following criteria:
 - Must be 12 characters in length
 - Must include an uppercase and lowercase letter
 - Must include one number

This will now be your password for WIN, MyHills and your Student Email.

6. Set up Multifactor Authentication for your portals and Student Email. For help setting up MFA, please refer to <https://ihcc.edu/MFAHelp>