

Pre-Arrival Guide for New International Students --- 2009

Welcome to Eastern Michigan University!

We are honored that you have decided to continue your education with us. Together with nearly 1,000 international students, you will be contributing to the cultural diversity of Eastern Michigan University's campus. We are very excited to meet you and help make your stay in the United States a positive one. Our staff looks forward to meeting you as soon as possible to assist you during this exciting transition.

Be sure to visit the Office of International Students (OIS) Web site at www.emich.edu/ois/! We post news and updates of interest. You can also find a list of special events and international student groups on campus. **If you have any questions, please feel free to email (ois@emich.edu) or call us at 734.487.3116.** *Looking forward to seeing you soon!*

Information provided in this Guide:

- Activating your *my.emich* account
- Taking Care of Immigration Matters
 - Review I-20 or DS-2019
 - Form I-901 & SEVIS fee
 - Applying for Your Visa
 - Transfer Students
- Pre-Arrival Planning
 - Orientation
 - Flight Arrangements
 - Housing
 - Advising & Registration
 - Financial Issues
 - Health Care & Travel Insurance
- Travel to and Arrival in the U.S.
 - Items to carry with you
 - Travel Money
 - Port of Entry
 - Getting to EMU
- You've made it to EMU – Now what?
 - OIS Initial Visit - **mandatory**
 - OIS Orientation - **mandatory**
- If you decide NOT to attend EMU
 - Changing Arrival Semester
 - Never Going to Attend EMU
- Other Important Information
 - Living in Michigan
 - Driver's License
 - Change of Address
 - Information for Families

- **May 1- International Student Orientation– MANDATORY** FOR F & J visa holders
- May 4; Classes Begin
- May 25; Memorial Day – No Classes
- June 25; Spring Closes

Summer 2009 Important Dates:

- June 29; Classes Begin
- July 3-4; Independence Day – University Closed
- August 20; Summer Closes

Fall 2009 Important Dates:

- **September 5 & 6;- International Student Orientation MANDATORY** for F & J visa holders;
- September 9; Classes Begin
- November 25-29; Thanksgiving Recess- University closed
- November 30; Classes resume
- December 12-18; Final Exams
- December 19; Fall Semester Ends
- December 20; Commencement

Winter 2010 Important Dates:

- **January 5; International Student Orientation MANDATORY** for F & J visa holders
- January 6; Classes Begin

Spring 2009 Important Dates:

Activating your *my.emich* Account

Activate your *my.emich* account because that is where ALL university email correspondence will be addressed. You are not required to use the *my.emich* email. If you prefer to use a different email system you must **forward the email to your personal account** so you don't miss out on any important information! For more information on your *my.emich* account visit <https://ict.emich.edu/howdoi/myemich.cfm>.

Taking Care of Immigration Matters

Review your I-20 (or DS-2019)

Verify information, such as name, date of birth, program start date, program of study, and English language requirements for accuracy.

File form I-901 & pay the SEVIS fee, if applicable

File form **I-901** & pay the SEVIS fee (see www.ice.gov/sevis/i901). This applies if you are not already in the US on an F-1 visa.

As of September 1, 2004, all students applying for an F-1 Student Visa with an I-20 A-B or J-1 Exchange Visitors with a DS-2019 **must pay** the SEVIS I-901 fee **before** their appointment with the U.S. Consulate or Embassy. ***The SEVIS I-901 fee is \$200 USD for F students and \$180 USD for J students, and proof of payment is required at the visa appointment.***

How to pay the fee: You will need to submit the I-901 Form, along with the payment. You may fill out the I-901 form and make the payment by credit card online, at www.fmjfee.com, **or** download a printable form (in .pdf format), at www.ice.gov/sevis/i901, and mail the form and payment by check or money order to SEVP at the address listed on the form.

You will need to provide your SEVIS ID and school code on the I-901 Form. Your SEVIS ID number is located at the top right corner of your I-20 and begins with 'N'. The SEVIS school code for Eastern Michigan University is **DET214F00310000**.

For additional information, please visit the SEVIS I-901 Fee "Frequently Asked Questions" page at: <http://www.ice.gov/sevis/i901/faq.htm>.

