REQUIREMENTS FOR EXCHANGE STUDENTS
ARRIVAL FORMS

• Many of you have forms from your universities that you need signed as proof of arrival.

• Please come see us as soon as possible to have your arrival forms signed!

• We can sign and stamp them during walk-in hours from 1pm to 3pm.
TUITION AND FEES

• If you are charged tuition, let us know. You do not need to pay tuition at UNM.

• You are responsible for paying COURSE FEES; fees are listed in Schedule of Classes in your LoboWeb.

• There are late registration fees so pay attention to deadlines!

• You are responsible for paying the immigration fee at UNM

• If you have PENDING PAYMENT at the end of the semester, you will not receive an official transcript from UNM.

• To pay your bill, visit the Bursar’s Office OR pay online using LoboWeb.
OFFICIAL TRANSCRIPTS

• We email one official transcript to the International Office at your home university. These are sent by February 1st for Fall term (if you are end in fall) and July 1st for Spring term (if you end in spring)

• Unless your school requests otherwise, an electronic transcript will be sent. Please notify your home school to look for the transcripts near the send date.

• You should order a second copy, for your own records. To do this you have to wait until all grades have been posted and then go to Lobo Web if your account is still active or if you are not here, go to registrar.unm.edu and order on-line. You can order a paper or electronic version.

• Be sure to pay any fees before you leave or you will not receive your transcript!!!
UNM HOUSING ISSUES

• If you are in the dorms for only the Fall semester, you MUST CANCEL YOUR CONTRACT by October 31st or else you will be charged for the following semester.

• If you stay for two semesters, you MUST continue to live in the dorms – you cannot cancel the contract.

• If you are unhappy with your roommate, let housing know immediately and they will help you change rooms if it cannot be resolved by mediation.

• Do you still need a place to stay? Talk to us after the orientation 😊
REGISTERING FOR CLASSES

• You can add and drop courses during the first two weeks of the semester. Those changes will not show on your transcript.

• If you are unable to register for a course because it is full, get on the waitlist and then try to contact the professor via email or go to class on the first day to explain that you are an exchange student trying to add.

• If you are unable to register for a course because you do not have the prerequisites, go to the advisor for that department and explain that you are an exchange student. They can look up your transcript in “On-Base” to see if you have the equivalent prerequisites (or you can show them a paper copy). You may need a course description.
ACADEMIC ADVISORS PANEL

Anderson’s School of Management
• Florencio Olguin

College of Arts and Sciences
• William McClary

College of Fine Arts
• Jennifer Lucero

School of Engineering
• Quinton Freeman
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