

Pre-Arrival Checklist

- Directions/resources for each step are on pages 2-3
- Please email any questions about this checklist to Kimberly Valenti (kimberly.valenti@cwu.edu)

1. Activate your MyCWU account.
2. Accept your admission to CWU in your applicant portal or in MyCWU.
3. Log in to your Canvas account.
4. Business majors: complete the online orientation in Canvas: **CB Advising** for College of Business majors.
5. Start checking your CWU Outlook email every day!
6. Contact sevis@cwu.edu for your CWU I-20.
7. Purchase insurance and send all necessary documents to intl_insurance@cwu.edu
8. Contact your academic/staff advisor to register for classes.

*You will find details for each item on the following pages.

1. **Activate your myCWU Account:** Go to wildcatpassword.cwu.edu and follow the instructions given to set up your account.

For technical assistance for MyCWU please contact the CWU Service Desk at 509-963-2001.

2. **Accept your CWU admission:** This will tell your academic advisor that you are ready for advising and registration! In your applicant portal, confirm your enrollment in the "Next Steps" section. You can also accept admission once logged into MyCWU by clicking "Student" from the top menu, then "Admission" on the left. Here you can accept your offer by clicking on "Accept Admission" and following the steps given.
3. **Log into your Canvas account:** You can access your account at <http://canvas.cwu.edu>. Once logged in, accept the course "Seattle Area International Students" to receive important information and updates. **You will be added to this Canvas account after you attend the mandatory orientation in December.**
4. **College of Business students - complete the online student orientation in Canvas (if you haven't already):** In Canvas, complete the **CB Advising** orientation if you are majoring in a program within the College of Business. After that, you will be able to be majored and then contacted by an academic advisor.
5. **Start checking your CWU Outlook email account:** This email account is how we will contact you (as will your professors and other departments at CWU.) It is very important that you set start checking the account right away so that you don't miss any important correspondence from CWU. For those living in residence halls, you cannot access the Wi-Fi until you have activated your CWU email address.
You can access your email by going to www.cwu.edu, then hover over MyCWU at the top and select "Student Outlook" from the drop-down menu. You can log in by typing your username followed by @cwu.edu. Your Outlook password is the same as your MyCWU account password.
6. **Contact us for your CWU I-20:** If you haven't already, be sure to contact our staff to check in on the status of your I-20! You can email our SEVIS Coordinator Shelby King to check at sevis@cwu.edu.

7. **Purchase insurance and send all necessary documents to**

intl_insurance@cwu.edu: To be in compliance with CWU policy, you must have adequate insurance to last you through winter term. *A hold will be placed on your account that prevents you from registering for courses until we receive your necessary insurance documents.* For more information you can go to the [CWU International Student Insurance webpage](#) or contact intl_insurance@cwu.edu.

8. **Your Academic Advisor will contact you to register for classes:** You will register for classes after you confirm admission and your academic advisor emails your CWU email account a list of course recommendations. You can schedule an advising appointment with your advisor at that time.