



Enrollment Guide
Supplement
for
**International
Students**

2009-2010



www.pace.edu

International Students and Scholars Office

Welcome. The International Students and Scholars Office (ISSO) is available to assist you during your initial transition to Pace University and in the years to come. The Office staff seeks to create an ongoing relationship with each international student throughout his or her time at Pace University. We also assist visiting professors and scholars coming to Pace from overseas to lecture, teach, or engage in research. The Office strives to be the primary resource and advocate for the international population on campus by providing a variety of services listed below:

- Information for international students and scholars prior to arrival at Pace
- An international orientation program at the beginning of each semester
- Advising on immigration and employment matters, legal rights and responsibilities, health insurance, adjustment issues, and personal concerns
- A variety of programs and activities throughout the year

International Orientation

As a new international student at Pace, you represent a unique and valued addition to our student community. In order to provide you with the tools and information for a successful transition to the U.S. and Pace University, the International Students and Scholars Office conducts an International Student Orientation program for new students before the beginning of each fall and spring semester. Along with the University's registration and orientation programs, International Student Orientation is mandatory for all new international students. Information about specific dates, times, and locations for orientation will be sent to you separately, either by e-mail or regular mail, and will also be posted on our Web site at www.pace.edu/international.

What to bring to orientation

In addition to your enthusiasm, please bring your Form I-20 or DS-2019 (Certificate of Eligibility for the student visa), your passport, and I-94 card (small white card that you will receive upon entry to the U.S.). You are required to check in with the International Students and Scholars Office before orientation.

Understanding Your Immigration Status

Most international students enter the U.S. on F-1 or J-1 student visas. In order to obtain such a visa, a student should have a Form I-20 or DS-2019 issued by the University. If you have not received your appropriate immigration form, please contact the Office of Admission immediately. If you are transferring to Pace from another U.S. institution, you must have a new Form I-20 or DS-2019 issued to you within 15 days from the starting date of the semester. F-1 and J-1 immigration statuses have detailed regulations and responsibilities that regulate a student's full-time enrollment in classes, eligibility for employment, transfer from one U.S. institution to another, and various other areas. Although it is the responsibility of students to maintain their immigration status, the International Students and Scholars Office provides advisement and explanation of these regulations and responsibilities. In addition to the information provided through International Student Orientation, students may meet individually with advisors or refer to the regulations as explained on our Web site: www.pace.edu/international.

Obtaining Your Student Visa

After being accepted to Pace University and submitting documentation of financial support, you should receive a Form I-20 or DS-2019 from the Office of Admission. Either form qualifies you to apply for a student visa. If you have an I-20, you will apply for an F-1 visa, and if you have a DS-2019, you will apply for a J-1 visa. Also, even though you may be entering the

U.S. before your spouse and/or children, they may apply for the F-2 or J-1 dependent visa at the same time. Please take a few minutes to review your I-20 or DS-2019. Make sure all information printed about you and your program of study is correctly noted. Read the printed instructions on the back of your form and sign it as required. Finally, note that you have been given a reporting date (Line 5 of the Form I-20 and Line 3 of the DS-2019). This is the date by which you should report to Pace University. By law, you are allowed to enter the U.S. with your I-20 or DS-2019 up to 30 days prior to this date.

If you discover an error on the form, please contact the Office of Undergraduate or Graduate Admission immediately by phone, fax, or e-mail to discuss the situation. Students admitted for English studies should contact the English Language Institute (ELI). Do not return your I-20 or DS-2019 by mail unless you are instructed to do so. Although not required, it is best to apply for the student visa in your home country whenever possible. In addition to your I-20 or DS-2019, you will need to take your passport, your Pace University acceptance letter, and financial documentation to the American Embassy or Consulate. Prior to applying for the visa, you must also pay the SEVIS fee (also called the I-901 payment). You should have received information regarding the fee payment with your I-20. This information is also available online. It is strongly recommended that you bring the receipt of the I-901 payment with you to the consulate. Once there, you will complete Form DS-156 (Application for Nonimmigrant Visa) and possibly be charged a processing fee (Taiwanese citizens apply through the American Institute in Taiwan; Canadian students are not required to obtain a visa). The amount of time needed to obtain a student visa varies. All questions should be directed to the embassy or consulate. For more information about visa application, please visit our Web site: www.pace.edu/international.

