CONGRATULATIONS ON YOUR ACCEPTANCE TO PACE UNIVERSITY!

Please take note of the submission deadlines provided in this brochure. The information on 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 2014-2015 Financial Affidavit, official bank documents, a copy of your passport, and the Transfer Recommendation Form (if necessary) to the Office of Graduate Admission on the campus to which you have been accepted. Please visit www.pace.edu/gradaccepted and click on the international link to retrieve the forms. Upon receipt of all necessary financial documentation, the Office of Graduate 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 a Mandatory International Immigration Information Session (MIIIS) for new students before the beginning of each fall and spring semester with the University’s registration and orientation programs. International Student Orientation is mandatory for all new international students. Information about specific dates, time, and location for Orientation will be e-mailed to you and also available online at www.pace.edu/gradaccepted.

What to bring to orientation:
In addition to your enthusiasm, please bring your Form I-20 or DS-2019 (Certificate of Eligibility for an non-immigrant visa), your passport, and I-94 card (a card that you will receive immediately. If you are transferring to Pace from another U.S. institution, you must have a new Form I-20 or DS-2019 issued by your previous school and it will be stamped at the port of entry to the U.S.).

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 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. 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 arrival at Pace University
- 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 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 to be admitted 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 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 all students to understand these regulations, the ISSO provides advisement and explanation of these regulations and responsibilities. In addition to the information provided through International Student Orientation, students are encouraged to individually, or with advisers or refer to the regulations as explained on our website: www.pace.edu/international.

OBTAINING YOUR STUDENT VISA

After being accepted to Pace University and submitting documentation of financial support, you should receive a document called Form I-20 or the Certificate 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. If you have already been in the United States with a visitor’s visa, you will be entering the United States with or after you, 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 correct. Read the printed instructions on the back of your form and sign it as required. Finally, note that you have been given a report form (Front 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 United States 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 Graduate Admission immediately by phone, fax, or e-mail to discuss the situation. 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 must bring your Form I-20 and 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 (displayed on the I-901 form). 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 your Form I-20 to your appointment with the consular officer. Once there, you will complete Form DS-156 (Application for Non-immigrant 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, but still need to obtain a form I-20 and have it stamped at the port of entry to the U.S.). 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 www.pace.edu/international, then click on International Students and Scholars Office link.

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 in the United States. However, if you are already in the United States with a visitor’s visa, an advisor in the ISSO can assist you in trying to change your status.

Keep in mind the following:
Do NOT enter the United States on a visitor’s visa or the Visa Waiver Program! Use only the I-20 or DS-2019 issued by Pace University for F-1 or J-1 visas, as there is no guarantee that tourist status can be changed to student status once in the United States. If you already have a reporting date (Line 6c of the Form I-20) and have not received your F-1 or J-1 status, 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 must bring your Form I-20 and 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 (displayed on the I-901 form). 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 your Form I-20 to your appointment with the consular officer. Once there, you will complete Form DS-156 (Application for Non-immigrant 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, but still need to obtain a form I-20 and have it stamped at the port of entry to the U.S.). 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 www.pace.edu/international, then click on International Students and Scholars Office link.

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ENTERING THE UNITED STATES

When you arrive at the airport in the United States, your luggage will be inspected, as will your passport and your Form I-20 or DS-2019. The following documents should be kept together 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 phone contact 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, which children are stapled into your passport and part will be kept by the immigration officer (you usually fill this form out on the airplane). This card is very important because it notes the date you entered the United States, your immigration status (F-1 or J-1), and how long you are allowed to stay in the United States. 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 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 ISSO: NYC Campus (212) 346-1368; Westchester Campus (914) 773-3425. After business hours, call the Security Department: NYC Campus (212) 346-1800; Westchester (Pleasantville) Campus (914) 773-3400; White Plains Center (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 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. 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 $52 (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 taxi rides to other boroughs are metered and may cost from $10 to $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 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 Terminal 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 departs every half an hour and costs about $15. This bus will also take you to the Port Authority Bus Terminal 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) or White Plains campuses 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.

* All prices are estimated and subject to change.

HEALTH INSURANCE
Like most colleges and universities in the United States, 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 at 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 carefully read 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.

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.

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.

New York City Campus
International Students and Scholars Office
One Pace Plaza, Suite W-207
New York, NY 10038
Tel: (212) 346-1368
Fax: (212) 346-1948

Westchester Campus
International Students and Scholars Office
Kessel Campus Center, 2nd Floor
861 Bedford Road
Pleasantville, NY 10570
Tel: (914) 773-3425
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