**IES Check-In Day**

**Monday, August 25th, 2014**

**10:00am-1:00pm**

**Room 329, Third Floor, The Commons**

Please stop by the Commons, Room 329 on Monday, August 25th to Check In!

It is **required** that you check in with our office so that we are aware that you are here. We must report to the Department of Homeland Security that you have arrived at the school where you will be studying.

You must bring the following documents with you when you come to check in:

* Passport with visa
* UMBC I-20

-We make copies of your documents so make sure you bring them with you. Keep them safe and do not lose them in transit.

-We assess your documents and make sure that they were stamped correctly when you arrived. If they are incorrectly stamped we will assist you in making the necessary corrections. In addition, we will print a copy of your I-94 electronic arrival record during check-in day.

-We will require you to provide your U.S. address. If you are staying in temporary housing you will provide your temporary housing address. Once you are settled in your own residence please inform us of the new address. You will also provide us with emergency contact information.

For more information please contact:

IES Office- ies@umbc.edu, 410-455-2624

Office Hours: Monday-Thursday, 10am-12pm

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