**Everything can be scanned to Ms. Scarlette Briones at** **sbriones@wcu.edu** **where copies are needed:**

**\*Important: Once you arrive on campus, use your Catamount email: \***

**Checklist:**

**□ Pay $150 Tuition Deposit in order to create class schedule and receive catamount email PAY before May 1**

**□ After 9 days of paying, log on to** <http://www.wcu.edu/mywcu/index.aspx> **and check Freshman or Transfer Orientation (8.17 or 8.18)**

**You will receive your class schedule and obtain an ‘alt pin number’ to change classes when you check in**

**□ Copy of Certificate of Finance-(For Saudi Students: New SACM letter with start/end dates due by August 23)**

**□ Copy of Immunization/Vaccination Records emailed to** **sbriones@wcu.edu**

**□ Copy of 3 Waivers (located in acceptance email)-Due the same day or the next day**

**□ Create account using Catamount email and upload immunization records here:** [**https://wcu.medicatconnect.com/**](https://wcu.medicatconnect.com/)

**□ Copy of Housing Contract (All freshman must live on campus.)**

**□ Housing Deposit Fee $150** [**http://www.wcu.edu/WebFiles/PDFs/residence-hall-agreement2017-2018.pdf**](http://www.wcu.edu/WebFiles/PDFs/residence-hall-agreement2017-2018.pdf)

 **To pay, use your #920 (on acceptance letter): On MyWCU portal**

**□ Off campus housing:** [**https://offcampushousing.wcu.edu/**](https://offcampushousing.wcu.edu/)

**□ Waive Insurance or use WCU Insurance-Due August 1**

 **Create account using Catamount email** [**https://studentblue.bcbsnc.com/wcu/Account/Authenticate?tab=Login**](https://studentblue.bcbsnc.com/wcu/Account/Authenticate?tab=Login)

 **Please see pages 2-3 for more information**

**□ Flight Times and Date of Arrival for Asheville Airport Due August 1**

 **•** <https://wcu.az1.qualtrics.com/jfe/form/SV_5o6Lbg5Ggkh8yDH>

**□ Cat Card photo: Send photo to both** **tconley@wcu.edu** **and** **sbriones@wcu.edu** **Due August 1**

 **Please see page 5 for more details on how to send information with a photo**

**□ Transfers Only: Transfer SEVIS Form:** [**http://www.wcu.edu/WebFiles/TransferInFormIntlStudent2015.pdf**](http://www.wcu.edu/WebFiles/TransferInFormIntlStudent2015.pdf)

**□ Mandatory International Student Orientation August 15-18, 2017-All must attend due to immigration regulation**

 **FAILURE TO SHOW UP AT ORIENTATION WILL RESULT IN THE DISMISSAL OF ATTENDING WESTERN CAROLINA UNIVERSITY**

**□ Student bill (Check MyWCU for balance due) is completely paid by Friday August 25, 2017 by 5:00 p.m.**

 **Ways to pay: □ Set up free U.S. bank account at first day of orientation to receive free wire transfers in the**

**month of August to pay student bill without incurring international wire transfer fees**

 **-$25 USD for the deposit and 2 forms of ID (passport and visa)**

 **-Use checks given (free) with your account to pay electronically on MyWCU**

 **-Example of how to pay with a U.S. check on Page 4**

 **□ Use a debit/credit card on your MyWCU, but there is a 2.75% fee for using a card**

|  |
| --- |
| **MEMORANDUM: Health Insurance for International Students** |

To: International Students

From: WCU International Programs and Services

For: Each Academic Semester:

