

Spring 2021

International Students & Scholars



**J1 Exchange Visitors
Students & Scholars
Pre-Arrival Guide
New York City Campus**

Congratulations on your acceptance to Pace University! This pre-arrival orientation is designed to help you prepare for your journey and your future as a student of Pace University. It will answer questions about what to do before you leave your home country for the U.S., and what you can expect when you arrive. We hope that you and your families stay safe and healthy during these challenging times. We will be in touch with orientation information soon.

PACE UNIVERSITY PRE-ARRIVAL GUIDE FOR J-1 INTERNATIONAL STUDENTS

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PLANNING YOUR ARRIVAL

We look forward to welcoming you to New York and Pace University. If you have any questions or require further information, please contact:

International Students & Scholars Office New York City Campus	International Students & Scholars Office Westchester Campuses
163 William Street 16 th Floor New York, NY 10038 Email: intlnyc@pace.edu Telephone: 1-212-346-1368	861 Bedford Road Kessel Student Center, Room 212 Pleasantville, NY 10570 Email: intlwest@pace.edu Telephone: 1-212-346-1368



ENTRY INTO THE UNITED STATES

Preparing for Travel

Prior to departure to the United States, international students should be sure that they obtain the proper nonimmigrant visa at a United States Embassy or Consulate. Students who receive a Form DS-2019 issued by Pace University will acquire a J-1 visa, provided they meet the criteria set by the visa-issuing consular officer (i.e. financial documentation, intent to return to the home country, etc.). Students should not enter the United States with a B-2 tourist visa as it may be impossible to change it to student visa status at a later date.

U.S. J-1 Exchange Student Visa

This is a computer-generated entry permit that is issued by a U.S. Embassy or Consulate abroad for you to enter the U.S. to begin your studies or participation in the Exchange Visitor Program (EVP). For more information about visa applications please visit the U.S. Department of State at <https://travel.state.gov> and <http://studyinthestates.dhs.gov/>.

SEVIS Fee I-901 Form

Prior to the visa interview, remember to pay \$220 USD SEVIS fee. Step-by-step instructions on how to pay the SEVIS fee can found in your welcome packet received from Pace. More information can be obtained here: <http://studyinthestates.dhs.gov/paying-your-i-901-sevis-fee>

Scheduling your visa appointment

For information on scheduling your visa appointment and to find the consulate or embassy nearest to you, visit <http://ustraveldocs.com/>. You can learn more about student visa here <https://travel.state.gov/content/travel/en/us-visas/study.html>.

Visa processing times vary widely depending on the country and time of year, and some applications may experience a time-consuming background check. Therefore, we suggest scheduling your appointment as soon as you receive your Form DS-2019 from Pace University, but no earlier than 120 days prior to the start program date listed on the Form DS-2019. Once you receive your visa, you may enter the US no earlier than 30 days prior to the program start date.

**Canadian citizens are exempt from obtaining a visa, but must present their valid passport, Form DS-2019, and SEVIS fee payment receipt at the port of entry to the U.S., and obtain an I-94 arrival record annotated by class of admission as J-1.*

1. Additionally, you have to check with the U.S. Embassy or Consulate at which you will apply about requirements for J-1 visa applicants.
2. When you appear for a visa interview, you can expect that it will be brief. A visa officer will likely ask you questions similar to these:

- What and where will you study?
- Do you have family connections in the U.S.?
- What are your plans for returning to your home country? What are your professional goals?
- Where will you be staying in New York?

It is very important that you are prepared to answer these and other questions briefly and to the point.

Pre-Departure Checklist

Use this checklist to help you plan for coming to Pace:

- Check with your airline regarding limits for weight and size for baggage.
- In addition, check on restrictions for carry-on baggage.
- Ensure you have a valid passport with visa. Keep the Form DS-2019 handy in your carry-on baggage or inside of your passport. You will need to present it by the port of entry. Please make photocopies or scan all important documents.
- Arrange cash and travelers checks to support yourself until you can open a bank account.
- Arrange for travel insurance.
- Check the compatibility of any electrical equipment you are bringing. Depending on the appliance you might need an adapter to fit a U.S. electrical outlet. If you come from a country where 220/240 volts is used, most of your electrical appliances such as iPods and computers should work in the U.S.

