



Western Michigan University International Student and Scholar Services (I3S)

**Meet Your I3S Advisors Event
Spring 2026**

**Thursday, November 13, 2025
9:00 am EST**

**The Haenicke Institute for Global Education
(HIGE)**



AGENDA

- Welcome and Introduction
- Get to Know WMU and Kalamazoo
- Current International Student Perspective
- Visa
 - Applying for a visa
 - Attending a visa interview and preparedness
 - If denied/delayed, what to do next
- Immigration Requirements & Submission of Documents
- Enrollment and Course Registration
- Health Insurance
- Official Academic Documents
- Academic Advising Information
- Housing Options
- Travel Reminders
- Spring 2026 International Student Orientation Dates
- What's Next?
- Questions and Answers



Meet the Team- International Student and Scholar Services



Dr. Brian Childs

**Senior Director
International Student and Scholar Services**

brian.childs@wmich.edu



Tara Severino

**Associate Director
Immigration Services**

tara.severino@wmich.edu



Yumi Takahashi-Ede

**Director of International
Recruiting and Admissions**

yumi.takahashi@wmich.edu



Meet the Team- International Student and Scholar Services



Svetlana Stone
Immigration Advisor

svetlana.stone@wmich.edu



Josh Houtkooper
Coordinator of Immigration Records

josh.houtkooper@wmich.edu

Meet the Team- International Student and Scholar Services



Kim Cho

Intl. Admissions Counselor

kim.cho@wmich.edu



Dr. Randall Janes

Intl. Admissions Counselor

randall.a.janes@wmich.edu



Raquel Garciano

Intl. Admissions Counselor

raquel.garciano@wmich.edu



Keegan Teichert

Intl. Admissions Processor

keegan.teichert@wmich.edu

Meet the Team - International Student and Scholar Services



Tiedra Robertson
Insurance Coordinator

latiedra.robertson@wmich.edu



Molly E. Dixon
Coordinator of International
Student Events

molly.e.dixon@wmich.edu



Kelly Henderson
Administrative Assistant Senior

kelly.henderson@wmich.edu



Jakob Fuhrman
Administrative Assistant

jakob.r.fuhrman@wmich.edu

WMU Staff Directory:
<https://wmich.edu/international/directory>



Sports



Mascot: Broncos
Intramural sports
designed by students!
Pickleball, basketball,
badminton, futsal or
create your own!

Student Organizations



**Over 400
Registered Student
Organizations! You
can find one that fits
your interests, or
start your own!**

Dining Services



Dining Services:
Variety of dining
options, including
halal, vegetarian and
vegan options to fit
your dietary needs.

History



Fun Fact:
WMU's first
international student
was from Canada!
Ms. Ella Aikman
graduated in 1911
with a degree in
education



**Rated a Top 100 Best
Places to Live
(Livability.com, 2022)**

Events and Attractions

In Kalamazoo you have a choice of attractions like the AirZoo museum, Gilmore Piano Festival, and Growler's baseball






**There is always
something to do**

**Easy to find off-
campus activities like
First Fridays in
downtown
Kalamazoo, farmers'
market, and music
festivals**

Boundless outdoor adventure



Kalamazoo is less than an hour from the stunning Lake Michigan shoreline. You can kayak down the Kalamazoo river, bike to the Lake Michigan shoreline or hike/bike the Kal-Haven Trail

