

International Student Checklist

To-Do Before Leaving for Break (Winter or Summer)

As an international student, it is important to make sure that you have completed several tasks at BCTC before you leave to go on break. Whether you are traveling home for the break, or staying in the United States, please make sure that you read the list below carefully to ensure you have taken the necessary steps to return the following semester.

Before leaving, you must:

- Meet with your Academic Advisor to schedule your classes for the next term
- Visit the Billing Office to set up a payment plan for the next term
 - If you are a SACM student, they can help you obtain necessary documents to send to your SACM advisor.
- Visit the International Student Services Office to complete the following:
 - Obtain a travel signature on your I-20 from either the PDSO or DSO
 - Check with PDSO/DSO to ensure you are in-status in SEVIS for the next semester
- Confirm housing with your apartment complex, dorm, or house
- Renew your insurance policy (if necessary)

Please note that the International Student Services Office is CLOSED for Institutional Closing during the winter holiday. Your PDSO/DSO will be inaccessible during this time. Please ensure that you have taken all necessary steps to return to campus before you leave for your break! Have a wonderful summer or winter break. We look forward to your return to campus!

