

**Spring 2021**

# **International Students & Scholars**



**F1 Students  
Pre-Arrival Guide  
Westchester Campuses**

**PACE**  
UNIVERSITY

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. New International Student Orientation will be held on January 11, 2021 via Zoom. Zoom details (link and password) will be provided on our [website](#).

We hope that we will see you all on campus for the spring 2021 semester; however, given the uncertainty with the current travel bans and suspended visa services due to Covid-19, we understand that not everyone will be able to join us physically on campus. Whether you are able to join us in NYC or will be attending classes remotely from your home countries, we will continue to keep in touch with you during the spring semester. We hope that you and your families stay safe and healthy during these challenging times.

## **PACE UNIVERSITY WESTCHESTER PRE-ARRIVAL GUIDE FOR INTERNATIONAL STUDENTS**

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## BEFORE YOU ARRIVE

We look forward to welcoming you to New York and Pace University! If you have any questions or require further information, please contact the International Students & Scholars Office (ISS) at:

International Students & Scholars Office Westchester Campuses	International Students & Scholars Office New York City Campus
Pace International 861 Bedford Road Kessel Student Center, Room 212 Pleasantville, NY 10570 Email: <a href="mailto:intlwest@pace.edu">intlwest@pace.edu</a> Telephone: 1-212-346-1368	Pace International 163 William Street 16 <sup>th</sup> Floor New York, NY 10038 Email: <a href="mailto:intlnyc@pace.edu">intlnyc@pace.edu</a> Telephone: 1-212-346-1368
<i>Campuses include Pleasantville &amp; School of Law</i>	



Prior to departure to the United States, international students should be sure that they obtain a proper nonimmigrant visa at a United States Embassy or Consulate. Students who receive a Form I-20 issued by Pace University will acquire an F-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 U.S. with a B-2 tourist visa as it may be impossible to change it to student visa status at a later date.

### **U.S. F-1 Student Visa**

This is a computer-generated entry permit that is issued by the U.S. Embassy or Consulate abroad for you to enter the U.S. to begin a degree program. For more information about the visa application process, 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 your visa interview, remember to pay \$350 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 U.S. Embassy or Consulate nearest to you, visit <http://ustraveldocs.com/>. You can learn more about student visas 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 I-20 from Pace University, but no earlier than 120 days prior to the start program date as listed on the Form I-20. Once you receive your visa, you may enter the U.S. 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 I-20, 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 F-1.*

### **Things to remember:**

1. Check with the U.S. Embassy or Consulate at which you will apply for a student visa about requirements for F-1 visa applicants.
2. Your personal information on your Form I-20, F-1 visa application, and all other forms you complete must always match the information in your passport. Contact your admissions counselor immediately if the personal information on your Form I-20 does not match your passport.
3. Apply for your F-1 visa as soon as possible! There may be considerable wait times for both a visa interview and visa processing. Visit the website of the U.S. Embassy or Consulate at which you

will apply for information about wait times and to schedule your appointment. You may also visit <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html> for current wait-times at U.S. Embassies and Consulates worldwide. F-1 visas may be issued up to 120 days before your program start date, as indicated on your Form I-20.

4. When you appear for your visa interview, you should expect that it will be brief. A visa-issuing consular officer will likely ask you about your reasons to study at Pace University and in the U.S., about your degree program, and about your professional goals upon returning to your home country. It is very important that you are prepared to answer these and other questions briefly and to the point.

Dependents of F-1 students will be issued an F-2 visa if they are accompanying or joining the F-1 student in the U.S. You must be able to show that sufficient funds are available to cover the entire family's living expenses. A visa will not be issued without this evidentiary proof.

### **Travel insurance**

You may wish to have travel insurance in case your bags are lost or damaged on the journey to New York. Speak with your airline or travel agent for information on purchasing travel insurance.

### **Pre-departure checklist**

Please use this checklist to help you plan for your journey to Pace University:

- Check with your airline regarding limits for the number of bags you may bring with you, along with weight and size restrictions
- In addition, check on restrictions for carry-on baggage
- Ensure you have a valid passport with an approved F-1 student visa. Keep your Form I-20 handy in your carry-on baggage or inside of your passport; you will need to present it at the port of entry. We encourage you to make photocopies or scan all important documents.
- Arrange for cash, credit card, and/or debit card to support yourself until you can open a U.S. 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 computers and iPods should work in the U.S. (check your owner's manuals to be certain).

