

Standard Operating Procedure (SOP): New Student Late Arrival Process

Purpose:

This SOP outlines the procedures for advisors and/or designated faculty/staff responsible for reviewing New Student Late Arrival Letters and granting approval for new undergraduate and graduate students requesting this letter.

1. Student Request:

Students should first reach out to request the completion of the form located in the "Late Arrival Letter Template-Department Letter" section on the "Late Arrival Letter" [webpage](#).

2. Initial Department Inquiry:

Department contacts should inquire about the student's intended arrival date to the U.S. Students are not permitted to request an arrival more than two weeks after the start of their program. Arrivals after the census date are not allowed.

3. Review Process for Late Arrival Requests:

If a student requests to arrive within two weeks of their program start date, the designated department contract must review the following items and/or consult with the relevant offices before approving the letter:

a. Confirmed Housing:

For first-time undergraduate students, has the student secured housing?

b. Texas Success Initiative (TSI) Test:

For first-time undergraduate students, has the student completed the TSI test with the Testing Success Initiative office?

c. New Student Orientation (NSO):

Has the student signed up for New Student Orientation (NSO)?

d. Advising:

Has the student received advising?

Note: Students must sign up for NSO, confirm housing, and meet the TSI requirements before they are able to receive advising for their courses.

e. Meningitis Vaccination:

Has the student [submitted proof of their meningitis vaccination](#) through the portal for the Student Health Center at TXST?

4. Final Approval and Submission:

Once all of the above requirements above have been fulfilled, the designated contact listed on the final page of this document must reach out to the department chair or

graduate advisor to obtain approval for the student's late arrival. After the chair or graduate advisor has approved the request, the designated contact for the department will send the completed letter back to the student. The student should then upload this letter to the International Student & Scholar Services (ISSS) Office via the "New Student Late Arrival" form. This will enable the ISSS Office to add the necessary remarks to the student's immigration record for review by U.S. Customs and Border Protection upon the student's arrival in the U.S.

Should there be any questions regarding the steps provided, please contact the International Student & Scholar Services Office at inational@txstate.edu or (737) 335- 3952.

Designated Department Contacts for the approval of Late Arrival Letters

- **Applied Arts:** appliedartsadvising@txstate.edu
- **Business:** businessadvising@txstate.edu
- **Education:** eduadvising@txstate.edu
- **Fine Arts and Communication:** cfacadvising@txstate.edu
- **Liberal Arts:** laadvising@txstate.edu
- **Health Professions:** HPAdvising@txstate.edu
- **Science and Engineering:** ScienceAdvising@txstate.edu
- **University Advising Center:** uadvising@txstate.edu

INTERNATIONAL STUDENT & SCHOLAR SERVICES
344 W. Woods St. | Thornton International House | San Marcos, Texas 78666
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This letter is an electronic communication from Texas State University.