WMU International Student Perspective



Genevieve Aboley
Current WMUStudent

govomariegenevieve.aboley@wmich.edu

Q. What do you like about WMU?

**A. Perspective from student
Genevieve Aboley**

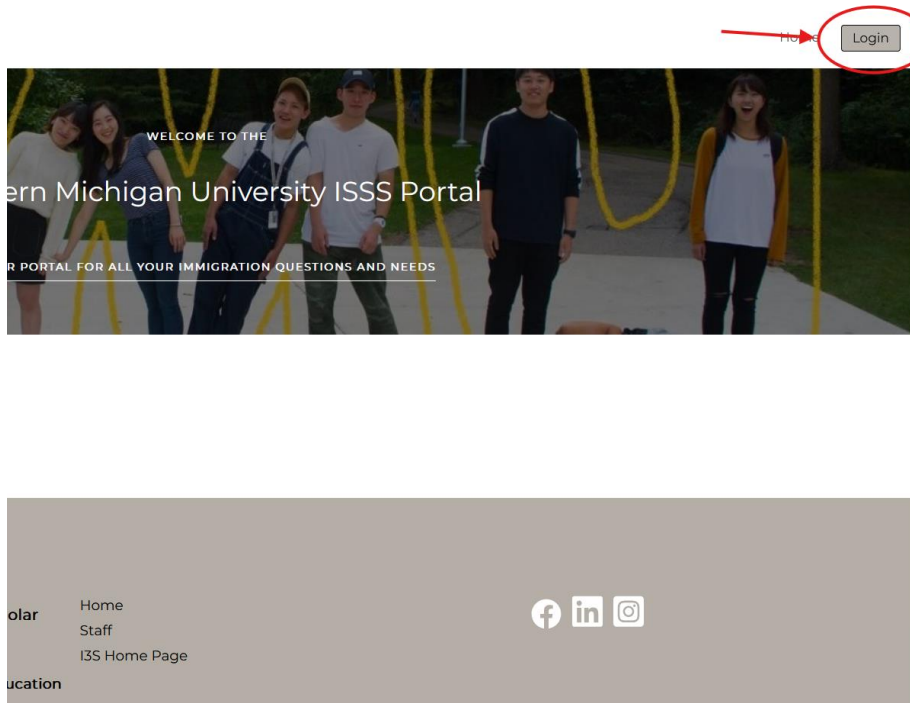


Immigration Requirements & Submission of Documents

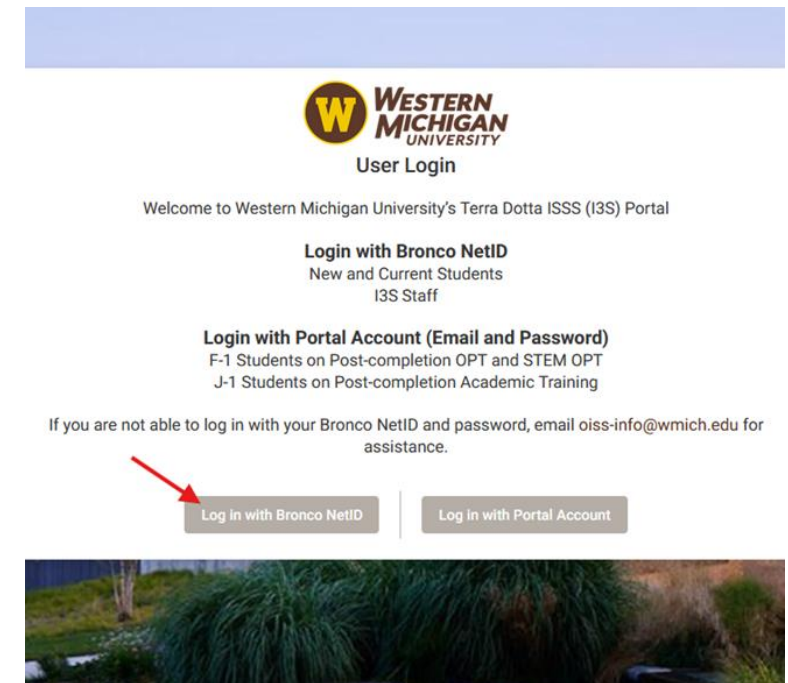


Accessing Your Terra Dotta Portal

1. Navigate to iss.wmich.edu and click “Login.”



2. Log in to your Terra Dotta portal using “Login with Bronco NetID.”



Terra Dotta “Immigration Responsibilities Assessment” Request

1. Navigate to the “Control Center.”
2. Click “Immigration Responsibilities Request.”
3. Complete the Assessment Request and “Submit.”

The image shows a screenshot of the Terra Dotta Control Center interface. A red box highlights the 'Control Center' tab in the top navigation bar, which is also circled in red. Below this, the 'Messages' section is visible, showing a table with columns for Date, Comment Title, and Dismiss. A red arrow points to the 'Control Center' tab. Another red arrow points to the 'Immigration Responsibilities Assessment' icon in the 'What can we help you with?' section. The interface also includes sections for 'Ongoing Requests', 'Completed Requests', and a search bar.

