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 have been accepted, but not yet decided, 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. 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, the International Students and Scholars Office (ISSO) conducts an Mandatory International Orientation Information (MIIIS) for new students before the beginning of each fall and spring semester. Along with your 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 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 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 an ongoing relationship with each international student throughout his or her time at Pace University. We also assist visiting professors and scholars with their arrival, orientation, lecture, or research, and 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.
- 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 regarding your enrollment at 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 issues. Although it is the responsibility of students to maintain their immigration status, the ISSO provides advisement and explanation of these regulations and responsibilities. In addition to the information outlined on the International Student Orientation, students may meet individually with advisors 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 need, 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. If you have a spouse and/or children who will be entering the United States with or after you, they may apply for the F-2 or J-2 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 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 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 Undergraduate or 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 have your visa issued at 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 or DS-2019. 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 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 if they will only 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.

If you have been accepted to Pace University but have not yet received your Form 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. Review the documents to Waive 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 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, completed immigration 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 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 get a paper copy). 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 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 Admis-
sion 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) 422-2700. 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 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, the driver will tell you the schedule and limousine boarding service at the airport's ground transportation area. No reservations are required, and you can request this

service at a limousine service to the campus for about $65*. The cost is about $65*. From Newark, students should take Connectic Limousine Service directly to campus. The cost is about $65*. 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 Admis-
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* All prices are estimated and subject to change.

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, 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 receive a new I-20 for the appropriate semester. 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.

New York City Campus
One Pace Plaza
Suite W-207
New York, NY 10038
Tel: (212) 346-1369
Fax: (212) 346-1948

Westchester (Pleasantville) Campus
Kessel Campus Center, 2nd Floor
86a 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

Financial Aid
Pace University offers many programs to help you manage the costs of attending college. Please visit www.pace.edu/paying for more information.

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.

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