## ARRIVING IN THE U.S.

Initial F-1 status students will not be allowed to enter the U.S. earlier than 30 days prior to the program start date listed on the first page of the Form I-20. Therefore, please make your travel plans accordingly in the event that you plan to visit relatives or friends in the U.S. before you begin studies at Pace University.

If your Form I-20 was issued in transfer pending status, noted on the first page of your Form I-20, you may travel within and enter the U.S. with no limitation prior to the program start date listed on your Form I-20.

At the U.S. port of entry, an officer of the U.S. Customs and Border Protection (CBP) agency will review your documents, including passport, F-1 visa, and Form I-20, and return them to you. You should be prepared to answer the following questions:

- What and where will you study?
- Do you have family connections in the U.S.?
- Where will you be staying while attending Pace University?

An electronic record of your arrival will be created by a Customs Border Protection (CBP) agent at the point of entry. Non-immigrant's electronic I-94 arrival record is obtainable here:

<https://i94.cbp.dhs.gov/i94/#/home>. Once you access your I-94 record on line, 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 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 the Westchester campuses (including Pleasantville and the School of Law). 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-jfk.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 Westchester is typically the least expensive, but more time-consuming way to get to your destination, and is recommended primarily for experienced students.



## NEW INTERNATIONAL STUDENT MANDATORY IMMIGRATION SESSIONS AND ORIENTATIONS

Attending the International Immigration Session is MANDATORY FOR ALL NEW INTERNATIONAL STUDENTS as it covers the basics of your visa-status and will provide the guidance on maintaining your lawful F-1 status in the U.S. In response to the Covid-19 pandemic, the Information Session will be held virtually via Zoom this year in order to maintain a safe and healthy environment. The Information Session for all new undergraduate and graduate international students will be held on **Monday, January 11, 2021 via Zoom. Details will be announced on our [website](#).**

**Undergraduate Students:** All Freshman and Transfer International students must attend a [New Undergraduate Student Orientation](#) provided by the University on top of the mandatory F-1 Information Session for New International Students.

### MANDATORY INTERNATIONAL STUDENT 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](#) with your Pace University credentials (user name and password)
2. You will be prompted to select the appropriate term. Choose "Spring 2021".
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. I-20 Form (p. 1 and 2)\*
  - d. Most Recent I-94 (Visit the [I-94 Website](#) to access your I-94 record)

*\*Transfer Students must also upload I-20s from previous school.*
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 check-in through ISS Connect? Send an email to [intlnyc@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





## THE WESTCHESTER CAMPUSES

### Campus Activities (Pleasantville)

As a Pace student you have full access to the Goldstein Fitness Center, which includes a newly-upgraded cardio and weight room, full-size basketball courts for playing pick-up or intramural games, and indoor pool. Please visit <http://www.pacesettersathletics.com> for more information.

You can also get involved with the various student organizations offered on the Pleasantville campus! Find information on clubs and organizations at <http://www.pace.edu/student-development-plv/student-organizations>.

### The Edward & Doris Mortola Library (Pleasantville)

The Edward & Doris Mortola Library 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. That's the best way to acquaint yourself with the workings of your campus library!

### The Learning Commons (Pleasantville)

The Learning Commons is 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. The Commons is divided into various work spaces designed for individuals and groups both large and small. Services available include library help, writing assistance, tutorial assistance, and technical help...or stop by to sit and relax! Students can also access a variety of technology at the Commons.

Other Pleasantville campus highlights include:

- Environmental Center
- University Health Care Unit
- University Health and Counseling Services

### The Law Library (Pace University School of Law, White Plains)

Students of the Pace University School of Law will become intimately familiar with the Law Library in White Plains, a short shuttle bus ride away from Pleasantville. For more information about the School of Law and the Law Library please visit <http://www.law.pace.edu> and [www.pace.edu/school-of-law/pace-law-library](http://www.pace.edu/school-of-law/pace-law-library).

## SUPPORT SERVICES

### Health Insurance and Medical Care

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. 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. You need annual coverage – the policy should be valid through August 2021
2. Does your plan provide inpatient hospitalization?
3. Does your plan cover outpatient clinic services, including doctor's visits, lab services and medical testing?
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.

As a student at Pace University, you must provide the University with proof of immunity to certain diseases. **THE IMMUNIZATIONS ARE MANDATORY FOR ANY STUDENT IN THE STATE OF NEW YORK.** Immunization compliance records should be uploaded to the **Pace Patient Portal** by going to <https://patient-pace.medicatconnect.com/> and following the on-screen instructions. Immunization records must be translated into English. If you do not have proof of vaccinations, you will be able to get vaccines through the University Health Care (UHC) Unit, located at New York City Campus, 1 Pace Plaza, 6<sup>th</sup> Floor East.