If you already paid your SEVIS fee on one N#, and want to transfer this payment to another SEVIS ID, please review: <http://www.ice.gov/sevis/i901/faq7.htm>

Applying for Your Visa

Most non-U.S. citizens who wish to study in the United States will seek an **F-1** (non-immigrant) **Student Visa** or a **J-1 Exchange Visitor visa**. A visa allows a foreign citizen to travel to a U.S. port of entry and request permission from the U.S. immigration officer to enter the United States. It does not guarantee entry into the United States. For more information about the definition of a visa, as well as policies and procedures regarding visas, please visit Destination USA at: <http://www.unitedstatesvisas.gov/>

In order to apply for a visa at a U.S. embassy or consulate, you must first have either an I-20 (F visa types) or DS-2019 (J visa types) issued by EMU. I-20s are generated by the International Admissions Office (email: international.admissions@emich.edu). DS-2019s are generated by the Office of International Students (OIS).

Contact a U.S. embassy or consulate (<http://www.usembassy.gov/>) to schedule a visa interview appointment, and learn about additional instructions, such as how to pay the visa application processing fee. You should apply well in advance of the date you would like to arrive in the United States. In most countries, first-time student visa applicants are required to appear for an in-person interview. However, each embassy and consulate sets its own interview policies and procedures regarding student visas. Some U.S. embassies and consulates require that appointments be made at least six to eight weeks in advance. Visit <http://usembassy.state.gov/> to locate the embassy or consulate near you.

Applying for a Visa – Key Points to Keep in Mind

Among the things you'll need to do is:

- pay the SEVIS fee (<http://www.ice.gov/sevis/i901/index.htm>)
- pay the visa processing fee (the procedure will differ from one U.S. Embassy/Consulate to another, so visit the website of your country's U.S. Embassy)
- make an appointment for the visa interview (again, procedures will differ, so visit <http://usembassy.state.gov/>)

You should also make sure you have all the **required documentation** you will need when you go for the interview, including, but not limited to:

- Passport valid for at least 6 months beyond your program start date
- Eastern Michigan University Letter of Admission
- Eastern Michigan University visa-qualifying document (I-20 or DS-2019)
- Financial support documents
- Proof of payment of the SEVIS
- Proof of payment of the visa fee
- A completed visa application form. Ensure that you complete the visa application correctly by carefully following the Department of State website procedures.
- Transcripts, diplomas, scores from standardized tests (like TOEFL)
- 1 photograph- 2x2
- Knowledge about the university you wish to attend and your anticipated program of study

Visit the website of the U.S. Embassy, consulate or diplomatic mission where you will apply for a complete list of requirements (<http://usembassy.state.gov/>)



Nonimmigrant Intent

The F-1 and J-1 visas are nonimmigrant visas, which mean that students applying for either visa type must demonstrate intent to return to their home country following completion of their academic program. The following are examples of possible ways to show proof of nonimmigrant intent:

- be prepared to express how you intend to apply your degree or research from EMU in your home country after completing your program
- show close ties to family who resides in home country (perhaps your parents own property)
- show proof of employment in home country following completion of program at EMU
- show proof of owning real estate (land, house, apartment)

Plan ahead for the Visa Process

Students are encouraged to **apply for their visa early** to provide ample time for visa processing. Keep in mind that June, July, and August are the busiest months in most consular sections, and interview appointments are the most difficult to get during that period. Students need to plan ahead to avoid having to make repeat visits to the Embassy. If you apply for your visa more than 120 days prior to your start date or registration date as provided on the Form I-20, the Embassy or Consulate will hold your application until it is able to issue the visa.

All initial or beginning students are **allowed to enter the U.S. no more than 30 days prior** to the course of study start/report date as shown on the Form I-20, number 5. Please consider this date carefully when

making travel plans to the U.S. However, please make sure you are here in time for our **mandatory International Student Orientation!** See *Important Dates* on page one above.

If you have specific questions about visas that are not answered by the embassy website, please contact the EducationUSA advising center nearest you (<http://www.educationusa.state.gov/centers/>) for individual guidance.

Apply for an F or J visa only

- Do **NOT** use a B visa (unless it is a "prospective student" B-2 visa)
- Do **NOT** use the visa waiver program if you come to the United States as a student!

