

## New International Student Checklist







- ❑ **MANDATORY Office of Global Services Virtual Check-in** - New international students will need to **virtually** check-in with the Office of Global Services upon arrival to Illinois Tech. You will be invited to the ISSS portal where you will complete the check-in process.
- ❑ **Obtain your Student ID** – New students should submit their ID Photo by December 15 to ensure their HawkCard ID and UPass is ready for Spring 2024 opening week. The Campus Business Services Center office can be contacted at [campusbusiness@iit.edu](mailto:campusbusiness@iit.edu). **MTCC Campus Business Services Center, Room 514.**

Electronically upload your photo submission (see <https://www.iit.edu/cbhc/campus-access/hawkcard/online-photo-submission>).

- ❑ **Office of Residence Life**- If you are living on campus, you may head over to your respective residential building and if you need additional assistance, please contact the Office of Residence Life at [housing@iit.edu](mailto:housing@iit.edu) or call 312-567-5075. **Take a left as soon as you enter MSV.**
- ❑ **Immunization Records** – Electronically upload immunization records to the Student Health and Wellness Center via the **Med + Proctor** site (see <https://web.iit.edu/shwc/immunizations> for complete instructions). **IIT Tower(IT), 3<sup>rd</sup>Floor, 312-567-5702, [student.health@iit.edu](mailto:student.health@iit.edu)**
- ❑ **Academic Advising** - Undergraduate Students must contact their academic advisors for an advising appointment. Graduate Students must see their department for advising.
- ❑ **Class Registration/Enrollment** – All students must register full time. Register/enroll online through the MyIIT portal. You will need your Alternate PIN. If you don't have your Alternate PIN, please check with your Academic Advisor. **Main Campus & Stuart Graduate students** (must register for 9 credits) and **Undergraduate & Kent students** (must register for 12 credits).
- ❑ **Email** – All students are assigned a “@hawk.iit.edu” e-mail account. The Illinois Tech e-mail is the only official mode of communication for the IIT community. You must check your @hawk.iit.edu e-mail daily. You may choose to link this account to your other e-mail addresses (<http://ots.iit.edu>). **Galvin Library (GL), 2<sup>nd</sup>Floor**
- ❑ **CTA U-PASS** – Spring 2024 Ventra UPasses will be valid Saturday, January 6 - Sunday, May 5, 2024. Eligible full-time students may opt-in to the UPass Program. For Opt-in information, pick up information and more, go to the U-pass page at [web.iit.edu/student-affairs/u-pass-program.acaps@iit.edu](http://web.iit.edu/student-affairs/u-pass-program.acaps@iit.edu)
- ❑ **English Language Assessments** - Contact English Language Services about reserving a time to complete your English Language Assessments. Email [els@iit.edu](mailto:els@iit.edu) for more information and to reserve your test. **IIT Tower (IT), Room 4C9-, 312 567 5220**

# Center for Disability Resources Campus Accessibility Map



-  Accessible Entrance
-  Accessible Entrance w/  
Power Operated Door
-  Elevator/Lift
-  Parking
-  Accessible Parking
-  Single Occupant  
Bathroom

**ILLINOIS TECH**

