

C.W. POST CAMPUS



Dear Student,

Congratulations on your acceptance to the C.W. Post Campus of Long Island University! We are looking forward to your arrival. C.W. Post has many years of experience working with international students and we are eager to assist you in achieving your personal, academic, and professional goals.

Enclosed you will find:

- **Your Form I-20** for the purpose of obtaining an F-1 visa stamp. You must complete Section 11 (printed name, signature, and date) on page 1 of the Form I-20.
- **Welcome Packet**
 - **Part One:** Instructions for applying for your visa and traveling to the United States
 - **Part Two:** Instructions for paying the required \$200 SEVIS fee. You must pay this fee prior to applying for your visa.
 - **Part Three:** Information regarding the mandatory International Student Orientation and a form that you must return to International Student Services (ISS) to let us know when you will arrive
 - **Part Four:** General information regarding campus life, important forms, registering for campus and a checklist

Important Dates:

- January 16, 2010: International Student Arrival Day (9am-7pm)
 - New Students are expected to check-in this day
 - Resident Students can move in to their room on this day
- January 17 & 18, 2010: International Student Orientation Program
 - All new & transfer students are expected to attend!
- January 19, 2010: Classes Begin

Be sure to take all admissions and financial information with you to the United States Consulate when you are applying for an F-1 student visa. At the Consulate, be prepared to answer questions regarding family members that may be studying or living in the U.S., your financial ability to study in the U.S., and your plans after completion of studies. Make sure to answer all questions truthfully and honestly as this can lead to the issuance or rejection of your student visa.

*Upon your arrival in the U.S., you are required to report to ISS (located in the lower level of Post Hall) **within 10 days of entering the country.*** Please review the arrival information for special office hours.

Please be aware that our actual cost estimates for your annual expenses are estimated at: \$33,800 for graduate and \$45,050 for undergraduate students. Expenses do vary each semester.

We can help you with any questions you might have regarding immigration, academics, and campus life. If you have any questions or concerns, please do not hesitate to contact us at (516) 299 – 1451 or by email at iss@cwpost.liu.edu.

Sincerely,

The Office of International Student Services
516-299-1451 or iss@cwpost.liu.edu

Dr. Jessica Hayes, Executive Director
Ms. Sarah Mendoza, Assistant Director

Ms. Ivana Laganá, Associate Director
Ms. Nadia Hernandez, Administrative Assistant

WELCOME TO C.W. POST, LIU

SPRING 2009

ENCLOSED YOU WILL FIND:

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OBTAINING AN F-1 STUDENT VISA

All international students must enter the United States with an F-1 student visa. A visa is a stamp that is placed inside of your passport by the United States Consulate or Embassy in your home country. Procedures for applying for an F-1 student visa differ in every country so it is advised that students contact the U.S. Consulate in your country for clarification. Information about the closest U.S. Consulate can be found at <http://usembassy.state.gov/>

When applying and being interviewed for a student visa, be prepared to show:

- Your Official SEVIS Form I-20
- Proof of Payment for the \$200 SEVIS Form I-20 fee (**SEE ATTACHED SEVIS I-20 FEE NOTICE**)
- A completed non-immigrant visa application
- The appropriate visa application fee (consult the consulate)
- A valid passport
- Acceptance, scholarship, and/or fellowship letters from C.W. Post
- Transcripts and diplomas from previous schools
- TOEFL, GMAT, GRE, SAT Scores
- Evidence of financial ability (original bank statements, affidavits, proof of income)
- Evidence of social and economic ties to home country
- Proof of dependents and their relationship to student (If F-2 visa's are required)

Canadian students do not need visas to enter the U.S. as F-1 students. *Canadians must show SEVIS I-20, receipt of SEVIS I-20 processing fee payment, proof of financial ability, proof of admissions to C.W. Post, at the port of entry upon arrival in the U.S.*

F-1 STUDENTS ALREADY IN U.S. TRANSFERRING FROM ANOTHER SCHOOL

International students already in the U.S. with an F-1 status must receive a transfer I-20 from C.W. Post no later than 15 days after the start of classes. If you plan to travel during the break between the time that your semester ends at your old institution and the new semester at C.W. Post, you must travel and re-enter the U.S. with a C.W. Post I-20. Transfer students must check-in with the International Student Services (ISS) office prior to registering for classes. Bring all previously issued I-20's, passport, form I-94, and visa. **You cannot register for classes until the check-in process has been completed.**

PLANNING YOUR ARRIVAL AT THE AIRPORT

Do not pack the following documents inside your luggage – you will need to present them when you enter the United States:

- **(1) Passport; (2) SEVIS Form I-20; (3) SEVIS Fee Receipt; (4) Evidence of financial ability** (original bank statements, sponsorship letter, proof of income); **(5) Name and contact information for your "Designated School Officials", Jessica Hayes and/or Ivana Laganá: (516) 299 – 1451, and your 24-hour emergency contact number for C.W. Post: (516) 299 – 2222.**

The International Student Services Office (ISS) will be notified electronically about your arrival in the U.S. Students are required to report to the ISS Office within ten days of arriving in the United States. Bring your original passport, I-94, visa and Form I-20 to the ISS Office to complete the check-in process. International students are required to submit an address in the United States upon check-in.

HOW TO GET TO C.W. POST

It is suggested that students should take Classic Coach or taxi service to the C.W. Post Campus. It is customary, not required, to tip the van driver a few dollars extra. *We do not recommend you catch a curbside taxi because they usually overcharge for their services. These taxi services are licensed and usually do not charge extraordinary prices.

Van Service:

- **Classic Coach** (631) 567 - 5100: Cost is approximately \$45 and you may call for pick up from a free phone in the airport.

Taxi Service:

- **Arena Car Service** (516) 676-1016: Receive 10% off by mentioning you are a C.W. Post Student.
- **The Taxi** (516) 671-0707: Fare is \$60 as long as you set up your reservations one day in advance and call taxi service once you exit Customs at JFK Airport.

REMEMBER: All students must check in with International Student Services within ten days of arriving in the US. Our office is located on the Lower Level of Post Hall.

NEARBY HOTELS

Gold Coast Inn

1053 Northern Boulevard
Roslyn, NY
(516) 627-2460

www.goldcoastmotorinn.com

East Norwich Inn

6321 Northern Blvd.
East Norwich, NY
(516) 922-1500

www.eastnorwichinn.com

The Andrew

75 North Station Plaza
Great Neck, NY
1-866-THE-ANDREW

www.andrewhotel.com

Best Western

7940 Jericho Turnpike
Woodbury, NY
516-921-6900

www.bestwestern.com/woodburyinn

Days Inn

828 South Oyster Bay Road
Hicksville, NY
516-433-1900

www.daysinn.com

Econo Lodge

429 Duffy Avenue
Hicksville, NY
516-433-3900

www.econolodge.com

CAMPUS ADDRESS & CONTACT NUMBERS

- Campus Address: 720 Northern Boulevard, Brookville, New York 11548
- Campus Emergency Contact Number: Department of Public Safety (516) 299 – 2222. This office is open 24 hours a day, 365 days a year.
- International Student Services Contact Number: (516) 299 – 1451. Normal business hours are Monday through Friday, 9am to 5pm.

Part Two: **SEVIS Fee Requirements**

SEVIS, the Student and Exchange Visitor Information System, is a central computerized system that maintains and manages data about foreign (F-1) students and their dependents (F-2) during their stay in the United States. **The Department of Homeland Security (DHS) has announced a SEVIS fee of \$200 for all new F-1 applicants.** The fee is required by DHS and is to be used to cover the cost of the operation of the SEVIS program. The following information specifically addresses fee issues for F-1 students.

Who pays the SEVIS fee?

- Prospective students with "initial attendance" I-20s ISSUED who are applying for an "initial" F-1 visa from outside the US. (Since Canadians are not required to get a visa stamp, they will be required to pay the fee before going to the port of entry. The fee cannot be paid at the port of entry.)
- Prospective students with "initial attendance" I-20s ISSUED who are applying for a change to F-1 status from another visa category.
- Current F-1 students in the US filing for reinstatement after being out of status more than 5 months, and who are issued an I-20 issued for reinstatement.

Who does NOT have to pay the fee?

- Continuing F-1 students do not have to pay the fee unless circumstances change so that the student fits one of the categories mentioned above.

What about my F-2 dependents?

- F-2 dependents do not have to pay the fee.

Do I have to pay if I transfer to another school, travel outside the US or renew my visa?

- The SEVIS fee is not required when transferring schools, changing to another degree program or level, requesting a program extension, renewing an F-1 visa or using F-1 benefits (such as practical training). If you are in status when you travel internationally and are not physically outside of the U.S. for more than five months, you will not be required to pay the fee.

I applied to more than one school, and have more than one I-20 form. What happens if I pay the SEVIS fee for one school, and I change my mind and decide that I want to attend the other school? Is my paid SEVIS fee transferable?