Canadian Citizens

Canadian citizens are not required to have a F or J visa; however, Canadian permanent residents **MUST** have a F or J visa. Part-time commuters must request F-3 status and a SEVIS I-20 good for only one semester. **DO NOT** enter the USA as a tourist if you plan to attend classes!

Do Not Open Immigration Documents Envelope

The consular officer may seal your immigration documents in an envelope and attach it to your passport. You should not open this envelope, if so instructed. The Customs and Border Protection Officer at the U.S. port of entry will open the envelope.

Additional resources, provided by NAFSA: Association of International Educators

- 10 Points to Remember When Applying for a Nonimmigrant Visa
 - o http://nafsa.org/knowledge_community_network.sec/international_student_3/international_scholar/practice_resources_17/general_travel_consular/10_points_to_remember
- Preparing for an F-1 Visa Interview
 - o http://www.nafsa.org/knowledge_community_network.sec/international_student_3/international_student_4/practice_resources_18/f_student_issues/preparing

Helpful Links

- Locate a US Embassy near you: <http://usembassy.state.gov/>
- US Department of State's Visa Service Information: http://travel.state.gov/visa/visa_1750.html
- US Department of State's Visa Wait Times:
http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php
- Chinese Student Pre-Departure Orientation web site: <http://www.china-nafsa.aief-usa.org/>

Transfer Students

Transferring from an Overseas College or University

When you have obtained your visa, please notify the **International Admissions Office** to have your transfer credit evaluated. You can contact them via phone: 734.487.0205; fax: 734.487.1484; e-mail: international.admissions@emich.edu; or mail them at International Admissions, P.O. Box 921, Ypsilanti, MI 48197.

Please provide copies of the course descriptions and/or syllabi (translated into English) for the courses that you completed in high school and post-high school programs (even if you did not finish).

When requesting transfer information from admissions, please indicate what semester you will be starting at Eastern Michigan University and when you will arrive. **Transfer credit is never automatic or guaranteed.**

Transferring From Other U.S. Institutions

For international students that have completed a program of study at a different U.S. institution and want to transfer to EMU, you must contact your current international student advisor **no later than 60 days after** the end of your program to notify them that you intend to transfer to EMU. If you are transferring to EMU without completing a program of study at another U.S. institution, you must also contact your current international student advisor. To transfer, your current advisor will need to *'release' your SEVIS record* to Eastern Michigan University. You then have 15 days after the start of EMU's program to report to the Office of International Students. The OIS will issue you a new EMU transfer I-20. This transfer I-20 is required to maintain legal status.

All transfer students are required to attend our **mandatory International Student Orientation** (see important dates on page one of this document above).

Students that are properly maintaining their status may transfer to another approved U.S. school after following the transfer procedures. However, an F-1 student is not permitted to remain in the United States when transferring between schools or programs unless the student will begin classes at the transfer school or program within 5 months of transferring out of the current school or within 5 months of the program completion date on the student's current I-20, whichever is earlier.

Be sure to **keep ALL your previous I-20s!** Do NOT throw them away as you must have them to prove you have maintained your status continually while in the USA. All J-1 students should process our DS-2019 with their current responsible officer who will need to sign a release **15 to 30 days before** the end of their program and before coming to EMU.

Leaving the United States prior to attending EMU

Read carefully the following section, "Travel to and Arrival in the U.S." After a short absence (less than 5 months), make certain you have a valid SEVIS I-20 or DS-2019 authorizing your attendance at EMU. After a long absence (of more than 5 months) from taking classes in the United States, you will need to obtain a new I-20 or DS-2019 from EMU and use it to apply for a new visa and SEVIS number. If your trip outside the United States is to Canada, Mexico, or certain nearby islands for less than 30 days, a new visa is usually not required. If this applies to you, please contact the OIS for more information.

Pre-Arrival Planning

A Pre-Arrival Checklist can be found on the last page of this document.

