**Checklist for ELS Students Transferring To GVSU**



**Prior to Admission to GVSU**

Submit all required application documents to GVSU’s Admissions Office, 300 Student Services Building (STU). (Application, Personal Statement, Financial Verification, Test Scores (ex: GRE, GMAT), English Language Proof (ex: ELS Level 112 Certificate), Application Fee)

**After Admission to GVSU**

Complete any required ELS paperwork prior to the transfer (signed departure form, FGL from SACM for GVSU, GVSU transfer form, GPA release)

Have ELS submit your transfer release papers and SEVIS I-20 to GVSU

Contact Chris Hendree for your Academic Advisor information, if you haven’t heard from your academic advisor within 2 weeks of your date of admission (unless you are admitted immediately before the start of a semester)

If you are sponsored by the Saudi Cultural Mission, contact your advisor at the SACM for an updated financial guarantee letter, listing GVSU as your current school

Verify your GNumber and Pin using MyBanner and update your email address on MyBanner

If you need on-campus housing, apply at: [www.gvsu.edu/housing](http://www.gvsu.edu/housing)

Attend the Mandatory International Student Orientation, information available at [www.gvsu.edu/pic](http://www.gvsu.edu/pic)

Obtain GVSU Student ID Card from 150 STU

Submit copies of your passport, visa, I-94 and ELS I-20, proof of health insurance to Padnos International Center, 130 Lake Ontario Hall (LOH). Health insurance is available for purchase, information available at 130 LOH

Pick up a your new GVSU I-20 from 130 LOH during the 2nd week of school

Pick up your social security documents for application for a social security number from 130 LOH

Be sure to check your GVSU email account for emails from the University, including your faculty

**Primary Contacts**

Chris Hendree, Admissions, 300 STU, 616 331 2025, [hendreec@gvsu.edu](mailto:hendreec@gvsu.edu)

Kate Stoetzner, Padnos International Center, 130 LOH, 616 331 3898, [stoetznk@gvsu.edu](mailto:stoetznk@gvsu.edu)

Troy VanKoevering, Padnos International Center, 130 LOH, 616 331 3898, [vankoetr@gvsu.edu](mailto:vankoetr@gvsu.edu)