# TSIE Semester Preparation Checklist – New Students – Spring 2018

**RESOURCES:**
- Texas State Intensive English (TSIE): [www.txstate.edu/ie](http://www.txstate.edu/ie) or call 512-245-7810
- Texas State University: [www.txstate.edu](http://www.txstate.edu)
- Campus Maps: [www.maps.txstate.edu](http://www.maps.txstate.edu)
- CatsWeb: [www.catsweb.txstate.edu/students.html](http://www.catsweb.txstate.edu/students.html)
- Texas State Self-Service: [https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin](https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin)
- Student Business Services – Pay Tuition: [https://secure.touchnet.com/C24322_tsa/web/login.jsp](https://secure.touchnet.com/C24322_tsa/web/login.jsp)
- IT Assistance Center: [www.tr.txstate.edu/itac.html](http://www.tr.txstate.edu/itac.html) or call 512-245-4822

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**ALL STUDENTS**

### BEFORE YOU ARRIVE AT TSIE:

#### Activate NetID & Set Up Texas State ID/Self-Service PIN

**WHEN: NOW**
- Online [CatsWeb – “Active My NetID” & “Set Up My Texas State ID & Self-Service PIN”]
- *Texas State ID found on acceptance letter; initial PIN is your birthday in MMDDYY format.
  - Example: November 17, 1990 = (11)(17)(90) = 111790

#### Review Texas State’s Housing Policy

**WHEN: NOW**
- Online: [Get Started with Housing](http://www.txstate.edu)
  - Some students must live in a dormitory. Click on the link above to see if you are required to live on campus.

#### Enroll into your classes

**WHEN: October 23 through January 11 at 5:00pm***
- *Late registration goes through January 4th – 11th, but you will be charged late fees
  - Online: [https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin](https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin)

#### Create a Magnus Health account & submit proof of meningitis vaccination (students 21 or younger only)

**WHEN: After you have registered for your classes**
- Submit proof online: [https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin](https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin)
- *To receive a meningitis vaccination, contact Texas State University’s Student Health Center

#### Pay first tuition payment

**WHEN: October 23, 2017 – January 11, 2018**
- Due by 5:00 PM
  - Online: [http://www.sbs.txstate.edu/](http://www.sbs.txstate.edu/)
  - If paying in person: Texas State Student Business Services, J.C. Kellam Building (JCK), Room 188
- *Students must pay at least 1/3 of their tuition bill at this time (100% or 1/3 options available)

#### Purchase health insurance or submit health insurance waiver (REQUIRED)

**WHEN: Enrollment opens summer 2017 – please see links below for dates**
- Review requirements: [http://www.international.txstate.edu/current/Health-insurance-.html](http://www.international.txstate.edu/current/Health-insurance-.html)
- Submit online waiver request form*: [https://txstateintl.myahpcare.com/](https://txstateintl.myahpcare.com/)
- *You can only waive the insurance requirement if your insurance is through your employer or country’s government

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### AFTER YOU ARRIVE AT TSIE:

#### Complete TSIE Placement Exams & Advising

- Monday, January 8, 2018
  - 9:00 AM-12:00 PM
  - Alkek 102

#### Complete TSIE advising

- January 8 – 11, 2018
  - TSIE Office – THOR 300

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** *** PLEASE FOLLOW THESE STEPS TO ENSURE THAT YOU ARE READY FOR YOUR STUDIES AT TSIE ***  ***
____ Attend TSIE Orientation
WHEN: January 11, 2018 10:00 am to 12:00 pm
10 am to 12 noon in Thornton International House 101

____ Attend Spring 2018 International Student Resource Fair
WHEN: January 11, 2018 12:00 pm to 2:00 pm
12 pm to 2 pm in JC Kellam Reed Parr Room 11th floor
*Register for orientation online at www.international.txstate.edu/prospective/ResourceFair.html

____ Attend International Student Orientation & Check-in (International students only)
WHEN: January 9 - January 17, 2018: 9 am or 2 pm (each session is 2 hours long; choose one.)
*Register for orientation online at www.international.txstate.edu/prospective/orientation.html
*Bring your I-20, passport, visa, & be ready to print your electronic I-94

____ Confirm your classes
January 16 - January 23*
Online: https://ssb.txstate.edu/prod/twbkwbs.P_WWWLogin
*At this time, TSIE will use your placement results to put you into the classes which fit your proficiency level

____ Sign up for TOEFL Test Prep Course – ESLT 1000 (optional)
January 8 – February 2, 2018
Online [Texas State Self-Service – Registration]

____ Attend classes starting January 16, 2018

____ Purchase class textbooks (REQUIRED)
January 8 through 17, 2018
University Bookstore (LBJ Student Center, 2nd floor)
If you do not have your books on the first class day, TSIE considers this a class disruption.

____ Create student ID card (optional)
LBJ Student Center, Room 2-9.1
*A photo ID (passport, driver’s license, etc.) is required.

____ Purchase on-campus parking permit (optional)
In Person: Texas State Parking Services, 202 Student Center Drive
Online: https://parkingservices.txstate.edu/cmn/auth.aspx

ADDITIONAL REQUIREMENTS – STUDENTS SPONSORED BY 3RD PARTY (SACM, WAMS, etc.)

____ Submit a copy of your scholarship letter to TSIE
____ Inform TSIE of your Sponsor ID Number & your advisor’s name
____ Complete all requirements related to your scholarship

If you do not understand this information or have any questions, contact TSIE at 512.245.7810 or at tsie@txstate.edu.