Orientation - Plan to Arrive Early

We advise you to arrive **one to two weeks before** classes begin. You may be refused entry into the United States if you attempt to arrive more than 30 days before the program start date listed on your SEVIS I-20 form or DS-2019. We ask you arrive in time to attend our **mandatory International Student Orientation** (see the first page of this document above). If you are unable to arrive at campus prior to the day classes begin, you will need special permission from the Office of International Students **and** your academic advisor. Please contact us by email if this is a concern. Register for Orientation **NOW** by visiting <http://www.securedata-trans9.com/ap/easternmichiganuniversity/index.php?page=10>

Flight Arrangements - When & Where To Arrive?

Located just 18 minutes west of *Detroit Metropolitan Airport* (<http://www.metroairport.com>), Ypsilanti is easily accessible via air. *Detroit Metro Airport*, is in Romulus, Michigan; shuttle, taxi, car rental and limousine service are readily available at the airport. For more information on transportation, see page 12 of this guide.

If you have no one to meet you at the airport, we may be able to arrange for someone to assist you. Please email the *Airport Pickup Request Form* found on our website to ois@emich.edu or call (734) 487-3116 (<http://www.emich.edu/ois/intnlstudents/pickupstudentinfo.php>).

Plan to arrive several days early so that you can get settled and take care of business. If you cannot arrive by the first day of classes you must get permission from OIS!!! Try to plan your trip to arrive on campus during normal working hours (8 a.m. to 5 p.m., Monday through Friday) as this will give you greater accessibility to the OIS and fellow students in case help is needed. Avoid arriving on campus during holidays, weekends, or evenings if at all possible.



Housing

On-Campus Housing

EMU offers Residence Hall and University Apartment on-campus housing options. All first year undergraduate (Bachelor degree) students are required to live on campus. Please see the *University Housing* website (<https://www.emich.edu/housing> and <http://www.emich.edu/housing/international>) for more details.

If you would like to live on campus, please contact the housing office as soon as possible to arrange your accommodations.

Residence Halls

Residence hall assignments are made on a first-come, first-serve basis. The Housing Office has difficulty accommodating surprise arrivals. You can complete an online contract from the University Housing web site at <https://www.emich.edu/housing/>. This contract includes room assignment and meal plan preferences. The required \$200 pre-payment may be made online using a credit card (Master Card, American Express or Discover) or by check to the Cashier's Office, Eastern Michigan University, 201 Pierce Hall, Ypsilanti, MI 48197. The residence hall contract is enforced for the full academic year, unless the student is scheduled for one semester visit. **The sooner contracts are sent in, the better your chances of being assigned to the hall you prefer.** Contact University Housing via telephone: 734-487-1300 or via e-mail: housing@emich.edu, if you have any questions.

University Apartments

University Apartments lease application packet may be downloaded from <https://www.emich.edu/housing/> or requested via telephone: 734-487-0445, via e-mail: housing@emich.edu, or via mail: University Apartments Office, P.O. Box 980489, Ypsilanti, MI 48198. Please allow four (4) weeks to process application. Limited availability of certain apartment preferences may also further delay processing. Applicants have the option to sign a lease that ends on either April 30th or June 30th of the current academic school year. Students attending EMU for one semester are eligible for a one semester lease if they provide the proper documentation. A \$20.00 (USD) non-refundable, application fee **will be due upon arrival**. You must also submit an I-20 and register for classes before your application can be completely processed. **Submission of an application does not guarantee reservation of/nor placement into an apartment.**

Hotel options

Some area hotels: Comfort Inn, 2455 Carpenter Road, Ann Arbor, MI, tel: 734-973-6100 (15% discount for EMU students) or Motel 6, 3764 S State Street, Ann Arbor, tel: 734- 665-9900. Check popular travel web sites (ex. www.hotel.com) for complete listings and best deals.

Off-Campus Housing

If you qualify to live off campus, there are apartments available in the Ypsilanti area. You can start your apartment search via online at <http://www.rentnet.com> or at <http://apartmentsearch.com/>.



Amenities

If you will be living in a residence hall, basic furniture is provided, but bed linens, blankets, pillows and towels are not. If possible, bring a bed sheet, light blanket, and a towel with you from home. University Apartment and most off-campus housing will include kitchen appliances (refrigerator, stove), but **will not be otherwise furnished**. Plan to purchase furniture and other small appliances, when you arrive. Appliances manufactured outside U.S. may not be compatible with the power supply.

