

# INTERNATIONAL ADMITTED STUDENTS INFORMATION

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## 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 an F-1 student visa and have not received a Certificate of Eligibility for a student visa (Form I-20), please return the 2019–2020 Financial Affidavit, official bank documents, a copy of your passport, and the Transfer Recommendation Form (if necessary) to the Office of International Admission via email at [intladm@pace.edu](mailto:intladm@pace.edu). Please visit [www.pace.edu/accepted](http://www.pace.edu/accepted) and click on the “International Students” link to retrieve the forms. Upon receipt of all necessary financial documentation, the Office of International Admission will issue a Certificate of Eligibility 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 conducts an International Student Orientation (ISO) for new students before the beginning of each fall and spring semester. Additional information about ISO is available online at [www.pace.edu/prepareforentry](http://www.pace.edu/prepareforentry).

## MANDATORY CHECK-IN PRIOR TO ORIENTATION:

You are required by US Immigration law to check in with the University’s International Student Office for activating your SEVIS record. In order to check in online, once you have arrived in the US, please log into the ISS Student Portal. Your Pace University credentials (user name and password) will provide access to ISS Student Portal. Follow the step-by-step instructions outlined at [www.pace.edu/ISSportal](http://www.pace.edu/ISSportal).

## INTERNATIONAL STUDENTS AND SCHOLARS (ISS)

ISS is available to assist you during your initial transition to Pace University and in the years to come. ISS staff seek to create an ongoing relationship with each international student throughout his or her time at Pace University. ISS also assists visiting professors and scholars coming to Pace from overseas to lecture, teach, or engage in research. ISS 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 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 including cultural celebrations, a Buddy Program, as well as weekly International Tea and Coffee hours

## UNDERSTANDING YOUR IMMIGRATION STATUS

Most international students enter the United States on an F-1 student visa. In order to obtain such a visa, you will need Form I-20 issued by Pace University. If you have not received this form, please contact the Office of International Admission immediately. If you are transferring to Pace from another US institution, please see the section titled “Transferring from Another School in the US”. F-1 immigration statuses have detailed regulations and responsibilities that regulate a student’s full-time enrollment in classes, eligibility for employment, transfer from one US institution to another, and various other areas. Although it is the responsibility of students to maintain their immigration status, ISS provides advisement regarding these regulations and responsibilities. Students may meet individually with advisers or refer to the international website: [www.pace.edu/F1J1status](http://www.pace.edu/F1J1status).

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Once you have entered the US, you will be able to access your I-94 arrival record and information online through the following link: [www.cbp.gov/travel/international-visitors/i-94-instructions](http://www.cbp.gov/travel/international-visitors/i-94-instructions). You will be required to enter your passport and entry information in order to obtain your I-94 electronic record. Once you are able to access your I-94 record on the CBP website, you should review all information and ensure that it is correct. Your record should indicate the day you entered the US, the class of entry (F-1 visa) and the duration of stay, which should be annotated as “D/S” (duration of status/studies). If all information is correct, print the record and have it with you at the mandatory International Student Orientation in order to make a copy of your file.

## **OBTAINING YOUR STUDENT VISA**

After being accepted to Pace University and submitting documentation of financial support, you should receive a Form I-20 from the Office of International Admission. This form, along with other applicable visa paperwork (more information at [travel.state.gov](http://travel.state.gov)), qualifies you for an F-1 student 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 dependent visa at the same time. Please take a few minutes to review your I-20 form. Make sure all information printed about you and your program of study is correct. Read the printed instructions on page 3 of your I-20 form and sign the I-20 at the bottom of page 1 as required. If you discover an error on the form, please contact the Office of International Admission immediately by phone or fax, or email [intladm@pace.edu](mailto:intladm@pace.edu) to discuss the situation. Do not return your I-20 by mail unless you are instructed to do so. In addition to your I-20, you will need to take your passport, your Pace University acceptance letter, and financial documentation to the American embassy or consulate from the country of your citizenship. 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 at [www.pace.edu/prepareforentry](http://www.pace.edu/prepareforentry) under the paragraph “Pay SEVIS I-901 Fee”. It is strongly recommended that you bring the receipt of the I-901 payment with you to the consulate. Complete the online DS-160 visa application ([travel.state.gov](http://travel.state.gov)). Print the application form confirmation page and bring it to the visa interview. (Canadian students are not required to obtain a visa, but still need to obtain a Form I-20 and an I-94 arrival record annotated as “D/S F-1 admission.”) 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.travel.state.gov/content/visas/en.html](http://www.travel.state.gov/content/visas/en.html).

If you have been accepted to Pace University but have not yet received your I-20 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.

**Do NOT enter the United States on a visitor’s visa or under the Visa Waiver Program!**

## **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. The following documents should be carried with you in person and never left with your checked baggage:

- Passport
- I-20
- Copies of your financial support documentation
- Admission letter
- Pace contact phone numbers
- This pamphlet, which contains travel instructions

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## TRANSPORTATION FROM THE AIRPORT

There are many ways to get to Pace from the airport. Please visit [www.panynj.gov](http://www.panynj.gov) to learn about your transportation options. For example, the cab fare from JFK to Manhattan will be \$52 (a \$4.50 surcharge will be added during peak hours from 4:00 p.m.–8:00 p.m.) plus tip and tolls. Ignore offers of transportation from solicitors inside the terminal itself—make sure to look for an official taxi stand outside your terminal where you will be given the next available NYC yellow cab.

## ARRIVAL ON CAMPUS

All Pace University offices are open Monday through Friday from 9:00 a.m.–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 International Admission:

- NYC Campus: (212) 346-1323
- Westchester Campus: (914) 773-3746

OR

International Student Services:

- NYC Campus: (212) 346-1368
- Westchester Campus: (914) 773-3425

After business hours, call the Security Department:

- NYC Campus: (212) 346-1800
- Westchester Campus: (914) 773-3400

Inform the staff when you plan to arrive and ask them for arrival instructions.

## HEALTH INSURANCE

Like most colleges and universities in the United States, Pace University has a mandatory health insurance policy for international students. 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/health-insurance/international-students](http://www.pace.edu/health-insurance/international-students).

## TRANSFERRING FROM ANOTHER SCHOOL IN THE US

If you have attended another school in the United States as an F-1 student, request your SEVIS record to be transferred to Pace and obtain your transfer I-20 from Pace. This “immigration transfer” procedure is required even if you graduated from your former school. You are required to carry over the same SEVIS ID number for notifying the US government that you have changed schools. Please carefully read the transfer-in procedure at [www.pace.edu/immigration-transfer](http://www.pace.edu/immigration-transfer). This process must be completed within 15 days of the start of the semester.

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## 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](http://www.pace.edu/payment). Please note tuition and fees can also be paid by check or money order drawn from a US bank and made payable in US 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 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 or you wish to defer your admission to a later semester, please inform the Office of International Admission via email at [intladm@pace.edu](mailto:intladm@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 ISS at [intlnyc@pace.edu](mailto:intlnyc@pace.edu). We wish you a safe trip and look forward to welcoming you soon.

### ■ New York City Campus

110 William Street, 11th Floor  
New York, NY 10038  
Tel: (212) 346-1368  
[mkrasnov@pace.edu](mailto:mkrasnov@pace.edu)

### ■ Westchester Campus

Kessel Student Center, 212  
861 Bedford Road  
Pleasantville, NY 10570  
Tel: (212) 346-1368  
[jbuland@pace.edu](mailto:jbuland@pace.edu)



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