### Housing

Housing information was included in your acceptance package. If you have any questions about housing please contact the Office of Residential Life. You can also read about housing here: <http://www.pace.edu/housing/westchester>.

## MONEY & BANKING

### Initial Expenses

The amount you need to bring will depend on your personal spending habits. We recommend that you bring USD \$500-\$750 USD in cash, plus a Visa or Master Card issued from a bank in your home country that will work in the U.S., to cover your expenses the first few weeks in New York. Be sure to check what charges may be applied to your account at home for using these cards in the U.S. Pre-paid Visa or Master Cards are much safer than carrying large amounts of cash; 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 and travelling abroad in order to avoid the risk of your account being frozen 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 cash.

### 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. account. Wire transfers are quick and safe, but do have service charges; ask your local bank what their fees may be.

### Opening a U.S. Bank Account

The following documents are usually required to open a US bank account:

- Passport
- Visa
- Print out of your electronic arrival record (I-94)
- Form I-20
- Letter from ISS certifying your student status

It may take some time before your account is set up and ready for you to access your money.

# NEW YORK, NY

## The City

New York City, 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 and Grand Central Terminal, to the artistic creations in the Guggenheim Museum, and across the Hudson River 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.

## Fast Facts

- State: New York
- Population: 8,405,837 in the City and 19,831,858 in the Metropolitan area
- Time Zone: Eastern Standard Time
- Major airports: John F. Kennedy (JFK), LaGuardia (LGA), and Newark-Liberty (EWR)

## Did you know?

- NYC consists of 5 boroughs – Manhattan, Queens, Brooklyn, Bronx, and Staten Island
- NYC is the #1 U.S. destination for international travelers

## Things to do in NYC

- Visit Wall Street, the U.S. Stock Exchange, and the U.S. 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
- Support some of the greatest sports teams in the world! NYC is home to the Yankees and Mets baseball teams, NY Knicks and Brooklyn Nets basketball teams, Giants and Jets football teams, the Rangers and Islanders professional hockey teams, and the NY Red Bulls and the New York City Football Club soccer teams
- Go shopping in SOHO or on Fifth Avenue
- Visit world-famous museums such as the Metropolitan Museum, the Museum of Modern Art, Guggenheim Museum, or the American Museum of Natural History
- Take a stroll across the Brooklyn Bridge
- Bicycle or run around Central Park, followed by a picnic
- Listen to jazz music at a Greenwich Village club, or visit Lincoln Center for a classical music, opera, or ballet performance

## Weather: Four Seasons of Fun!

Temperatures on campus vary throughout the academic year, and a variety of clothing types should be considered when packing for your journey to Pace. However, you will have plenty of opportunity to purchase any clothing or supplies you will need once you arrive, should you need to do so.

Lightweight clothing is recommended for the summer months when the weather is hot and humid. Temperatures from June through September range from 70°F (21°C) to more than 90°F (32°C). A raincoat, rain boots, and an umbrella are useful for rainy weather.

Winters (November through March) can be quite cold, with snow and ice a routine possibility. Be sure to bring warm and adequate clothing! Temperatures range from 20°F (-7°C) to 45°F (7°C), and sometimes may drop as low as 0°F (-18°C). A good winter coat, scarf, boots, and gloves are recommended.

Autumn (September to October) and spring (April to May) are usually moderate with temperatures ranging from 50°F (10°C) to 70°F (20°C).

As a busy college student you will spend a large amount of time in classes, at the University library, and socializing with friends. For everyday dress, casual attire is appropriate for both men and women – this includes casual trouser/pants, blue jeans, skirts, dresses, and tops. You want to feel comfortable throughout the day and stylish when appropriate. On occasions such as a banquet, religious services, or an elegant dinner that require semiformal clothing, a suit is appropriate for men and a dress for women. As you pack your baggage, you may want to bring something traditional from your country – perhaps a local outfit, costume, dress, or simply a piece of clothing you may want to wear at special international events. You may also consider bringing a special artifact or a few pictures from home; it should be something that you would like to share with your new American friends about your country and culture. If you are ever unsure about what clothing to wear, ask an American friend what he or she would wear.

## 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. If your plans change and you are unable to attend Pace University, please notify your admissions counselor at once and return the Form I-20 to them. Your cooperation in this matter is important.

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](mailto:intlnyc@pace.edu) or visit our [website](#) to schedule an appointment. Office hours are Monday through Friday, 9:00am to 5:00pm.