Renters Insurance

If you rent an apartment it's a good idea to purchase renters insurance to protect your belongings against fire, theft and vandalism. While your landlord might have insurance, it only protects the building; your belongings are not covered under your landlord's policy.

Advising & Registration

English as a Second Language (ESL) Advising – 212 Alexander Building

Any student whose first language is not English will need to submit a TOEFL, MELAB, or IELTS official test score to the office of International Admissions with their application. This test score will determine if a student has an ESL conditional admission. If a student has an ESL conditional admission, they are required to take ESL classes to improve his/her English proficiency.

The *ESL website* (<http://www.emich.edu/public/foreignlanguages/esl/program.htm>) has information regarding programs and placement. If you are required to take ESL classes as a condition of your admission to EMU, you must speak with an ESL advisor before registering for your first semester's classes. You may contact the ESL department by telephone at [734-487-0338](tel:734-487-0338) or by email at esl@emich.edu.

Undergraduate (Bachelor Degree) Advising- 301 Pierce Hall

You must speak with an academic advisor before registering for your first semester's classes. First, you must call 734-487-2171 to make a telephone appointment with Candace Fayaz, your academic advisor. Then, at the scheduled time, call Candace to discuss your major courses, minor courses, and electives. Be sure to ask questions if you do not understand! Candace will help you register for your first semester only. After your first semester, you will register for classes using your my.emich.edu account. All F and J students pursuing a bachelor's degree are required to take a minimum of 12 credit hours.

Graduate Advising

Graduate students should contact their departmental advisor before registering for classes. The Graduate Recommendation Form that was included with your Letter of Admission and I-20 has the contact information for your departmental advisor. All F and J students pursuing a graduate degree must take 8 credit hours.

Class Offerings

Some classes have prerequisites; you will not be allowed to register for classes that require prerequisites you have not fulfilled. The Undergraduate and Graduate catalogues contain course descriptions and prerequisites. They are available at: <http://catalog.emich.edu/index.php>. Most courses are offered in the fall or winter semesters. Fewer classes are offered in the spring and summer term. Printed **Class Schedule Books** are available in March for the spring, summer and fall semesters and in October for the winter semester. Class Schedule Books are also available online at <http://www.emich.edu/registrar/>.

EMU Campus Locations

Most courses and programs are located on the Main campus. However, some courses and programs are offered in other locations. When registering, make sure that a particular class is located on Main campus. Students who wish to take a class in another location must find their own transportation. Each Class Schedule

Book contains a listing of on-campus and off-campus locations. Contact your departmental advisor if you have any questions about locations of courses or programs.

Minimum Credit Requirements

All students in F-1 or J-1 visa status must register for a full time course load (**12 credits for undergraduates and 8 credits for graduate students**) each fall and winter semester. If you cannot enroll full time for any reason, you **must** see an advisor in the OIS before classes begin. Spring and summer semester registration is optional, **unless** it is your **first term** at EMU.

Conditional Admission

If you are a conditionally-admitted student, you must meet the terms of the conditions at the beginning of your academic study. These conditions cannot be overlooked. Fulfilling them is your first priority.

Class Cancellation

If you enroll for a semester and then cannot attend, please cancel your courses by the cancellation deadlines listed in the Class Schedule Book and return your I-20 to International Admissions. If you do not cancel your classes, you will be charged all or part of your tuition and fees and receive failing grades. Even if you cancel all your classes by the deadline, you will still be charged an administrative fee (approximately \$40). If you wish to update your enrollment to a future semester, please submit the appropriate form to International Admissions:

- Undergraduate Application Update Form
http://www.emich.edu/admissions/forms_library/supplemental_undergrad_student_forms/undergrad_application_update.pdf
- Graduate Enrollment Change Form
http://www.emich.edu/admissions/forms_library/supplemental_grad_student_forms/grad_enrollment_change.pdf

Financial Issues

Personal Expenses

Bring at least \$2,500 (U.S. dollars) in traveler's checks for preliminary expenses. (This does not include tuition and fees.) You may use traveler's checks at most businesses. Automatic Teller Machines are widely available.



