CONGRATULATIONS ON YOUR ACCEPTANCE TO PACE UNIVERSITY!

Please take note of the submission deadlines provided in this brochure. Completion of these pages will help ensure your smooth transition to the United States.

If you require, and have not received, a Form I-20, please return the 2013-2014 Financial Affidavit, official bank documents, a copy of your passport and the Transfer Recommendation Form (if necessary) to the Office of Undergraduate Admission on the campus to which you have been accepted. Please visit www.pace.edu/accepted and click on the international link to retrieve your I-20. If you have not received all necessary financial documentation, the Office of Undergraduate Admission will issue your certificate for a student visa (Form I-20) and send it to the mailing address you provided on your application.

INTERNATIONAL STUDENT 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 United States and Pace University, ISSO conducts an mandatory International Immigration Information (MIIIS) for new students before the beginning of each fall and spring semester. The information on 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 mailed to you and also available online at www.pace.edu/orientation.

What to bring to orientation:

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

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

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. ISSO staff seek to create a new 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. ISSO strives to be the primary resource and advocate for the international population on campus by providing a variety of services including:

- Information for international students and scholars prior to and 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.

UNDERSTANDING YOUR IMMIGRATION STATUS

Most international students enter the United States 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 school, the information on these pages will help ensure your smooth transition to the United States.

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 United States with a regular B-1 or B-2 visitor’s visa, as there is no guarantee that tourist status can be changed to student status once you are in the United States. Do not enter the United States 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 United States, your luggage will be inspected, as will your passport and 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 keep with your financial documentation. In addition to the information provided through International Student Orientation, students may meet individually with advisors or officers at the International Students and Scholars Office on our website: www.pace.edu/international.
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 day when the campus is closed, you must make and take the exact arrival letter indicated in the pre-arrival letter for your campus, call the Office of Admis- sions or ISSO: NYC Campus (212) 346-1368; Westchester Campus (914) 773-3421. After business hours, call the Security Department: NYC Campus (212) 346-1364; Westchester (Pleasantville) Campus (914) 773-3400; White Plains Center (914) 424-4300. 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 transportation. It is best to have at least $100 in U.S. currency to pay for transportation and ini- tial expenses. There are banking kiosks at the airports, but it is best to have some cash on hand. When in the airport or transportation, 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 take a taxi, car service, or a bus.

For New York City students:
The easiest way to get anywhere from the airport is by taxi and cab. 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 and 15% tip) for taxi rides from John F. Kennedy (JFK) Airport to Manhattan. Note that the flat rate applies only to Manhattan, so taxis ride to Brooklyn, Queens, the Bronx, and Staten Island are metered and may cost from $40 to $45. Taxi rides from LaGuardia Airport to any of the five boroughs are metered and range from $50 to $75. 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 to Manhattan 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 Newark Airport Express Bus, which de- parts every half an hour and costs about $15. 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 or train to your final destination. You can also take the AirTrain to Newark Penn Station and Path to the World Trade Center for $7.25.

For Westchester students:
Students going to the Westchester (Pleasantville) Campus from JFK or LaGuardia Airports can take the Connecticut Limousine Service directly to campus. The cost is about $65*. From Newark, students should take this limousine service to the campus for about $65*. 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.

HEALTH INSURANCE
Like most colleges and universities in the United States, Pace University has a mandatory health insur- ance 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 Univer- sity’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 com- parable insurance coverage under another policy, you may be able to waive the Pace University international student health insurance. The insurance policy, instruc- tions on applying for a waiver and the waiver form are posted at www.pace.edu/healthinsurance.

* All prices are estimated and subject to change.

TRANSMISSION 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, immi- gration 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. govern- ment that you have changed schools. Please read care- fully the instructions at www.pace.edu/international. This process must be completed within 15 days of the start of the semester.

FINANCIAL ARRANGEMENTS
Prior to the start of each semester you will receive a bill for your tuition and fees. Please visit: www.pace.edu/payment

Please note tuition and fees can also 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 Univer- sity, but if for some reason you do not or you wish to defer your admission to a later semester, please inform the Office of Undergraduate via email at ugny@pace. edu 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 ISSO on your campus. We wish you a safe trip and look forward to welcoming you soon.

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

Westchester (Pleasantville) Campus
Kessel Campus Center, 2nd Floor
865 Bedford Road
Pleasantville, NY 10570
Tel: (914) 773-3425
Fax: (914) 773-3399
E-mail: intlnyc@pace.edu
Visit us online at www.pace.edu/payment