

NEW STUDENT PRE-ARRIVAL CHECKLIST

❑ Visa Preparations Before Arrival in USA

In order to enter the USA, you must have all your documents (Passport, Visa, I-20, School Registration Letter) and be ready to present them to an immigration official when asked.

Visa Denials: Do not wait until your I-20 date has expired!

- If you did not pass your Embassy interview and want to reschedule: It is the student's responsibility to communicate with Capstone if the date on the I-20 needs to be deferred. The new I-20 date must be at least one month from the previous one.
- If you are unable to reschedule your Embassy interview: It is the student's responsibility to communicate with Capstone if you want to cancel student enrollment.

Upon arrival in USA: Contact Capstone at admissions@capstone.org or (503) 228-6346! Students may enter the USA no more than 30 days prior to their I-20 start date but please take care of school business BEFORE your scheduled Orientation.

❑ Scheduling Arrival in USA

Students must arrive in Portland, Oregon at least THREE WEEKS before their I-20 start date. Why?

- Because the date on your I-20 is the day you will begin classes at Capstone.
- Because you must attend Orientation and Placement Test which is scheduled two weeks BEFORE your Start Date.
- Because understanding transportation in Portland and the location of the school will help make your first day of classes successful.

❑ Preparing for Orientation and Placement Test

Your Orientation & Placement Test is scheduled 2 weeks BEFORE your start date @ 12:30 pm

- **You are required to pay for your first installment of \$1100 on your Orientation day. There are no refunds.**
- Please bring your I-94, Passport, & I-20 with you. You will be asked to confirm your U.S. address, email and phone #.
- There is a \$100 charge if you don't show up. Missing your Orientation day may result in cancellation of your I-20.
- Check your email for information and important dates sent by the school, respond if you have questions.

❑ First Day of School, check in at the front desk from 9:00 - 9:45 am

- Before your first day at Capstone, you will receive an email confirming your start date and class schedule.
- Please arrive early on your first day of school to check in at the front desk. Capstone opens at 9:00 am.
- You have already made your first tuition payment and now you will be required to purchase your textbooks. ***You must purchase your textbooks at the front desk and before you enter the classroom. No Books = No Class.***
- Please come to class prepared, on time and ready to learn.

Capstone Vacation Policy

After completing 3 terms of study at Capstone, students can apply for 1 term of vacation in the USA