Carry-On Baggage Checklist

- Airline tickets, passport and Form DS-2019
- Travel insurance documents
- Serial numbers for traveler's checks
- This guide

Upon Arrival

At the United States port-of-entry, an officer of the United States Customs and Border Protection (CBP) will review your documents, including the passport, visa stamp, important letters, and Form DS-2019. The visa eligibility document (Form DS-2019) will be reviewed by the CBP and returned to you. New students may enter the U.S. up to 30 days before the indicated start date on the Form DS-2019.

An electronic record of your entry will be created by a CBP officer at the point of entry. Once you have entered the US, you will be able to access your arrival record and information online through the following link: <https://i94.cbp.dhs.gov/i94/#/home>. Once you are able to access your I-94 record on the CBP website, you should review all the information and ensure that it is correct. Your record should indicate the day you entered the U.S., the class of entry (visa type), and the duration of stay which should be annotated as “**D/S**” (duration of status/studies). If all

information is correct, print the I-94 for your record. You will be required to upload a copy as part of the mandatory International Student Check-in.

GETTING TO YOUR DESTINATION

Before arriving in the U.S. you should have a plan for how you will travel from the airport to your final destination. There are several options for ground transportation, including taxi cabs, car services, shuttle services, and trains. You should ignore offers of transportation from solicitors inside the terminal itself – soliciting of ground transportation is illegal and many illegal solicitors are unlicensed and uninsured. In addition, you should ignore non-uniformed people offering to assist you with baggage; seek out uniformed porters or airline employees for baggage assistance.

Taxi cabs are the easiest and most direct – if likely the most expensive – way to get from any of the New York City area airports to Pace University campus housing, and any location in the City and New Jersey. Taxi cabs are supervised by the Taxi and Limousine Commission (TLC) and are readily available at any airport terminal, day or night. There are also numerous car and shuttle van services available to utilize, and pre-booking a vehicle or seat is strongly recommended. Please visit <https://www.airport-ifk.com/transportation.php> for John F. Kennedy International Airport (JFK) or <https://www.airport-ewr.com/transportation.php> for Newark-Liberty International Airport (EWR) ground transportation options and tips.

Public transportation from the airports to New York City is typically the least expensive, but more time-consuming, way to get to your destination, and is recommended primarily for experienced students.

Travel Insurance

When you book your flight, you may wish to have travel insurance in case your bags are lost or damaged on the journey to New York.

NEW J-1 EXCHANGE VISITOR ORIENTATION

During orientation you will learn about immigration regulations pertaining to J-1 visa status and be introduced to important campus resources. International Student Orientation is **MANDATORY FOR ALL NEW INTERNATIONAL STUDENTS**. In response to the Covid-19 pandemic, the orientation will be held virtually this year in order to maintain a safe and healthy environment. We will be in touch with you regarding the details, which will also be posted on our [website](#).

MANDATORY CHECK-IN

You are required by the U.S. Immigration law to check-in with the University International student office for activating your SEVIS record. Please complete the check-in procedure as soon as you arrived.

Remember: You are reporting your arrival to the U.S. and submitting your arrival record. Therefore, the check-in can be done **ONLY after your arrival, never before.**

In order to check-in online, once you have arrived to the U.S., please follow the step-by-step instructions outlined below:

1. [Log in ISS Connect](#). Your Pace University credentials (user name and password) will provide access to ISS Connect.
2. You will be prompted to select the appropriate term. Choose "Spring 2021". This is when you begin your degree program at Pace and therefore are required to complete the immigration procedure as a new student
3. On the check-in page you will be directed to reporting your arrival to the U.S. by uploading the following documents identifying you and serving as evidence of your arrival
 - a. Passport page with biographical information
 - b. Passport page with visa stamp affixed
 - c. DS-2019 (p. 1 only)
 - d. I-94 arrival/departure record (Visit the [I-94 Website](#) to access your I-94 record)
4. Upload scans (PDF format) of the original documents
5. Fill out the ISS Check-in Form
6. Click "Submit" (clicking "save" will not submit the information to ISS)
7. Read and sign the acknowledgement form
8. Click "Submit" (clicking "save" will not submit the information to ISS)
9. Once you've completed all of the items, click "Submit" at the top of the page

Having trouble with online document check-in through the ISS Connect? Send an email to [intlnc@pace.edu](mailto:intlnyc@pace.edu) with subject line "Check In" and a description of your issue so we can help.

