



## Dormitory Documentation Timeline International Student

This timeline shows parents what to complete each month for dormitory student medical records and documentation. Items on this timeline must be completed by **August 1**. We ask parents to follow the timeline below so that we can offer the best service to you and your family. You can stay up to date on communication and tools needed for your family via the [Dormitory Portal](#) throughout your time here at St. Croix.

*Note: Mrs. Julian works limited summer hours and will be gone mid-June to mid-July. Please look over these items now, so that you may ask questions before summer break.*

<p style="text-align: center;"><b>April or May</b></p> <p style="text-align: center;">Location - At School</p>	<ul style="list-style-type: none"><li>- Schedule appointments for summer months at home. Click the links (red text) for each form. Print them out and take them to your doctor appointment.<ul style="list-style-type: none"><li>- <b>Health Physical Form</b> Required every 3 years</li><li>- <b>Immunization Form</b> Provide proof of <b>NEW</b> vaccines on page 1 or obtain exemption using on page 2. (Requires a doctor's signature or a notary public signature.) Returning students requiring vaccines will be notified by email from Mrs. Julian.</li></ul></li><li>- <b>Banking Options</b><ul style="list-style-type: none"><li>- Consider options linked above to access funds in the US.</li></ul></li><li>- Seniors: Email Sevis I-20 transfer request from university to Mrs. Julian.</li><li>- Seniors: Close bank accounts in Minnesota. Your account should not have pending transactions.</li><li>- Enter summer flight information on the <b>Transportation Form</b> by <b>May 1</b>.</li></ul>
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<p style="text-align: center;"><b>June or July</b> Location - At Home</p>	<ul style="list-style-type: none"><li>- Seniors: Academic records requests should be made through Mrs. Tess. Please email her for records if needed - <a href="mailto:ATess@StCroixLutheran.org">ATess@StCroixLutheran.org</a>.</li><li>- Complete <b>Health Physical</b> with your doctor. Upload completed form using the link above.</li><li>- Upload any NEW vaccine records using the <b>Immunization Form</b>. Mrs. Julian notifies returning students (and their parents) when immunizations are missing/required.</li><li>- Complete routine dental work, including possible removal of wisdom teeth.</li><li>- Purchase <b>Medical Insurance</b>. Upload information using the link. (Available mid-June)</li><li>- Email Mrs. Julian significant changes in health or <b>medication</b>.</li></ul>
<p style="text-align: center;"><b>August</b> Location - At Home</p>	<ul style="list-style-type: none"><li>- <b>All medical and documentation forms above are submitted by August 1.</b></li><li>- Flight information (to <b>Transportation Form</b>) is due <b>August 1</b>.</li><li>- Begin <b>packing</b>.</li><li>- Consider where your child will stay for Christmas. Note the <b>one year calendar</b> and dormitory closures.</li></ul>
<p style="text-align: center;"><b>September</b> Location - At School</p>	<ul style="list-style-type: none"><li>- Consider where your child will stay for Christmas. Note the <b>one year calendar</b> and when the dormitory will be closed. International students may sign up for a <b>homestay</b>. Requests and payments are due <b>October 15</b>.</li></ul>



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<p><b>October</b></p> <p>Location - At School</p>	<p>Christmas Homestay due on October 15th.</p>
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