Control Center

Messages

2025-03-08T14:50:40Z

Comment

Dismiss

Items per page: 5 1 - 1 of 1

What can we help you with? Type a keyword to search

Change of Address Notification

Check-In

Defer Attendance Request

Demographic Update

Dependent Request

Financial Information Update

Immigration Responsibilities Assessment

SSN Letter (Status Verification for Employment)

Terra Dotta “Immigration Responsibilities Assessment” Request



User Login

Welcome to Western Michigan University's Terra Dotta ISSS (I3S) Portal

Login with Bronco NetID

New and Current Students

I3S Staff

Login with Portal Account (Email and Password)

F-1 Students on Post-completion OPT and STEM OPT

J-1 Students on Post-completion Academic Training

If you are not able to log in with your Bronco NetID and password, email oiss-info@wmich.edu for assistance.

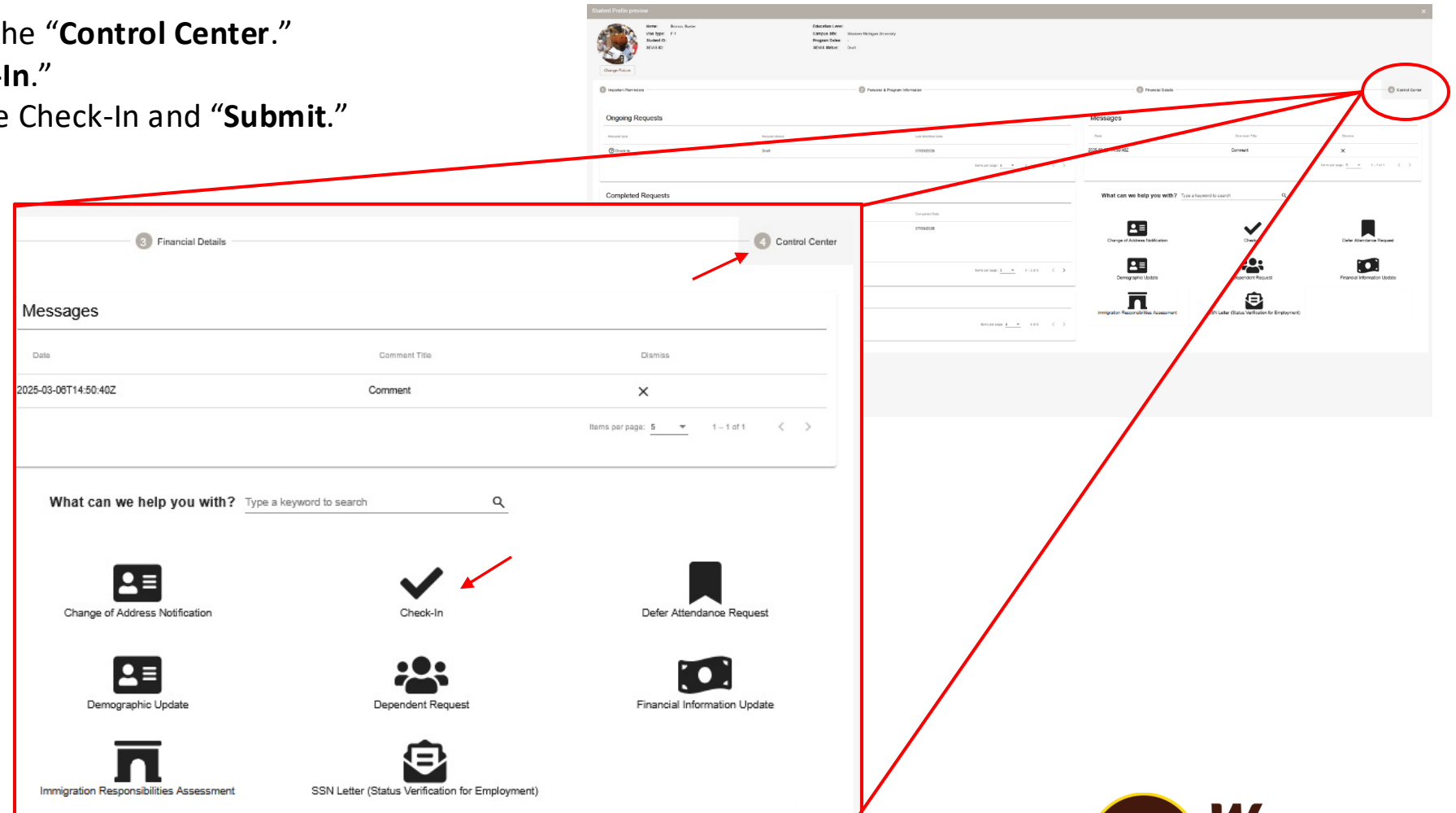
Log in with Bronco NetID

Log in with Portal Account

This is a screenshot of the 'Buster Bronco - Check-In' form in the Terra Dotta system. The form is titled 'Buster Bronco - Check-In' and has a 'Print' button in the top right corner. It contains several numbered sections with text instructions. A red arrow points to a checkbox labeled 'I confirm that I have read and understand the information presented.' which is checked. Another red arrow points to a 'Next' button with a downward arrow. At the bottom right, there are 'Submit' and 'Save as Draft' buttons.This is a screenshot of the 'Buster Bronco - Check-In' form in the Terra Dotta system, showing the 'Document Upload' step. The form is titled 'Buster Bronco - Check-In' and has a 'Print' button in the top right corner. It contains a section for 'Document Upload (File Upload)' with a 'Document Type' dropdown set to 'Form I-20'. Below this is a description: 'Sign and upload a copy of your Form I-20.' and instructions: 'Print your I-20 and sign it in blue ink in the "Student Attestation" section on Page 1 of the form. Then, upload the signed copy of the I-20.' There is a 'Browse' button and a text area for the file. A red arrow points to the 'Browse' button. At the bottom right, there are 'Submit' and 'Save as Draft' buttons, which are circled in red.

Terra Dotta “Check-In” Request