- Yes. But you must submit the I-20 form with the SEVIS number that you listed on the I-901 form with you to the U.S. consulate/embassy. To transfer the SEVIS fee to another SEVIS record, visit <http://www.ice.gov/graphics/sevis/i901/faq7.htm>. For change of status or reinstatement applications, please see next question.

What do I need to do if I fit into one of the categories above?

- Follow the payment option directions below.
- Submit a copy of the I-797 or computer receipt with your visa, change of status or reinstatement application OR
- Students who are exempt from visa requirements, such as Canadians, should take a copy of the SEVIS fee receipt to present at the port of entry with the appropriate I-20. It will not be possible to pay the fee at the port of entry.

When do I pay the SEVIS fee?

- The fee must be paid at least 3 business days prior to applying for your visa (OR 3 business days prior to applying for admission at U.S. port- of- entry for those exempt from the visa requirement – such as Canadians).
- The fee must be paid prior to submission of a change petition or reinstatement application (for those who have been out of status for more than 5 months).

What if my F-1 visa application is denied?

- The SEVIS fee will not be refunded. However, if you reapply for a new F-1 visa within 12 months of the denial, you will not have to pay the fee again.

Can I pay the SEVIS fee at a university, consulate or port of entry?

- No. At this time the SEVIS fee can only be processed by the Department of Homeland Security via the internet or by mail.

How do I pay the fee?

- The fee can be paid to the DHS online (strongly recommended) or by mail and must be accompanied by a form I-901. It can be paid by you or by a third party, inside or outside the U.S.

To pay online (this method is recommended OVER mailing your fee application):

- 1) Find the form I-901 at www.FMJfee.com
- 2) Complete the form online and supply the necessary VISA, MasterCard or American Express information. *Be sure to write your name exactly as it appears on your I-20 form.
- 3) Print a copy of the online receipt.**
- 4) Be sure to make copies of your receipt, and keep it with your other important immigration documents.

To Pay By Mail:

- 1) Obtain a Form I-901 "Fee Remittance for Certain F, J and M Non-immigrants."
 - a) Download the form from www.FMJfee.com OR
 - b) Request the form by phone at 1-800-870-3676 (inside the U.S.).
- 2) Complete the form I-901. Be sure to write your name exactly as it appears on your I-20 form.
- 3) Prepare a check, international money order or foreign draft (drawn on U.S. banks only) in the amount of \$200 USD, made payable to "The Department of Homeland Security"
- 4) Mail the completed I-901 and payment to the address listed on Form I-901.
- 5) A Form I-797 receipt notice should be mailed within 3 days of processing the fee. Be sure to make copies of your receipt and keep it with your other important immigration documents.

Will the DHS keep a record of my payment on file?

- Fee payments should be entered into your permanent immigration (SEVIS) record but it is strongly recommended that you retain a copy of your fee receipt (Form I-797) to use as needed.

Helpful Websites:

SEVIS fee fact sheet

- <http://www.ice.gov/graphics/news/newsrelease/articles/SEVISFactSheet.htm>

U.S. Embassies Abroad

- <http://travel.state.gov/links.html>

Visas for Third Country Nationals in Canada or Mexico

- <http://travel.state.gov/tcn.html>

Visa Photo Requirements

- <http://travel.state.gov/passport/pptphotos/index.html>

Airport Security-Web videos in various languages

- http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0435.xml

What to expect upon arrival at the U.S. port of entry.

- http://www.ice.gov/graphics/news/newsrel/articles/POEFactSheetUpdate_063004.pdf



Part Three: **International Student Orientation**

The International Student Services (ISS) Office holds an orientation program each semester to help new international students acclimate to the C.W. Post campus. The purpose of the International Student Orientation is to assist international students in adjusting to living and studying in the United States. During orientation students will have opportunities to meet new and current students at C.W. Post, learn about their F-1 status and to register for classes. Students unable to attend will miss important information regarding F-1 status and regulations, employment, social security numbers, and the C.W. Post campus. It will also be more difficult to complete certain on-campus responsibilities, such as: (1) receiving a C.W. Post ID card (which allows access to the campus, residence halls, meals, recreation center, and library), (2) Registration for classes, and (3) On-campus employment – campus jobs are first come first serve!

The **fee for orientation is \$100** and includes breakfast, lunch, and dinner each day. It is payable by check or money order (checks may be made out to Long Island University, C.W. Post).

