



Next Steps

These steps must be completed in order.

- Step 1. You have received the “Welcome to NEC” email. This email is considered your Acceptance Letter.**

- Step 2. Request a SEVIS record Transfer-Out from Your Current School.**
 - Speak with your current DSO as soon as possible, and keep in mind a SEVIS Transfer-Out can take up to 2 weeks to be processed.
 - Your DSO can go into SEVIS and schedule the Transfer Out for a future date. Once your DSO has indicated a future release date in SEVIS, New England College can move forward with your enrollment.
 - NEW ENGLAND COLLEGE School Code: BOS214F00408000
 - Deadline for SEVIS record release date: by 4pm EST the Thursday before the program start date.

- Step 3. Complete and submit the Employment Authorization Form (EAF)**
 - When we receive your SEVIS record in our queue you will receive the EAF as an email attachment.
 - Fill it out completely, including your signature and your work supervisor’s signature.
 - Send the completed EAF and a copy of your Job Offer Letter to eaf@nec.edu
 - When the EAF is approved, the EAF will be emailed back to you with an approval signature.
 - You will then submit the approved EAF to your DSO/international advising for Curricular Practical Training (CPT) authorization. (See Step 6 below)
 - If you have questions about the EAF, contact eaf@nec.edu.
 - If you have questions about CPT, contact your DSO or contact international@nec.edu.
 - Deadline: two weeks before the term begins.

- Step 4. Check your personal email account for an email from *graduateadmission@nec.edu*, with your NEC email and login credentials.**
 - NEC Faculty and Staff will send important communications exclusively to your NEC email.
 - Contact HelpDesk@NEC.edu for questions.
 - Check email regularly and ensure that you can login to [MyNEC](#) and [NEC Webmail](#).

- Step 5. Receive Course Registration**
 - Academic Advising will register you for your courses. Students cannot register themselves for their first term.
 - Academic Advising will send your registration to your nec.edu email account.
 - Please contact studentservices_gps@nec.edu with questions.

- Step 6. Submit your Approved EAF to the International Advising Office for CPT Authorization.**
 - Email an attachment of your approved EAF to your DSO or to international@nec.edu and request CPT Authorization.
 - Your NEC DSO will review your EAF for all required signatures and information.

- Your DSO will then update your SEVIS record, issue an I-20 with CPT authorized, and send your CPT-updated I-20 via email.
- Deadline: Two weeks before the term begins.
- Be prepared to wait patiently for your CPT-authorized I-20. (This may take up to 10 business days).
- **Do not work** until you have the updated I-20 and have confirmed the CPT dates and employer information authorized on page 2 of your I-20.
- **If at any time during the admission process you change programs, please be sure to send an updated EAF that reflects the correct program you will be enrolling in.**

☐ **Step 7. Pay Your Tuition**

- Pay through [MyNEC](#) once you have been registered for classes.
- Payment is due by 4pm EST the Friday before your program starts. **This is a strict deadline; we are unable to make exceptions.**
- Failure to pay by the due date will result in being dropped from classes and the Termination of your SEVIS record.
- [Monthly payment plan is available](#). You must set up your payment plan by the deadline. There is a \$65 Service Fee with this plan.
- Email SFS@nec.edu with tuition and payment questions.

☐ **Step 8. Ensure the Information is accurate on the I-20 authorizing Curricular Practical Training (CPT).**

- When you receive the email from International Advising with your I-20 endorsed for CPT, check your I-20 for accuracy, print it, sign it on page one, and safeguard it as an original.
- **Do not work** until you have the updated I-20 and have confirmed the CPT dates and employer information authorized on page 2 of your I-20.

☐ **Step 9. Log in to Blackboard the Saturday or Sunday before the program start date.**

- Monitor your nec.edu email account for the Welcome Email from your Academic Advisor.
- [Access to Blackboard](#)
- Sign into each course, review syllabi, and participate!

Still have questions? Please check the [Frequently Asked Questions \(FAQ\) Page](#).

Enjoy the program!