1. Navigate to the “**Control Center.**”
2. Click “**Check-In.**”
3. Complete the Check-In and “**Submit.**”



Terra Dotta “Check In” Request and Document Submission



Welcome to Western Michigan University's Terra Dotta ISSS (I3S) Portal

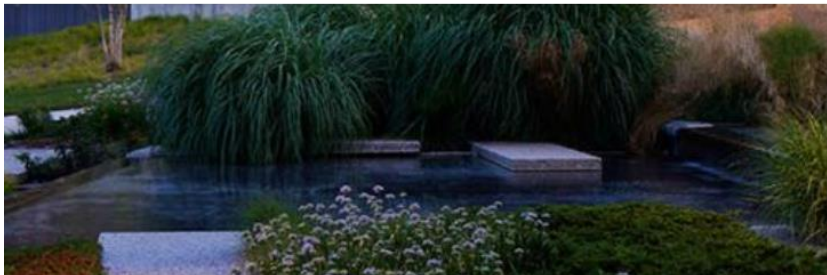
Login with Bronco NetID
New and Current Students
I3S Staff

Login with Portal Account (Email and Password)
F-1 Students on Post-completion OPT and STEM OPT
J-1 Students on Post-completion Academic Training

If you are not able to log in with your Bronco NetID and password, email oiss-info@wmich.edu for assistance.

[Log in with Bronco NetID](#)

[Log in with Portal Account](#)



Name: Bronco, Buster Education Level:

Buster Bronco - Check-In

13. You must obtain a new I-20 or DS-2019 if you **change your academic program from one degree level to another** (e.g., from bachelor's to Master's level), or one major/field of study to another (e.g., from Chemical Engineering to Physics). You must also obtain a new I-20 or DS-2019 if your **source of funding changes** (e.g. from Scholarship to Parents).

14. Always consult with an I3S advisor prior to **traveling outside the U.S.** for verification of your status and travel endorsement on your I-20 or DS-2019.

15. If you wish to bring **dependents** in F-2 or J-2 status, you may request a dependent I-20 or DS-2019 from I3S.

16. You are **NOT allowed to work in the United States without authorization**. F-1 students, who are maintaining their F-1 status, are allowed to work on campus up to 20 hours per week (regardless of a number of on-campus jobs) when school is in session. During school breaks and vacations, you may work more than 20 hours per week on campus. J-1 students are only allowed to work on campus up to 20 hours per week with their J-1 program sponsor's authorization in advance. Students may be allowed to work off-campus with appropriate authorization from I3S or DHS. An I3S advisor can provide you with more information about these employment options.

17. If you intend to transfer to another educational institution, you must notify I3S in advance of this transfer by submitting a completed **Transfer-Out Request** form along with official proof of admission from the new school.

