



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 Transfer-Out school 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 needed by your DSO: BOS214F00408000
 - **Deadline for SEVIS record release date: by 4pm EST the Thursday before the program start date**
 - SEVIS records that release **after 4pm Thursday** will not be eligible to enroll for the semester.

- Step 3. 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. Or visit [NEC Help Center](#)
 - Check email regularly and ensure that you can login to [MyNEC](#) and [NEC Webmail](#).

- Step 4. 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 5. Complete and submit the Employment Authorization Form (EAF)**
 - When we receive your SEVIS record in our queue **you will receive an Initial I-20 for Transfer** from an NEC DSO. **The NEC DSO will attach an EAF to that email.**
 - Verify that all information is correct on the I-20; respond to your NEC DSO if there are any errors.
 - Fill out the EAF 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** from eaf@nec.edu with an approval signature.
 - **You will then submit the *approved EAF* to your DSO and request Curricular Practical Training (CPT) authorization.**
 - 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.** (For SEVIS records that release by the Thursday before the semester start, turnaround time for CPT authorization will be 48 hours.)

- ❑ **Step 6. Wait for your NEC DSO to approve Curricular Practical Training (CPT).**
 - Once your NEC DSO receives your correctly processed EAF (See Step 5 above), your DSO will review your EAF for all required signatures and information.
 - If all required information is completed on the form, your DSO will then update your SEVIS record, issue a **new I-20 with CPT authorized**, and send your CPT-updated I-20 via email.
 - 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 your NEC DSO 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. Work may only begin **on or after the CPT start date**, and only for the employer listed.

- ❑ **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!