

Intensive English Program (IEP)

Pre-Arrival Checklist

The Pre-Arrival Checklist provides important information about what you will need to complete before you arrive in the United States. Please use this checklist to ensure you have no holds on your student account. Please contact aei@uoregon.edu if you have any questions.

❑ Obtain U.S. Visa

We encourage you to contact your home EducationUSA.info center for pre-departure help specific to your country and language.

It is important for new F-1 and J-1 students to pay your SEVIS I-901 fee before applying for your visa. Credit card payment is simple through the online process at fmjfee.com.

This payment in addition to your I-20 or DS-2019 form are required to apply for a visa at the U.S. embassy or consulate in your home country.

Learn more about the visa requirements at aei.uoregon.edu/visa.

Transfer students within the U.S.: Submit the AEI SEVIS transfer form to the international SEVIS adviser at your current institution. Your adviser will complete the form and mail or fax the original to the University of Oregon's AEI. The AEI will mail you your new I-20, or have you pick it up at Agate Hall.

❑ Claim your Duck ID

Your Duck ID is your primary account for technology access on campus. You will use your Duck ID login for email, Canvas, on-campus Wi-Fi, and many other services. When you claim your Duck ID, you will create the username and password for your account (duckid@uoregon.edu).

To claim your Duck ID, you will need to log in to duckweb.uoregon.edu using your UO ID (95X-XXX-XXX) and your Personal Access Code (PAC).

You can find your UO ID number and PAC in the admission packet that was sent to you after you were admitted as an AEI student.

When you log into DuckWeb for the first time, you will use the PAC you received in the mail, but you will then be asked to change your PAC and answer several security questions.

You will then be able to Claim your Duck ID and create your username and password.

You can find more information at service.uoregon.edu.

❑ Finalize your Travel Plans

Your final destination will be Eugene, Oregon (airport code EUG).

- Secure your U.S. Student Visa before purchasing any airline tickets.
- New students can only enter the U.S. within 30 days of the start of the AEI term.
- Be sure to arrive a day or two before Orientation begins, to help you adjust to any jet lag.
- If you have connecting flights following your arrival to the U.S., we recommend allowing additional time between flights (minimum 2 hours).

Questions?

Email: aei@uoregon.edu



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❑ Apply for Housing: On or Off Campus

The University of Oregon offers a variety of housing options, including AEI Homestay, On-Campus Housing, and Off-Campus Housing. Please explore the options on the Housing page (aei.uoregon.edu/housing) to determine what works best for you. See the AEI Academic Calendar for AEI Homestay deadlines.

❑ Register for Orientation

All new AEI students are required to participate in the AEI New Student Orientation. Admitted students will receive an email with a link to register for orientation 2-3 months before the start of the term. Please check your email daily.

Orientation begins the Friday before the first day of classes.

❑ Take Online English Placement Test

After you register for orientation, the UO Testing Center will send you an email with important information about taking a required online English Placement Test before the start of the term. This test will help us put you in the correct classes.

It is important that you make an appointment to take the test as soon as possible. The Testing Center can become very busy before the start of the term and appointments may be limited if you wait. Please check your email daily and open the email from the UO Testing Center as soon as you receive it. Then follow the instructions to schedule a test session right away.

❑ Immunization and Health Insurance Requirements

All new students are required to provide documentation of immunizations (aei.uoregon.edu/health). Without this information, you will not be able to register for your classes. Students are encouraged to obtain immunizations before coming to the U.S. For more information, please visit: health.uoregon.edu/immunization-requirements.

International students are required to purchase University Health Insurance. You will automatically be enrolled in health and dental insurance, unless you submit an approved waiver.

❑ Pay Tuition and Application Fee

Payment is due prior to the first day of classes. Students cannot be registered for classes until tuition and fee payments are made in full. Visit the Tuition & Payments page (aei.uoregon.edu/payments).

❑ Plan Airport Pickup

At no additional cost, we offer a one-time Eugene Airport pickup service for new IEP students who make arrangements before arrival. Sign up on the Airport Pickup page.

If you do not want AEI to arrange your transportation, you also have the option to call a taxi, or download Lyft or Uber on your mobile device. Please visit the Transportation page (aei.uoregon.edu/transportation) for more information.

❑ Day of Travel

When traveling, be sure to carry your original travel documents with you including: Passport, student visa, and I-20 or DS-2019. You may also want to scan the originals and store them digitally so you or your family can access them in case of an emergency.

The U.S. Customs and Border Protection (CBP) has an automated I-94 processing system at the port of entry. Once you arrive, you will be able to access your I-94 through a website.

Questions?

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