18. If you need to **withdraw from classes, or are asked to leave the university**, you must report this to I3S immediately. If you report to I3S prior to your withdrawal, you will have 15 days to leave the United States. If you do not report to I3S, your status ends immediately.

19. The normal **grace period** to remain in the U.S. following degree/program completion is 60 days for F-1 students and 30 days for J-1 students. During this period, you are not allowed to work.

Always carefully read any correspondence from I3S. Please contact I3S should you have any questions or concerns.

☒ I confirm that I have read and understand the information presented.

Next

Document Upload (File Upload)
Required *

Submit Save as Draft

Name: Bronco, Buster Education Level:

Buster Bronco - Check-In

1. Maintaining Status (Signature Document)
Required *

2. Document Upload (File Upload)
Required *

Document Type *
Form I-20

Description
Sign and upload a copy of your Form I-20.

Print your I-20 and sign it in blue ink in the "Student Attestation" section on Page 1 of the form. Then, upload the signed copy of the I-20.

Browse
or drag a file here

Document Type *
Most Recent I-94 Arrival Record

Documentation

Submit Save as Draft



I-20/DS-2019 documents

*Submit all pages

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0018

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith	GIVEN NAME John	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME John Doe-Smith	PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 01 JANUARY 1995	ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE	LEGACY NAME John Doe-Smith	
SCHOOL INFORMATION		
SCHOOL NAME SEVIS School For Advanced SEVIS Studies	SCHOOL ADDRESS 3032 Navy Lane, Ft. Washington, PA 19380	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Rohmberg	SCHOOL CODE AND APPROVAL DATE BA215711111000 23 APRIL 2015	
PROGRAM OF STUDY		
EDUCATION LEVEL DOCTORATE	MAJOR 1 Economics, General 45.0401	MAJOR 2 Math 50.3050
NORMAL PROGRAM LENGTH 72 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 01 SEPTEMBER 2015	PROGRAM END DATE 31 MAY 2021	
FINANCIALS		
ESTIMATED AVERAGE COSTS FOR 9 MONTHS		
Tuition and Fees	\$ 25,000	STUDENT'S FUNDING FOR 9 MONTHS
Living Expenses	\$ 4,000	Scholarship and Teaching Assistantship
Expenses of Dependents (if)	\$ 3,000	Funds From Another Source
Other	\$	On-campus Employment
TOTAL	\$ 32,000	TOTAL
REMARKS Orientation begins 8/25/2015. Please report to ISSS upon arrival.		
SCHOOL ATTESTATION		
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of course taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.		
SIGNATURE OF Helene Rohmberg, DSO	DATE ISSUED 21 April 2015	PLACE ISSUED Ft. Washington, PA
STUDENT ATTESTATION		
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(f)(6). Sign to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.		
SIGNATURE OF John Doe Smith	DATE	
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country) DATE

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

SEVIS ID: N0000147766

J-1

1. Program Sponsor: ACME TRAINING
Participating Program Official Description: TRAINEE
Program Number: 9-4-16511

2. Form Cover Period:
From (mm/dd/yyyy): 06-02-2015
To (mm/dd/yyyy): 05-15-2016

3. Exchange Visitor Category:
TRAINEE
Subject Field Code: 04.0902
Subject Field Code Remarks: None

4. During the period covered by this form, the most extensive financial support (in U.S. \$) to be provided to the exchange visitor by:
Current Program Sponsor: Funds: \$ 25,000.00
Personal: Funds: \$ 3,000.00
Total: \$ 28,000.00

5. Statement of Responsible Officer for the Exchange Visitor (FOR TRANSFER OF PROGRAM)
Effective date (mm/dd/yyyy): Transfer of this exchange visitor from program number: _____
in this program specified in item 1 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1946, as amended.

6. FREEDOM OF INFORMATION ACT (FOIA) REQUESTS
The Exchange Visitor is the subject of:
☐ Not subject to the two-year residence requirement.
☐ Subject to the two-year residence requirement based on:
☐ Government financing and/or
☐ The Exchange Visitor Status Law and/or
☐ PL 94-481 as amended.

7. TRAVEL VALIDATION BY RESPONSIBLE OFFICER
EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work Travel.
(1) Exchange Visitor is in good standing at the present time.