Arrival and Check-in Information:

Immigration requires all students to officially check in with International Student Services (ISS) within 10 days of arriving in the United States (students must check-in with ISS prior to the program start date on their I-20).

SPRING 2010	Event
Beginning December 22, 2009 (Monday- Friday)	Early arrival check-ins begin for new fall students. <ul style="list-style-type: none"> • Please bring your I-20 and passport to check-in with the ISS office • Check-ins take place every weekday from 2pm to 5pm • Residence halls are closed and NOT available until January 16, 2010
December 24, 2009 December 25, 2009 December 31, 2009 January 1, 2010 January 8-15, 2010	ISS office will not conduct check-ins on these days <ul style="list-style-type: none"> • Students who arrive after 5pm on January 8, 2010 are required to check- in on General Arrival Day, January 16, 2010
January 16, 2010 (SATURDAY)	New International Student Arrival Day (9am – 7pm) <ul style="list-style-type: none"> • New students are expected to check-in this day • Students who already checked in with ISS office do not need to attend. • Resident students move in to their residence halls. • No formal orientation program will be held this day. Once students complete the check-in process, they have free time for the remainder of the day/evening
January 17, 2010	Orientation Program runs from 9:00am to 7:00pm
January 18, 2010	Orientation Programs run from 9:00am to 7:00pm
January 19, 2010	Classes Begin

Residence Halls open on January 16, 2010 at 9am.
Students are NOT permitted to move-in to their room before this date.

International Student Orientation Registration Form



Please reserve your spot at New Student Orientation by returning this completed form, along with your check or money order for \$100, made payable to *Long Island University/CW Post Campus* by January 8, 2010 to:

**International Student Services
Long Island University, C.W. Post Campus
720 Northern Boulevard
Brookville, NY 11548
U.S.A.**

Spring 2010 International Student Orientation Registration Form

*Please return this part of form with bank check or money order for \$100 made payable to:
Long Island University/CW Post Campus*

Please Print

Last/Family Name: _____

First/Given Name: _____

Date of Birth: _____

CAMPUS ID # or SS#: _____

Email: _____

Check one please:

- I will live off campus.
 I will live on campus (please make sure you send your housing application and \$300 deposit to C.W. Post Bursars Office)

**By signing and returning this form with the fee you verify that you understand that your attendance at the orientation is expected. Refunds will only be given if requested before January 8, 2010. If you have questions please contact the ISS Office at iss@cwpost.liu.edu or 516-299-1451.*

Signature: _____ Date: _____

Housing Options

As a student at C.W. Post, one of the first and most important decisions you will make will be if you want to live on campus or off-campus. Here is some information you may find helpful in making this decision:

OPTION ONE: LIVING ON CAMPUS IN A RESIDENCE HALL (Dormitory)

- Living on campus is a great way to meet other people and really get involved in campus life!
- As an on-campus resident, you should expect to have 1 – 3 other students sharing your room.
- If you decide to live on campus, you must submit your housing application along with your \$300 housing deposit to the ISS office by June 1 for Fall entry or November 1 for Spring entry in order to be guaranteed housing. If your application is received after this date, then it is not guaranteed that you will receive on-campus housing. *If you have already submitted your housing application and deposit, you do not need to re-submit these items!*
- Please note: your C.W. Post residence hall room will include the following: bed, mattress, desk, chair, window drapes, wardrobe/closet & dresser. Sheets, towels, pillows etc. will not be provided.

OPTION TWO: LIVING OFF CAMPUS IN A HOME OR APARTMENT

- Living off campus can provide students with greater independence. While it is certainly possible to live off campus without a car, if you choose to do so, we recommend you identify a location which is near public transportation.
- Although C.W. Post does not rent apartments off campus, we have developed a website to assist you if you are looking for off-campus rentals. Please keep in mind this website is designed to help you, but ultimately, you must decide if the landlord and/or home/apartment are right for you. Visit <http://webdata.liu.edu/ochousing/> for off-campus housing listings.

Health & Immunization Forms

All students are required to submit completed health forms prior to their arrival in the United States. This form should have been mailed to you with your acceptance package; however, it can be accessed on our web page at <http://www.cwpost.liu.edu/cwis/cwp/stuact/health/forms.html>. For specific information or questions about this form or the data required, contact the Office of Student Health and Counseling Services at (516) 299-2345.

Health Insurance

Health insurance is mandatory for all international students. If you have health insurance, you can waive the insurance on-line at <https://webapps.liu.edu/studenthealthinsurance>. If you do not waive your insurance by the deadline, you will be charged a health insurance fee with your tuition. The health insurance coverage is for one year. Students will receive their insurance cards within six to eight weeks after registering for classes. For further information, contact the Health Insurance Office at 516-299-2599.