Do not carry more cash than you can afford to lose. It is strongly recommended to open an account at a local bank right away.

There is no limit on the total amount of money* that may be brought into or taken out of the United States. However, if you ship, mail, or receive more than \$10,000 at one time, you must file a **FinCen 105** form with the U.S. Customs and Border Protection Agency (http://www.fincen.gov/forms/files/fin105_cmir.pdf). Failure to comply can result in civil and criminal penalties, including seizure of the currency or monetary instruments. A transfer of funds to one's bank, without physically bringing the money into the United States, is not required to be reported.

Tuition & Fees – Student Business Services <http://www.emich.edu/controller/sbs/>

Bills for tuition, room and board, and other fees will only be posted to your EMU EBill. **You will not receive a bill in the mail;** you can see your EBill on-line at https://ebill.emich.edu/C20704_tsa/web/login.jsp. There is no charge if you pay from a bank account. There is an extra fee if you pay via credit card online. You may also pay by check (made payable to Eastern Michigan University) to Eastern Michigan University Cashier, 201 Pierce Hall, Ypsilanti, MI 48197. Checks and bank debits should be drawn on U.S. banks. Payment deadlines for a specific semester are found in the calendar of the class schedule book (for on-line version, see

<http://www.emich.edu/registrar/>). You will be charged late fees if you do not pay on time. Estimated full-time student expenses can be found in the Student Business Services website under the Student section.

Employment

The U.S. Department of Homeland Security (DHS) has strict regulations about the employment of international students. Students holding F-1 visas are allowed to work on campus for up to 20 hours per week during the school year and 40 hours a week during vacation periods. *However, you must have permission from the Office of International Students to work while in the USA!* This is for both on-campus and off-campus employment. If you are interested in working on or off campus as an F or J student, come to one of our employment seminars. We also offer seminars to students that are interested in obtaining an H1B or EB3 visa. See the current seminar schedule on our Web site. **Working without proper authorization is considered a serious violation of your legal status.** Family dependents of students holding F-1 visas are not allowed to work under any circumstances.

Health Care & Insurance

Travel Insurance

Purchase travel insurance which includes medical coverage **until the first day of classes.**

Valid Medical Insurance Is Mandatory

Healthcare is very expensive in the USA, thus **All** F& J students are required to carry medical insurance which meet specified minimum requirements. You will be automatically charged for the EMU insurance plan as a student enrolled in EMU classes. If you are covered by another policy you may be eligible for an Insurance Waiver. To learn more about the Insurance Waiver Policy and Application visit <http://www.emich.edu/uhs/usinginsurance.html>. You will be required to provide an English translation of your insurance policy, valued in US\$. The EMU policy will take effect the day classes begin **or** the day you register for classes, whichever is **later**.

Bring Your Medical Records

Bring immunizations record, prescriptions for chronic conditions, and an extra pair of eyeglasses. Your immunization records should include: tetanus shots within the past 10 years; two measles, mumps and rubella shots, combined as MMR on the immunization record; and a negative tuberculosis test or chest X-ray within the past year. Many students find it more convenient and economical to be immunized prior to departing their home country.



Travel to and Arrival in the USA



ALWAYS HAND CARRY YOUR DOCUMENTS - Do not check the following documents in your baggage!!!

1. Your passport, valid for at least six months beyond the date of your arrival in the USA
2. SEVIS Form I-20 or DS-2019

If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States.

In addition, it is strongly recommended that you also hand carry the following documentation:

1. Evidence of financial resources
2. Evidence of student status, such as recent tuition receipts and transcripts
3. Paper receipt for the SEVIS fee, Form I-797
4. Name and contact information for your "Designated School Official," including a 24-hour emergency contact number at the school. The OIS is open from 8am to 5pm EST on Monday through Friday. The OIS will be closed during holidays. If you need assistance during EMU business hours, please call the OIS at 734-487-3116. If you need assistance outside OIS' business hours, please contact the university's Department of Public Safety at 734-487-1222.

Label your luggage with BOTH your EMU area address AND your home-country address. For comprehensive information on procedures for traveling and arriving in the United States, visit:

<http://educationusa.state.gov/predeparture/travel/customs.htm>

Do not pack fresh fruit, produce, meat, prepared food, or spices. The Bureau of Customs and Border Protection will not allow you to bring these items into the United States.