8. SIGNATURES
Signature of Responsible Officer or Alternate Responsible Officer: _____ Date (mm/dd/yyyy): _____
Signature of Exchange Visitor: _____ Date (mm/dd/yyyy): _____
Signature of Consular or Immigration Officer: _____ Date (mm/dd/yyyy): _____
Signature of Responsible Officer or Alternate Responsible Officer: _____

I-20 Sample

DS-2019 Sample



Form I-94



Most Recent I-94

Admission (I-94) Record Number : _____

Most Recent Date of Entry: 2017 July 25

Class of Admission (F1)

Admit Until Date (D/S)

Details provided on the I-94 Information form:

Last/Surname :

First (Given) Name :

Birth Date :

Passport Number :

Country of Issuance : China




Immigration Documents Submission
is Mandatory.


Important Reminders

- **Maintain full-time status** (minimum 12 credits for undergraduate and 6 credits for graduate students during Fall and Spring semesters) – Applies to Fall/Spring
- **Not more than one online class** (3 credits) will count towards immigration status!

Undergraduate Online Example

9 credits – In-Person or Hybrid	3 Credits - Online	12 Credits total 
---------------------------------	--------------------	--

Graduate Online Example

3 credits – In-Person or Hybrid	3 Credits - Online	6 Credits total 
---------------------------------	--------------------	--

Visa Issues

Denial?

- Contact us if a first denial (so can address issues **before** second attempt)
- Collect any denial letter/email forward to us for review

Delay?

- Contact us if you cannot obtain visa appointment in time for Spring 2026
- Keep checking for visa spots regularly (varying hours, additional spots open)
- Expedite appointments available depending on circumstances – Contact your consulate to request an expedited appointment.
- Graduate assistantships/WMU employment support letter requests
- Possible *late arrival* I-20/DS-2019
- Last resort- consider deferral– notify by January 8 to save SEVIS record from canceling.
- Email oiss-info@wmich.edu to request a late arrival I-20/DS-2019.



Visa Issues - Late Arrival I-20/DS-2019

- If you will arrive late (after January 8), then you must request a “late arrival” I-20 or DS-2019
- You must request and receive a late arrival I-20/DS-2019 in *advance of travel*, in order to arrive late at the port of entry
- Email oiiss-info@wmich.edu to request a late arrival I-20/DS-2019.

Visa Issues

Marijuana (Cannabis) Use

- Federally illegal (regardless of how states interpret legality)
- Consumption risks your visa, work, and immigration options.
- Could lead to fines or jail time
- Could lead to cancellation of your visa
- Could lead to removal from the United States

Alcohol Consumption

- Legal drinking age is 21.
- Under 21 could get charged with possession even if you are not drinking it.
- Public drinking is illegal unless in designated areas
- DUI (driving under influence) or DWI (driving while intoxicated) could be detrimental to your immigration status.
- Could lead to fines or jail time.
- Could result in cancellation of your visa, even if charges were dropped.

Criminal charges of ANY KIND could result in your visa being revoked!



U.S. Health Insurance

GeoBlue Health Insurance

- Western Michigan University contracted with GeoBlue as its health insurance provider for international students for the 2025-2026 academic year.
- Insurance costs will be incorporated into your WMU tuition and fees.
- GeoBlue offers a single, comprehensive plan regardless of age or preexisting conditions.
- GeoBlue meets the coverage requirements established by the U.S. Department of State for exchange visitors and international students on J-1 or J-2 visas.



Insurance Frequently Asked Questions

- **Why was GeoBlue selected?**

GeoBlue was chosen for its comprehensive coverage, \$0 deductible and low premium

- **Is there a payment plan?**

Yes. Health insurance is included in your WMU tuition and fees, so you can use the university's payment plan.

Can I get a waiver to be insured by a company other than GeoBlue?

Yes, waivers are possible if you have insurance that is equal to or better than GeoBlue. However, WMU's GeoBlue policy is highly competitive and it is unlikely you will find better coverage at a lower cost. Waiver requests are reviewed on a case-by-case basis.



Questions About Insurance

Tiedra Robertson

Insurance Coordinator

Phone: (269) 387-5804

Email: ias-insurance@wmich.edu

<https://wmich.edu/internationaladmissions/resources/insurance>



Official Academic Documents

- Double check your admission letter for conditions
- Submit all official documents (transcripts, proof of degree/high school diploma, etc.) by January 20, 2026.
- A hold will take effect on January 20, 2026 if we do not receive all documents.



