Fall 2022 International Student Checklist

Commitment
Step 1

☐ Pay the NONREFUNDABLE $475 confirmation fee by June 1, 2022.
   (Instructions on reverse)

☐ Establish your CAU Email Address [1 week after paying the confirmation fee
   (Instructions on reverse)

☐ Access the Residence Life webpage, and click "Apply for Housing"

☐ Complete the CAU I-20 Request Form

Apply for a CAU I-20 and Student VISA
Step 2

☐ Request your I-20 and prepare for your visa appointment

☐ After receiving the I-20, begin applying for your F-1 visa by paying the SEVIS Fee
   at www.fmjfee.com

☐ After paying the SEVIS Fee, go to www.usembassy.gov to schedule a visa
   appointment at your nearest embassy.

Final Preparations
Step 3

☐ Visit Student Health Services to access immunization forms. They can be uploaded to
   cau.medicatconnect.com or faxed to (404) 880-6010. Due July 1, 2022.

☐ COVID-19 Vaccination: Students are required to submit proof of vaccination via email to
   studentaffairs@cau.edu. [Religious or medical exemptions can be submitted, but are not automatically
   approved] Due July 1, 2022.

☐ Attend International New Student Orientation

Move in Date TBA
First Day of Class 17 August 2022
Paying the Non-Refundable Confirmation Fee

- Navigate to www.cau.edu
- Scroll down to bottom of page and click on Banner Web
  - Click “Enter Secure Area”
  - Enter your User ID (Student ID) and PIN number (in Acceptance letter) to review your financial aid status/award
  - Select “Student Services & Financial Aid”, select “Student Records”
    - Select, “Confirmation Fee”
    - You will be directed to the Payment Portal and use your 900# and PIN once more to login.
      - Click "Make Payment" at the top of the screen when you log in
        - Select the plus sign and change the amount you will pay from $0.00 to $475.00 and click continue. Verify that the total is correct.
        - Select a credit or debit card as your method of payment, and enter your card details. You have the option of saving this card for future payments. Select continue.
        - If all payment details are correct, submit payment. Once the payment has processed, a receipt will populate on the screen and you will receive an email confirming payment. Also there is an option to print the confirmation.
  - If you do not want to pay the confirmation fee online, you can mail your cashier's checks or money orders payable to Clark Atlanta University. Please include your Student ID (900#). Payments can be mailed to:

  Clark Atlanta University
  Office of Student Accounts
  223 James P. Brawley Dr. SW
  Atlanta, GA, 30314

If you have questions or difficulty making payments, please contact the Office of Student Accounts at (404) 880-8033.

Establish CAU Email Account [7 Days After Paying the Confirmation Fee]

- Navigate to www.cau.edu
- Scroll down to bottom of page and click on Banner Web
  - Click “Enter Secure Area”
  - Enter your User ID (Student ID) and PIN number (in Acceptance letter)
  - Click on "Personal Information"
    - Click on view Email Address(es)
      - Write down the information for the CAU email address
  - Log out of Banner Web
  - Return to www.cau.edu and scroll to the bottom of page to find "My Password Portal"
    - Enter Domain User Name (first part of your email address before @ sign) and click Continue
    - Enter 900 number, security verification and click Continue
    - Enter New Password, Confirm New Password, security verification and click Reset Password
      - Password requirements: minimum 13 characters, must contain at least one of the following: 1-Capital Letter, 1-Lowercase Letter and 1 number and/or special character
  - After you successfully reset your password, you must register for Multi-Factor Authentication (MFA).