

Next Steps

If you have questions about any of the following steps, please reach out to the department/email address noted in that specific step.

- ❑ **Step 1. You have received the “Welcome to NEC” email. That 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.
 - You will receive an email confirmation, once we see your SEVIS record in our system.

- ❑ **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.
 - You will receive the email with your login credentials, up to 72 hours after your SEVIS transfer confirmation 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 closer to the start of the term. Students cannot register themselves for their first term. Please be patient.
 - 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: EAF approval and CPT authorization are done in order received by EAF and the DSO** (For SEVIS records that release by the Thursday before the semester start, turnaround time for EAF and CPT authorization will require a *minimum* of 48-businessday-hours to process. We cannot guarantee CPT authorization for the first day of the term in high volume times.)

☐ **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 (to eaf@nec.edu) that reflects the correct program and employment's connection-to-learning for the program you will be enrolling in.**

☐ **Step 7. Pay Your Tuition**

- You can only pay your tuition once you are registered for classes.
- Pay through [MyNEC](#)
- 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 resources on the [International Advising Website](#)

Enjoy the program!