

International Student Management Office

International Student Pre-Arrival Document Checklist

Before you depart from your home country, there are several steps that you must take in order to ensure a successful living experience in the United States. Below is a pre-arrival checklist, which must be completed in preparation for your arrival in the country. If you have any questions about pre-arrival requirements, please feel free to contact your program's ISMO staff member. The web link, password and log-in information for the DES form will be sent to the Security Cooperation Officer at the U.S. Embassy in your country and you if ISMO has your email address. Please note that you can fill in the information on this form as it becomes available to you, which may require you to log in multiple times. The Computer Skills Assessment form must be filled out on the ISMO website, or printed, filled out, scanned and emailed to kwaks@ndu.edu or ismo@ndu.edu.

Important Documents:

1. National Defense University International Student DES Registration Form

- Fill out as completely and accurately as possible
- Ensure your name is spelled as it is in your passport. The same name **should** be used in your passport, ITO and military ID.

2. Computer Skills Assessment Questionnaire Form

- Fill out attached form, scan and send in by email; Or
- Submit automatically at: www.ndu.edu/ismo > "Counterterrorism Fellows Class of 2010"
> "CT class of 2010 Welcome Packet" under "Online Forms"

3. International Travel Order (ITO)

- Ensure your name is spelled as it is in your passport
- Make 10 copies
- 1 copy should always remain on you. 1 copy should be included in your passport jacket
- Keep the other copies accessible in case requested

4. Medical Records

- If you have a health condition that requires medical attention, bring your health records pertaining to the condition and any medication that you have been prescribed
- If applicable: Bring all records of your dependants' medical and immunization history
- * Have records translated into English if possible

5. Proof of Health Coverage for Dependents

- Bring records of health coverage for all dependants
- *Your dependents will not be allowed to stay in the US or be issued ID cards unless you provide a copy of health care coverage
- * Have records translated into English if possible

6. Licenses

- If Applicable: Bring local, unexpired driver's license and the International Driver's license.
- *Have licenses translated into English

7. Academic Credentials

- Provide all post secondary academic degrees, certificates, and transcripts
- Make a copy for your records
- Scan and send copies in English as soon as possible to ensure they can be processed by your arrival in Washington.

8. TOEFL

- Provide a valid copy of your TOEFL result if you have taken the TOEFL exam.