If you have been accepted to Pace University but have not yet received your I-20 or DS-2019 and there is little time left before school starts, do not enter the U.S. with a regular B-1/B-2 visitor's visa, as there is no guarantee that tourist status can be changed to student status once in the U.S. However, if you are already in the U.S. with a visitor's visa, an advisor in the International Students and Scholars Office can assist you in trying to change your status.

Keep in mind the following: Do NOT enter the U.S. on a visitor's visa or under the Visa Waiver Program! Only use the I-20 or DS-2019 issued by Pace University. Your Form I-20 or DS-2019 is very important—DO NOT lose it!

Entering the United States

When you arrive at the airport in the U.S., your luggage will be inspected, as will your passport and your Form I-20 or DS-2019. The following documents should be carried with you in person and never be left with your checked baggage: your passport, I-20 or DS-2019, copies of your financial support documentation, your admission letter, Pace contact phone numbers, and this pamphlet, which contains travel instructions. As part of the regular inspection, an immigration officer will stamp your I-20 or DS-2019 and return it to you. You will also receive an I-94 Arrival/Departure Record, part of which will be stapled into your passport and part will be kept by the immigration officer (you usually fill this form out on the plane). This card is very important because it notes the date you entered the U.S., your immigration status (F-1 or J-1), and how long you are allowed to stay in the U.S. The I-94 card of an F-1 and J-1 student should be marked "D/S," meaning "duration of status." Your Form I-20 or DS-2019 should be stamped with this same information. Review the documents carefully to make sure that they are stamped correctly.

Arrival on Campus

All Pace University offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m., with some offices staying open until 6:00 p.m. or 7:00 p.m. The Pace University Security Department is open 24 hours a day. If you need to arrive on campus after office hours or on a date other than the arrival date indicated in the pre-arrival letter for your campus, call the Office of Admission or International Students and Scholars Office: NYC Campus (212) 346-1368; Westchester Campuses (914) 773-3425; or ELI on your campus during business hours. After business hours, call the Security Department: NYC Campus (212) 346-1800; Pleasantville Campus (914) 773-3400; White Plains Campus (914) 422-4300. Tell the staff when you plan to arrive and ask them for arrival instructions.

Transportation from the Airport

After you clear immigration, your luggage will be inspected at Customs and you can then proceed to ground (local) transportation. It is best to have at least \$100 in U.S. currency to pay for transportation and initial expenses. There are banking kiosks at the airports, but it is best to have some cash on hand. When in the airport, taxi or limousine, do not leave your baggage unattended at any time. Also, be sure to know the exact address of your destination, as it will save you time and money. Each airport will have signs guiding you to the "Ground Transportation," from where you will be able to hire a taxi, car service, or a bus.

For New York City students:

The easiest way to get anywhere from the airport is by taxicab. The yellow cabs with a medallion on the hood are those that are licensed by the City of New York. The driver is required to charge the exact amount that shows on the meter, and it is customary to add a 15% tip. There should be no extra charge for luggage or additional people. There is a "flat rate" of \$45 (plus tolls & 15% tip) for taxi rides from John F. Kennedy (JFK) Airport to Manhattan. Note

that the flat fee applies only to Manhattan, so taxi rides to Brooklyn, Queens, the Bronx, and Staten Island are metered and may cost from \$40-\$55. Taxi rides from LaGuardia Airport to any of the five boroughs are metered and range from \$10-\$45. If you will be living on campus, ask the taxi driver to take you to the exact location of the residence hall to which you have been assigned. A more economical way from JFK or LaGuardia into the City is to take the New York Airport Service "Express Bus" for about \$12 from JFK or from LaGuardia. It leaves the airport every half an hour to the Port Authority Bus Station or to Grand Central Terminal in Manhattan, from where you can then take a taxi or train to your final destination. From Newark Airport, take the Olympia Airport Express bus, which departs every half an hour and costs about \$14. This bus will also take you to the Port Authority Bus Station or to Grand Central Terminal in Manhattan, from where you can then take a taxi to your final destination.