INTERNATIONAL BUDDY PROGRAM

This program matches new international students and scholars with students who have already completed a semester at Pace. Our student buddies help new students with a smooth transition to life in the U.S. and at Pace University. If you are interested in being matched with a buddy, please complete the [online application form](#). After you've completed the form, we will connect you with your student buddy who can answer questions you may have about Pace and New York City.

CONNECT WITH US ON SOCIAL MEDIA



ABOUT PACE UNIVERSITY'S NYC CAMPUS

Pace NYC students study and work right in the middle of the greatest city on Earth. Students could spend the next four years exploring New York City and never have the same experience twice. Or they could find their favorite neighborhood haunt and make it their home away from home. Whatever you're looking for, you'll find it in New York City, home to 8 million people—and to over 12,000 Pace students from around the world. Pace NYC is located in the heart of the Financial District in lower Manhattan. The list of people, places, and things to do is virtually endless.

Plus there are a wide variety of activities happening on campus. Connect with friends at the Eddie Layton Student Union, Mortola Courtyard, or Café 101. Browse the Pace Bookstore, just across from City Hall Plaza, or check out our world scholar collections at the Henry Birnbaum Library. Need access to a computer in the middle of the night? Check out our 24-hour computer lab at One Pace Plaza.

Campus Activities

As a Pace student, you have full access to the New York City campus Civic Center Gym at One Pace Plaza, which includes a newly upgraded cardio and weight room, and full-size basketball courts to play pick-up games or intramural basketball. The Michael Schimel Center for the Arts hosts an ongoing series of music, theater, and dance performances, featuring professional

artists and students from Pace's Performing Arts and Actors' Studio programs. Don't forget about our athletics teams – check out the teams and schedules here:

<http://www.pacesettersathletics.com>

The Henry Birnbaum Library

The Henry Birnbaum Library at Pace University contains a wide range of materials and services to assist you with your studies and in performing required research. Browse the collection, meet the librarians, practice using the catalog or some of the electronic databases, or browse the web using the guides produced by the librarians.

The Learning Commons

The Learning Commons at Pace University is an area designed to support the success of the Pace Community. It is an area where students can go for support services on an individual or group basis. Go there for Library Help, Writing Assistance, Tutorial Assistance, Technical Help, or just go to sit and relax. The Commons is divided into various work spaces designed for individuals and groups, both large and small! Additionally, students can access a variety of technology from the Commons.

Some other highlights of the NYC campus include:

- The Eddie Layton Student Union
- Inside the Actor's Studio on Bravo TV
- University Health and Counseling Services

MONEY MATTERS

Initial Expenses

The amount you need to bring will depend on your personal spending habits. We recommend that you bring \$500-\$750 in traveler's checks and \$500 in cash to cover your expenses the first few weeks in New York. You should buy traveler's checks before you leave your home country. Traveler's checks are much safer than carrying large amounts of cash and can be cashed at airports, exchange bureaus, and most banks. We recommend that you record the serial numbers of your traveler's checks and keep them in a safe place in case you lose them.

If you are planning to use a credit or debit card from your local bank at home, check that you will be able to use the card in the U.S. and what charges will be applied to your account. Visa, Master Card, and American Express are widely accepted in the U.S. Also, in order to use it as a debit card, you will need to know your PIN—the 4 digit Personal Identification Number used to withdraw money from a cash machine (ATM or MAC). Without this, you may not be able to use your card to pay for purchases.

It is advised that you inform your credit or debit card company that you will be studying abroad to avoid the risk of their freezing your account for suspicion of fraud.

International Money Order (IMO)

IMOs can be bought from banks in your home country. You buy the order in your local currency and your bank issues a check in U.S. Dollars. You can then deposit this check into a U.S. bank account or exchange it for U.S. Dollars.

Wire Transfers

To make a wire transfer, you will need to have a U.S. bank account already. Your bank at home will transfer money electronically to your U.S. bank account. Wire Transfers are quick and safe, but do have service charges.

