



## Next Steps Checklist

- You have received the “Welcome to NEC” email. This email is considered your Acceptance Letter.**
  
- Request a SEVIS record Transfer-Out from Your Current School.**
  - New England College will only accept an active SEVIS. We will not accept a terminated or cancelled SEVIS.
  - 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 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.
  
- Confirm that we have received your Official transcript.**
  - You should have ordered your Official transcript be sent to New England College. If you have not yet, then please consider this urgent! Contact your university and ask them to send New England College an official transcript of your bachelor's degree (and any additional post graduate work). Your school should send it directly to Graduate Admission: electronically to [graduateadmission@nec.edu](mailto:graduateadmission@nec.edu), or by mail to NEC Graduate Admission, 98 Bridge St. Henniker, NH 03242.
  - If you have earned a master's degree please also have that official transcript sent.
  - It must come directly from an official source (not from you) directly New England College.
  - We must receive your official transcript by orientation.

Checklist for after you have transferred your SEVIS:

- Log into your NEC email and your [MyNEC](#) portal**
  - After we see your SEVIS record in our queue, you will receive an email in your personal email account, from [graduateadmission@nec.edu](mailto:graduateadmission@nec.edu) with your log in credentials.
  - NEC Faculty and Staff will send important communications exclusively to your NEC email.
  - Contact [HelpDesk@NEC.edu](mailto:HelpDesk@NEC.edu) for questions.
  - Check email regularly.
  
- Submit your Covid-19 Vaccine card:** All students are required to show proof of full and complete COVID-19 vaccination.
  - Scan and email your completed COVID-19 vaccine cards to: [covid-19update@nec.edu](mailto:covid-19update@nec.edu) to ensure clearance to begin classes on time. Please include the words “Vaccine Information – Graduate Student” in the subject line of your email.
  - Please note that New England College considers a person to be fully vaccinated if they are two weeks past the required doses of Pfizer or Moderna or Johnson & Johnson vaccine. We will also accept vaccines approved by the World Health Organization.

- All questions regarding the New England College COVID-19 vaccine requirement can be directed to the following address: [covidresponseteam@nec.edu](mailto:covidresponseteam@nec.edu)

**Log into your NEC email and your [MyNEC](#) portal**

- After we see your SEVIS record in our queue, you will receive an email in your personal email account, from [graduateadmission@nec.edu](mailto:graduateadmission@nec.edu) with your log in credentials.
- NEC Faculty and Staff will send important communications exclusively to your NEC email.
- Contact [HelpDesk@NEC.edu](mailto:HelpDesk@NEC.edu) for questions.
- Check email regularly.

**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](mailto:studentservices_gps@nec.edu) with questions.

**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.
- Email [SFS@nec.edu](mailto:SFS@nec.edu) or call 603-428-2226 with tuition and payment questions. Please allow 24 hours for a response.

**Step 6. Ensure the Information is accurate on I-20.**

- You will receive an email from International Student Advising with your I-20 .
- Do not work until you have confirmed the CPT dates authorized on page 2 of your I-20.

**Step 7.**

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

*Enjoy the program!*