For Westchester students:

Students going to either the Pleasantville or White Plains campuses from JFK or LaGuardia Airports can take the Connecticut Limousine Service to the Holiday Inn Crowne Plaza Hotel in White Plains. The cost is about \$55. From Newark, NJ, students should take this limousine service to the Rye Town Hilton in Rye, NY for about \$55. No reservations are required, and you can request this service at the airport's ground transportation area. They will tell you the schedule and limousine boarding location. A tip of 15% is suggested and expected by the limo driver. Once you have arrived at the Crowne Plaza Hotel or the Rye Town Hilton, the Bell Captain can call you a taxicab to take you to your final destination. From the Crowne Plaza to the White Plains campus, it costs approximately \$5. From the Rye Town Hilton, the cost to the White Plains campus is about \$20-\$25. From either hotel to the Pleasantville or Briarcliff campuses the cost is about \$30-\$35 (plus 15% tip).

Health Insurance

Like most colleges and universities in the U.S., Pace University has a mandatory health insurance policy for international students. Please note that all full-time international students (F-1, J-1, and other visa statuses) are automatically enrolled in the University's international student health insurance program. The fee will automatically be added to your student invoice and must be paid with tuition. If you have comparable insurance coverage under another policy, you may be able to waive the Pace University international student health insurance. The insurance policy, instructions on applying for a waiver and the waiver form are posted to the University's Web site: www.pace.edu/healthinsurance.

Transferring from another U.S. School

If you have attended another school in the United States as an F-1 student or J-1 exchange visitor, immigration regulations require that you complete a school transfer procedure to be authorized to attend Pace University. This "immigration transfer" procedure is required even if you graduated from your former school and serves to update SEVIS and notify the U.S. government that you have changed schools. Please read carefully the instructions on our Web site www.pace.edu/international. This process must be completed within 15 days of the start of the semester.

Financial Arrangements

Please be advised that in order to finalize your formal registration, you will be expected to make at least half payment of tuition and fees for your first semester at the time you register (full payment if you are an ELI student). This payment process is only applicable to students not residing in university-sponsored housing. We recommend that you wire transfer your full payment. Please include the following information:

Payment from:

Your First & Last Name,
Your Pace ID Number

Transfer to:

Chase Manhattan Bank
214 Broadway
New York, NY 10038

For Credit to Pace University:

Account # 024-2-400208
ABA # 021000021

Please note that students who have received confirmation of housing from the Office of Residential Life must follow the specific payment procedures outlined in the housing agreement. Students transferring money directly from overseas should allow 15-21 business days for processing and check clearance and request receipts at the time of the transaction. Payment of tuition and fees can also be made using Visa, MasterCard, or American Express. Or, tuition and fees can be paid by check or money order drawn from a U.S. bank and made payable in U.S. dollars to Pace University. Be aware that the bank may hold funds deposited to open a new account for an extended period before making the funds available to you. Therefore, students are advised to bring at least \$500 in traveler's checks to cover miscellaneous settling in costs, in addition to a regular monthly allowance for expenses. Do not bring large sums of cash with you and do not send cash through the mail.

If Your Plans Change

We very much hope that you will enroll at Pace University, but if for some reason you do not and/or you wish to defer your admission to a later semester, please inform the Office of Undergraduate or Graduate Admission in writing so that we may provide you with a new Form I-20 for the appropriate semester.

Questions

If you have questions, please feel free to contact the International Students and Scholars Office on your campus (see contact information on reverse page). We wish you a safe trip and look forward to welcoming you soon.



International Students and Scholars Office

New York Campus

One Pace Plaza
Suite W-207
New York, NY 10038
Tel: (212) 346-1368
Fax: (212) 346-1948

Westchester Campus

Kessel Campus Center, 2nd Floor
861 Bedford Road
Pleasantville, NY 10570
Tel: (914) 773-3425
Fax: (914) 773-3399

White Plains Campus

Pace Law School
Education House, 2nd Floor
78 North Broadway
White Plains, NY 10603
Tel: (914) 773-3425
Fax: (914) 773-3399

E-mail: intlnyc@pace.edu

Visit us online at www.pace.edu

Pace University admits, and will continue to admit, qualified students of any race, color, religion, disability, national or ethnic origin, sexual orientation, age, sex or marital status, to all rights, privileges, programs and activities generally accorded, or made available to, students at the school. It does not, and will not, discriminate on these bases in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.