Banking/Opening an Account

The following documents are usually required to open a U.S. bank account:

- Passport
- Visa
- Print out of your I-94 electronic arrival record (see page 3)
- Form DS-2019
- Letter from International Student and Scholar Office (ISS), certifying student status

Please note it may take some time before the bank has your account set up and ready for you to access your money.

SUPPORT SERVICES

Health Insurance and Medical Care

Like most colleges and universities in the United States, Pace University has a mandatory health insurance policy. You will be automatically enrolled in the University's international student health insurance program. The fee will automatically be added to your student invoice. 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 <http://www.pace.edu/health-insurance/international-students>. If you apply for an insurance waiver, please be aware of the following:

1. Check your policy effective dates. Your policy must cover you for the duration of your program.
2. Does your plan provide inpatient hospitalization in the NY Metro area?
3. Does your plan cover outpatient clinic services, including doctor's visits, lab services and medical testing in the NY Metro area?

4. You will be responsible (in the majority of the cases) to pay up front for medical services provided in the U.S. It is then your responsibility to make a claim to be reimbursed by your insurance company.
5. You are responsible for payment for medical services which are not covered by your health insurance.
6. Pace University Health Care Unit may require payment at the time treatment is provided.

Housing

Housing information is included in your acceptance package. If you have any questions about housing please contact the Housing Office or visit <http://www.pace.edu/housing>.

NEW YORK, NY

The City

New York, widely known as the Big Apple, is home to America's most populous and exciting city. As an art, business, finance and cultural capital, New York offers a wide array of activities and entertainment, as well as opportunities for education and development. From the architectural wonders of the Empire State Building to the artistic creations in the Guggenheim Museum and across the Hudson to the trademark of freedom - the Statue of Liberty - New York City has been an inspiration to some of the greatest entrepreneurs, entertainers and leaders in the world.

City Fast Facts

- State: New York
- Population: 8,550,405 in New York City and 19,795,791 in New York State
- Time Zone: Eastern Standard Time
- Airports: John F. Kennedy (JFK), LaGuardia (LGA), and Newark-Liberty (EWR)

Did you know?

*NYC consists of 5 boroughs including Manhattan, Queens, Brooklyn, Bronx, and Staten Island

*NYC hosted 56.4 million visitors in 2014 and is the #1 US destination for international travelers

Things to do in NYC

- Visit Wall Street, the U.S. Stock Exchange, and the Federal Reserve
- Take the ferry to the Statue of Liberty and Ellis Island
- Go to Times Square and get discounted tickets to Broadway and off-Broadway shows
- See a New York Yankees or Mets baseball game; a New York Knicks or Brooklyn Nets basketball game; a New York Jets or New York Giants football game; or a New York Red Bulls soccer game
- Go shopping in SOHO or on Fifth Avenue

- Visit world-famous museums such as the Metropolitan Museum, Museum of Modern Art, Guggenheim, or the American Museum of Natural History
- Take a stroll across the Brooklyn Bridge
- Bike or run around Central Park, followed by a picnic
- Listen to jazz at a Greenwich Village club or classical music, opera, or a ballet at Lincoln Center

Weather: Four Seasons of Fun

The academic year requires three types of clothing: light-weight for warm, humid weather; very warm, lined coats, protective footwear, gloves, and head covering for cold and snowy weather; and raincoats or medium-weight wool coats for chilly autumn and early spring days. In the summer months it can get as hot as 38°C! In September, the temperature can reach as high as 26°C, so you will still need light clothing even then. Come prepared for all types of weather! Regardless, you will have plenty of opportunity to purchase any clothing or supplies you will need once you are here.

IN CLOSING...

We hope that this information has provided answers to some of your questions. Of course we are glad to answer all of your questions and concerns once you arrive at Pace University. We are here to make sure you feel welcome and are comfortable with your home away from home.

We wish you a safe and pleasant journey to Pace and we look forward to meeting you! Once you arrive on campus, if you have any questions that we can assist you with, contact us at intlnyc@pace.edu or visit our [website](#) to schedule an appointment. Office hours are Monday through Friday, 9:00am to 5:00pm.

SAFE TRAVELS!