Registering for Classes

After students have completed the check-in process in the ISS Office, they will be allowed to register for classes. **Students who have not checked-in with the International Student Services Office will not be allowed to register. *There will be an opportunity to register for courses at Orientation.***

Registration is the actual choosing of the classes available. Student can access the schedule of classes on the web page <http://academic.liu.edu/schedules/schedules.aspx?campus=P> to see the courses and times available.

Most undergraduate courses are offered in the day-time from 8:00 am until 4:30 pm, while most graduate courses are offered in the evenings. There are limited courses offered on the weekends.

Undergraduate students must register for a minimum of 12 credits. For questions about registration contact your Academic Advisor in the Office of Academic Counseling. Advisor names and phone numbers are available online at http://www.cwpost.liu.edu/cwis/cwp/academic_counseling/advising_staff.htm .

Graduate students must register for a minimum of 9 credits. For questions about courses contact your Graduate Academic Advisor for their academic major. A list of names and numbers of Graduate Advisors is available at <http://www.cwpost.liu.edu/cwis/cwp/admissions/graduate/advisors.html>.

ESL students with questions about courses, <http://www.cwpost.liu.edu/cwis/cwp/conted/eli/>, may contact Mr. Joseph Granitto, (516) 299 – 4002, joseph.granitto@liu.edu.

Payment of Tuition and Fees

Tuition and fees will not be charged until after a student registers for classes. You must register for classes and then you will be billed for tuition and fees. Students that wish to have their tuition payments wired electronically directly to C.W. Post can do so by having their bank send funds to:

Capital One
1020 Port Washington Blvd.
Port Washington, New York 11050
Re: Student's Name and ID Number

Bank ABA# 021408704
Account Name: Long Island University

Account # 2914003591

If you do not wish to wire funds, be prepared to pay your tuition by bank check or money order upon arrival at C.W. Post.

✓ CHECKLIST ✓

CAMPUS PAPERWORK

- I have sent the \$200 tuition deposit.
- I have completed & mailed the orientation sheet and have included my \$100 orientation fee (in the form of bank check or money order).
- I have submitted a copy of my completed health forms.
- I have decided where I plan to live and made appropriate arrangements.
 - I have completed & mailed the On-Campus Housing Application to the Bursars Office and have included my \$300 housing deposit (in the form of bank check or money order).
 - I have made accommodations to live off campus

SEVIS FORM I-20:

- I have signed Section 11 on the first page of my FORM I-20.
- I have paid the SEVIS fee and printed my receipt for payment of the SEVIS I-20 fee.

F-1 VISA APPLICATION DOCUMENTS (needed for F-1 visa application at U.S. Consulate):

- Official SEVIS Form I-20
- Proof of payment/receipt for the SEVIS Form I-20 fee
- Completed non-immigrant visa application
- Visa application fee (consult the U.S. Consulate)
- Passport, valid for at least six months beyond the date of your expected stay
- Acceptance, scholarship, and/or fellowship letters from C.W. Post
- Transcripts and diplomas from previous schools
- TOEFL, GMAT, GRE, SAT Scores
- Evidence of financial ability (bank statements, affidavits, proof of income)
- Evidence of social and economic ties to home country
- Proof of dependents and their relationship to student (If F-2 visas are required)

TRAVELING FROM YOUR COUNTRY TO NEW YORK:

- I have remembered NOT to pack the following documents in my luggage: passport, I-20, SEVIS fee receipt, evidence of financial ability, contact information for C.W. Post (found in this enclosure).
- I am aware that flight attendants will distribute an Arrival Record Form (I-94 card) while I am en route to New York and that part of this form will be stapled into my passport. This is a very important document please make sure you keep it safe!

TRAVELING FROM THE AIRPORT TO C.W. POST:

- I know my options for van and taxi service to C.W. Post (found in this enclosure) and can make a decision about how I plan to travel to C.W. Post.

LODGING ONCE YOU ARRIVE AT C.W. POST:

- I have thought about what time I will arrive at C.W. Post and if necessary, I have made arrangements to stay at a nearby hotel (options found in this enclosure).
- I have planned my arrival to the C.W. Post campus and understand that if I wish to live on campus I am not permitted to do so until January 16, 2010.

If you have any questions please contact International Student Services at iss@cwpost.liu.edu. We want your entry to the U.S. and to C.W. Post to be as smooth as possible!