Important Steps for New International Students

**IMPORTANT: Download OKTA 2-Step Security Authentication to connect to university software**
- To access Parkside technology, you must enroll in OKTA, our software security system. Set up information for Windows or Mac are found here: [https://kb.uwp.edu/](https://kb.uwp.edu/). It is very important that you set up your phone/computer with OKTA.
- Problems with OKTA? Email University Tech Bar for help: techbar@uwp.edu

**Activate your Parkside email account (All university correspondence will be sent to this email)**
- You have received an “UW Parkside Account Activation” email including a temporary password to set up your account.
- Problems with account activation? Email University Tech Bar for help: techbar@uwp.edu.

**Review Costs & Complete Financial Sponsorship form including submission of bank statements**
- Review costs: [https://www.uwp.edu/international/#t5491172](https://www.uwp.edu/international/#t5491172)
- Parkside International scholarships are determined upon admission - [https://www.uwp.edu/live/offices/financialaid/International-Student-Scholarships.cfm](https://www.uwp.edu/live/offices/financialaid/International-Student-Scholarships.cfm). (See the I-20 for award amount.)
- Submit financial forms: [https://your.uwp.edu/register/INTL_Financial_Docs](https://your.uwp.edu/register/INTL_Financial_Docs)

**Receive I-20 Visa Document (or DS-2019 for Exchange Students)**
- I-20s and DS-2019s visa documents are always emailed directly to your Parkside Ranger account.

**Pay your SEVIS fee and schedule your Visa appointment**
- SEVIS fee can be paid at: [https://fmjfee.com/i901fee/index.html](https://fmjfee.com/i901fee/index.html). Keep your receipt!
- To schedule a visa interview, submit your DS-160 Visa application: [https://ceac.state.gov/GenNIV/Default.aspx](https://ceac.state.gov/GenNIV/Default.aspx)
- Prepare for your visa interview by reading: [https://www.uwp.edu/international/upload/Ten-Points-for-Visa-Interview.pdf](https://www.uwp.edu/international/upload/Ten-Points-for-Visa-Interview.pdf)
- Inform the ISS/SA Office of your visa outcome (received/denied) by emailing international@uwp.edu

**Complete Campus Housing Application - Late applications result in fewer housing options**
- [https://www.uwp.edu/live/offices/residencelife/contractprocess.cfm](https://www.uwp.edu/live/offices/residencelife/contractprocess.cfm)
- If you have problems with this application, please email: housing@uwp.edu

**Undergraduates Only: Register for Placement Test (computer based)**
- The online Placement test is required of all international undergraduate freshmen before course registration (Not required for Exchange). Take this Math & English test online as soon as possible. Once results are received, work with your Academic Advisor to register for classes. Late registration results in fewer course options.
- Step by Step instructions on how to access and complete the Math & English placement tests can be found at [https://www.uwp.edu/live/services/placementtesting/](https://www.uwp.edu/live/services/placementtesting/) by scrolling to the bottom of the page to the link that reads “Accessing Placement Exams”.

**Register for New Student/International Orientation**
- Register here: [https://www.uwp.edu/admittedstudent/NewStudentPrograms/Orientation/internationalorientation.cfm](https://www.uwp.edu/admittedstudent/NewStudentPrograms/Orientation/internationalorientation.cfm)
- Plan to arrive August 27-29, 2024. New Student/International Orientation is scheduled for August 30 & Sept. 2, 2024.
- To obtain arrival transportation support to campus, inform ISS/SA (international@uwp.edu) of your flight information

**Email Academic Advisor to discuss Course Registration - Late registration limits course availability**
- Before you register for courses, login to your SOLAR Student information account ([https://www.uwp.edu/logins/](https://www.uwp.edu/logins/)) and agree to “Terms and Conditions”. Information on this is available at [https://www.uwp.edu/live/offices/cashiersoffice/terms-and-conditions.cfm](https://www.uwp.edu/live/offices/cashiersoffice/terms-and-conditions.cfm). Your academic account will show a “Hold” if the Terms and Conditions are not completed.
- Bachelor level: Find & contact your Academic Advisor: [https://www.uwp.edu/learn/academicsupport/advising.cfm](https://www.uwp.edu/learn/academicsupport/advising.cfm)
- Bachelor students must register for Navigate Advising Software: [https://www.uwp.edu/currentstudent/navigate.cfm](https://www.uwp.edu/currentstudent/navigate.cfm)
- Master Level: Work with the Academic Advisor of your graduate program for course scheduling.

**Paying your bill to Parkside**
- Student bills are charged each semester after course registration and are due on the **10th day of classes**. Bills include separate charges for tuition, housing, food plans, fees (int’l, new student, segregated) and mandatory health insurance.
- Once charges are final, you can pay your bill through your SOLAR account from banks around the world. Log into SOLAR, select the Make payment option and you will be automatically directed to our payment processor “Transact.”
- Alternatively, the Parkside bank “Educators Credit Union” (Routing # 275981378) allows new students to establish an immediate account into which funds can be electronically wired.