

James Madison University Confirmation and Pre-arrival Instructions

What Will Happen Next?

You will receive 2-3 important emails over the next 2 weeks; each one will contain information you need to complete your pre-arrival tasks:

- 1) **Acceptance Email from Study Group:** This email includes the **PIN** (personal identification number) you will need to activate your MyMadison account. **Keep this email for reference.**
- 2) **Acceptance Email from JMU:** This email will arrive 5-7 days after your Study Group email and will include the **link** and **instructions** for activating your MyMadison account. This email will come from ApplicantCenter@jmu.edu and go to your JMU email account.
- 3) **Accept Your Scholarship (if applicable):** If you have qualified for an International Recognition Award you will receive a message in your JMU email account directing you to MyMadison to officially **accept the award**. You will have 30 days from when you receive your offer of admission to accept your scholarship, and the funds will not be applied to your account until you have accepted them in MyMadison.

Please follow the steps in the checklist below to make sure you are ready to begin your studies at JMU.

To Confirm Your Admission with JMU:

- **Pay your \$400 deposit through [MyMadison](#).** You will need your username and password to log in. You will set up the username and password when you activate your MyMadison account through the link provided in your JMU acceptance email, and with the PIN in your Study Group acceptance email.
- **Use your JMU student ID to set your e-ID password and **activate your university email account**.** Once your JMU email account is active you can be sent an I-20 electronically. *Begin using the Dukes email account to communicate with JMU right away!*

Once these steps are completed, ISSS will contact you to begin processing your immigration documents.

Immigration process

In order for you to study in the US, and for the ISSS team to provide you with an I-20 Form that you need to apply for the F-1 student visa to enter the US, JMU will request that you submit the following documents:

- **Financial Proofs:** bank account statements, signed letters attesting to the status of the account from the bank, and/or official sponsorship letters. Your financial statement must demonstrate enough funds for at least one year of study (estimated \$51,110 USD for 2025-2026).
- **Affidavit of Support** form is not needed for the I-20 Form, but is recommended for the F-1 visa interview if you have a financial sponsor other than yourself or your parents.
- **Other immigration documentation:** If you currently have an F-1 visa and I-20 Form from another U.S. institution, send scans of the current visa, I-20 Form, and a completed [Transfer Form](#).

Once you have submitted your immigration documents, you can start focusing on the pre-arrival steps.

Pre-arrival steps

- Complete the required New Student Checklist steps to ensure your housing, class registration, academic advisor, and more!
- Check the [New Undergraduate International Students webpage](#) to learn what date you are expected to arrive at JMU, arrange your transportation from the airport to JMU, and review information to assist you with your transition to the US and JMU.
- Submit final official **academic transcripts** that have been certified and stamped at your previous institution to the Office of Admissions in the original, sealed envelope. *If the envelope has been previously opened, the documents are no longer considered official and will not be accepted.* This is due to the Office of Admissions in Holland Yates Hall within two weeks of arrival.

Please contact the International Student and Scholar Services team at isss@jmu.edu with any questions.

Frequently asked questions

What is MyMadison?

MyMadison is the self-service platform for students, applicants, employees, instructors, advisors and graduates to perform nearly all administrative functions at JMU. Numerous features are contained within MyMadison, including payment account management, class registration, holds notifications, emergency contact designation, and eID account management. It is very important to maintain your MyMadison account, and to always keep your password somewhere you can remember it.

Why is there a delay between when Study Group sends me my acceptance email and when JMU does?

Study Group is notified immediately when you are accepted, however your profile information still must travel through several JMU systems to have you reflected as accepted, become fully matriculated, and have an account created to make your deposit and accept your place at JMU. Many of these processes only occur two times per week, so depending on what day your acceptance was entered, the delay could be a few days or up to a week.

What is the New Student Checklist?

The New Student Checklist is the comprehensive guide that contains all of the important steps, details, and information you need to begin at JMU. Some of these steps include placement testing, signing your housing contract, and registering for classes, so it is very important to complete the New Student Checklist in a timely manner; you should aim to have the New Student Checklist completed no later than 1 month before your arrival date. The International Student and Scholar Services team can help you through the steps – just contact them at isss@jmu.edu for assistance! You must complete all steps prior to your arrival at JMU for orientation.

Do I have to attend orientation?

Yes, orientation is required. This experience is invaluable in helping you become familiar with JMU and its resources, begin preparation for your classes, and start developing your important networks at JMU.

What do I do if I never received my MyMadison activation email?

If you have not received your MyMadison activation email, please use the [Applicant Self-Service](#) portal to send a new activation email. On the Applicant Self-Service page, use the [JMU PIN] provided in your original offer email from Study Group and use the [Home Email Address] listed on your original Study Group application form.

How can I get help activating my MyMadison account?

If you have any issues activating your MyMadison account, please contact the JMU Admissions team, international@jmu.edu, for assistance. Make sure you write down your JMU password so you will not forget or lose it.

What if I forget my MyMadison password or get locked out?

If you forget the password or get locked out after entering an incorrect password, you will need to contact the [JMU IT department](#).

Here are a few reminders shared by our IT team:

1. Clear your browser data, cache, and cookies
2. Go to mymadison.jmu.edu
 - Click Forgot your password?
 - Enter your JMU eID
 - Enter your Last Name and 4 digit PIN
 - Proceed through Security Awareness
 - Change password (8 characters minimum, one capital, one number)
 - Open a new window/tab to log in to MyMadison (mymadison.jmu.edu)
 - Be sure to update your password on all mobile devices