Tuition Rates 2025-2026

Review updated Tuition & Fees:

<https://wmich.edu/finaid/cost-of-attendance>

Tuition and fees

The tuition rate for Western Michigan University is set by the Board of Trustees. Tuition and fees are typically due the first day of the semester or session.

Undergraduate tuition



Undergraduate tuition: Enrolled exclusively in fully online programs



Graduate tuition



Military Veterans Affairs tuition benefit



**WESTERN
MICHIGAN**
UNIVERSITY

Academic Advising



Why Do I Need Academic Advising?

Academic advising:

- Helps you develop personalized educational plans
- Promotes academic excellence and personal growth
- Supports career development
- Facilitates timely degree completion

Contact Your Academic Advisor before enrolling:

Incoming students should reach out to their academic advisors before enrolling in classes to ensure a smooth registration process.

Undergraduate Students

Please schedule a virtual appointment with your academic advisor **prior to course registration**:

- **College of Aviation:**
<https://wmich.edu/aviation/advising/appt>. (Use the box marked “Prospective and Transfer Student”).
- **College of Education and Human Development:**
<https://wmich.edu/education/advising/appointment>
- **College of Engineering and Applied Sciences:**
<https://wmich.edu/engineer/advising>
- **College of Fine Arts:**
<https://wmich.edu/finearts/advising>
- **College of Health and Human Services:**
<https://wmich.edu/hhs/advising>
- **Haworth College of Business:**
<https://wmich.edu/business/advising>
- **College of Arts and Sciences:**
<https://wmich.edu/arts-sciences/advising>
- **Lee Honors College:**
<https://wmich.edu/honors/advising>
- **Merze Tate College:**
<https://wmich.edu/merzetate/academics/exploratory/appointments>



Graduate Students

For Guidance:

Please contact your program advisor or academic department regarding course selection and registration. They can provide tailored advice to help you navigate your academic journey.

Additional Resources:

For more information about graduate programs and application requirements, visit:

wmich.edu/grad/apply



ESL / CELCIS Students

- **English Placement Test**

You will receive an email from **Eva Copija** with a list of dates to attend a virtual English placement test.

- **Purpose:**

This test helps the CELCIS staff determine the right courses for your success.

- **After the Test:**

CELCIS staff will register you for your classes.

- **Questions?**

If you have any questions about the test or your classes, please email:

eva.copija@wmich.edu



Important Withdrawal Information

If you have registered for classes before your arrival and are unable to join the semester for any reason, you must withdraw from classes before the end of the Add/Drop period.

You will be required to pay tuition and all applicable fees if you do not withdraw by Tuesday, January 20, 2026.



Housing Options at WMU

- International students may live on or off campus.
- **On-campus housing** includes a variety of residence halls and apartments. <https://wmich.edu/housing/options>

Move-In Dates for Spring 2026 On-Campus Housing

- Residence Hall Early Move-In (Valleys and Western Heights) begins **Thursday, January 8 at 9 a.m.**
- Students moving into on-campus apartments (Arcadia Flats, Spindler Hall, Stadium Drive, Western View) should move in on **Friday, January 9** between **9 a.m.** and **5 p.m.** Students **cannot** move-in to campus apartments on Saturday, January 10 and Sunday, January 11, as the Housing and Residence Life office will be closed. The office will reopen on Monday, January 12 for anyone who did not move-in on January 9.
- For more information about move-in and on-campus housing, click [here](#).

Important Notes:

- Housing contracts are legally binding
- If deferring admission, contact Residence Life to cancel your contract **before the semester starts**
- Failure to cancel may result in fees

For more information or questions:

- Visit: wmich.edu/housing/options
- Phone: (269) 387-4735
- Email: WMU-housing@wmich.edu



Travel Reminders

Before you travel, ensure you have the following important documents printed and ready:

- ✓ I-20/DS-2019
- ✓ Admission Letter
- ✓ Proof of Registration (Class Schedule)
- ✓ Passport
- ✓ Official Transcripts

Hand Carry: Keep these documents and your passport with you in your carry-on luggage during the flight.