|  |
| --- |
| **Health Insurance Requirement** |
| U.S. Government regulations require international students to have sufficient medical insurance coverage to participate on an exchange to the United States. WCU international exchange students are required to have health insurance. Students may purchase the WCU health insurance plan OR submit proof of their own non-WCU health insurance that satisfies the U.S. Department of State requirements outlined below: 1. Benefit maximum must be no less than $100,000 per accident or illness
2. The plan deductible may not exceed $500 per accident or illness per plan year
3. Minimum of $50,000 for medical evacuation
4. Minimum of $25,000 for repatriation
 |
| **Health Insurance Options**  |
| Students have two options to meet the health insurance requirement:**1.** Purchase and enroll in the Blue Cross Blue Shield Insurance plan offered through WCU (estimated cost per semester for 2016-17 is $1,111.00 \*prices subject to change\*) * If you choose to enroll and register in the insurance offered through WCU, **you can enroll via this link:** [**https://www.bcbsnc.com/content/studentblue/wcu/index.htm**](https://www.bcbsnc.com/content/studentblue/wcu/index.htm)
* Details on the insurance plan and what is covered can be found here: <https://www.bcbsnc.com/content/studentblue/wcu/index.htm?page=benefits>

**2.** Use your own insurance\* by submitting a **Waiver Request** to waive the Blue Cross Blue Shield Insurance option offered through WCU. \*Your personal Insurance Plan must be approved through the waiver request process.     * If you choose to submit a waiver request, please fill out the form in the link below and submit it to

[**https://www.bcbsnc.com/content/studentblue/wcu/index.htm?page=waiver**](https://www.bcbsnc.com/content/studentblue/wcu/index.htm?page=waiver)**\* Any questions about the Blue Cross/Blue Shield insurance or the Waiver Request Process, please email:** email@studentbluenc.com |

Every student will be automatically enrolled in the insurance plan called Blue Cross Blue Shield (BCBS) for each semester and it costs $1,111.00USD\*. If you do not want to use the school’s insurance, then you must waive it. Please be mindful that you will need to waive or enroll by August 1 in the fall and January 12 in the spring. The waive process takes about 2 weeks to finalize, but may take longer if your personal insurance is denied. You will need to upload your insurance document and it must be in English stating how you are covered.

Here is how to avoid being denied: When you log on to make your free account, (make sure to use your catamount email when using a username) you will see a section describing what your insurance must cover and for how long. Make sure your insurance covers you for the amount BCBS needs it to cover. You must have insurance coverage the whole entire time you are in the United States. If your insurance does not cover you properly, you may need to find a traveling insurance to cover you for your time abroad. Here is a popular one students can use, but you do not have to use it if you want another option: https://www.hthstudents.com/hth\_resources/insurance\_basic.cfm

\*Prices subject to change

**How to pay student bill with a U.S. check:**



1. **Log on to** [**MyWCU**](http://www.wcu.edu/mywcu/index.aspx)[**http://www.wcu.edu/mywcu/index.aspx**](http://www.wcu.edu/mywcu/index.aspx)
2. **Click Menu in the upper left hand corner and Accounts & Payments**
3. **Click Make a Tuition Payment (Pay Bill) to log into Bill+Payment**
4. **Click Make a Payment 2 times**
5. **Select Current Balance or write in the amount you want to pay**
6. **Click Continue**
7. **Select payment method of Electronic Check (checking)**
8. **Click Select**
9. **Type in routing number (See picture to locate number)**
10. **Type in Account number 2 times (See picture to locate number)**
11. **Name of Account: Your full name**
12. **Fill in the appropriate information**
13. **Billing Address: use U.S. address associated with U.S. bank account**
14. **Check box for refund options -if WCU owes you money, it will automatically transfer in your account**

**Check box to save payment method and write in: Primary Checking**

**Your CAT Card is your student ID card that has your meal plans, printing amount, library card, and more.  In order to have a smoother process, we will need you to send in a passport*-size* head shot/photo of you.  It doesn’t necessarily have to be your passport photo.  Please, do not have any hats or sunglasses.**

**Steps to send photo and information to Ms. Tatum Conley, the coordinator for making your Cat Cards:**

1. **Upload an appropriate *recent* photo attached to email. They accept JPEG or Bitmap format.**
2. **Write your first and then last name as it appears on your passport.  No shortened names or nicknames.**
3. **Write Student ID number (#920 located on acceptance letter)**
4. **Date of Birth: Month/day/year**
5. **Send information to both** **tconley@wcu.edu** **and myself at** **sbriones@wcu.edu** ***in the same email***

**Example after attaching photo and what to write in email:**

**Subject Line: Cat Card FA17**

**Scarlette Briones**

**920920920**

**01/31/1900**