Emergency Contact Information

In case of an **EMERGENCY** (if you are in the U.S. and have a **police, fire or medical emergency**)

Call 911 immediately

In case of an **IMMIGRATION EMERGENCY** (such as a border or port of entry issue)

During normal WMU business hours (Monday-Friday 8 a.m. – 5 p.m.)

Call (269) 387-5865 and ask to speak with an immigration advisor (PDSO or DSO).

After hours and during WMU closure

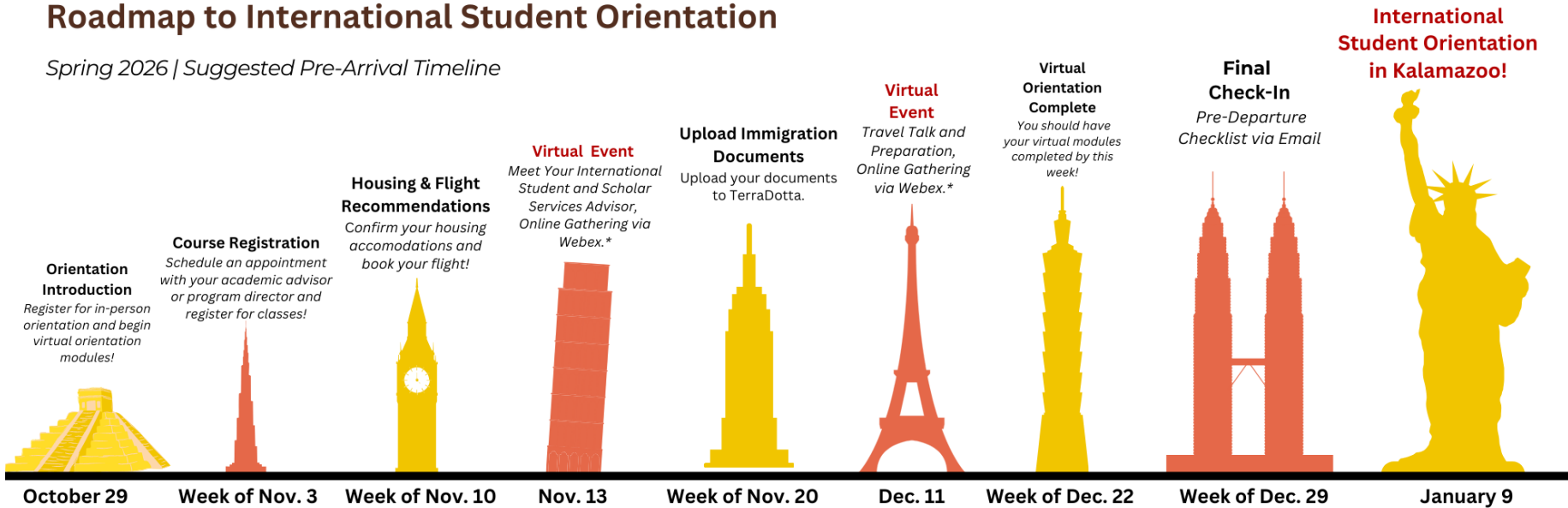
Call Kalamazoo County Consolidated Dispatch at (269) 488-8911 and ask to be directed to a WMU Public Safety officer.



What's Next?

Roadmap to International Student Orientation

Spring 2026 | Suggested Pre-Arrival Timeline



Spring 2026 International Student Orientation is underway. Check your email for pre-departure tasks and information.

Email communications began October 29. Email updates will be posted on our website at <https://wmich.edu/international/orientation>.

Contact us at oiss-info@wmich.edu if you are not receiving our emails.



WESTERN MICHIGAN UNIVERSITY
Haenicke Institute for Global Education
International Student
and Scholar Services

- Travel Talk and Preparation Online Gathering via Webex on **December 11, 2025**
- In-Person Orientation will be held on **January 9, 2026**
- Classes Begin on **January 12, 2025**



**WESTERN
MICHIGAN
UNIVERSITY**

For contact information, visit our
I3S Staff Directory

<https://wmich.edu/international/directory>



What now?

Click on the breakout session button



and join one of our groups:

- **#1 - Undergraduate Academic Advising**
- **#2 - Graduate College**
- **#3 - ESL / CELCIS**

or

- Stay in the main room to ask questions to our International Student and Scholar Services team!



Questions?





Thank you for your time!