Travel Money

If you are bringing over \$10,000 in any form (cash, bank draft, or traveler's checks), this must be declared to the U.S. Customs Service using a FinCen 105 form -

<http://www.emich.edu/uhs/usinginsurance.html>. You will not be charged any fee for bringing in the funds. It is advisable to carry a small amount of U.S. cash, in paper currency and coins for telephones, baggage carts, bus fares, and tips.



Port of Entry

During your flight, flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival Departure Record Forms (I-94). These must be completed prior to landing. Print your family name, given name, date of birth and country of citizenship **exactly** as they appear in your passport or travel document. Remember that the U.S. dating system order is month, date and year. Also, the address should be for your U.S. residence, NOT the address of the school or program.

Proceed to the terminal area for arriving passengers. The registration process at the port of entry is not fast; be patient and cooperative. Have the following documents available for presentation:

- Passport with visa stamp (if required)

- Eastern Michigan University's SEVIS Form I-20 or DS-2019. DO NOT enter the United States on another school's I-20 or DS-2019 if you plan to study at EMU. Also, you must attend EMU the semester indicated on your SEVIS I-20.
- Arrival-Departure Record Form (I-94); The Form I-94 should reflect the address where you will reside, not the address of the school or program.
- Customs Declaration Form (CF-6059)
- Evidence of Financial Support
- Name and phone number of the international student advisor (Business hours: 734-487-3116).

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the CBP Officer that you will be a student.** Be prepared to include the name and address of the school program where you will enroll/participate. Immigration officers have the right to ask about the purpose of your stay (i.e., to obtain a degree and then return home), and about the items on your entry document (i.e., proof of sufficient funds)



Once your inspection is successfully completed, the inspecting officer will:

- **Stamp your SEVIS Form for duration of status ("D/S") for F and J visa holders**
- **Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport**

TIP: At this point it's a good idea to **verify the entry date stamped** is accurate – often the agents forget to change their date stamp and this can cause future problems.

If the inspector cannot automatically verify your information or you do not have all of the required documentation, you may be escorted to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research in order to verify information. Verifications are done apart from the primary inspection lines so that an individual case will not cause delays for other arriving passengers.

Failure to provide proper documentation and to comply with entry/exit procedures is cause to refuse the student or exchange visitor admission into the United States. In limited circumstances, if a student or exchange visitor is mostly, but not fully in compliance, he/she may be issued a Form I-515A, Notice to Student or Exchange Visitor. This form authorizes temporary admission for 30 days into the United States.

US-VISIT

All nonimmigrant visitors holding visas -- regardless of race, national origin, or religion -- participate in the US-VISIT program, a comprehensive registration system tracking entries to and exits from the United States. For more information, see www.dhs.gov/xnews/releases/press_release_0305.shtm. An inkless fingerprint and digital photograph will be taken from all visa holders.

NSEERS or Special Registration (National Security Entry-Exit Registration System)

Some individuals may be asked to provide additional information under the National Security Entry-Exit Registration System (NSEERS). A packet of information will be available at the port of entry explaining the registration procedure. For more information, see www.dhs.gov/xnews/releases/press_release_0305.shtm.

Getting to Eastern Michigan University

Ground Transportation - <http://www.metroairport.com/transportation/>

from Detroit Metropolitan Airport – car rental, luxury sedan and taxi services are readily available.

Driving Directions -

Located in the heart of southeastern Michigan, Eastern Michigan University is easily accessible. We're close enough to metropolitan areas that students have access to numerous cultural and recreational activities. Ypsilanti, a small, historic town, is only 10 minutes from Ann Arbor and 45 minutes from major cities such as Detroit and Toledo. Explore the area! You'll be fascinated by what you find.

Campus Parking

Park in the designated areas only. Do not park in handicapped zones unless you have authorization to do so. Remember to put money in the parking meters. If you do not have an EMU on-campus parking permit, you can park in the Visitor parking lot next to the EMU Student Center. It costs up to \$5 for a day. If you need overnight parking, you may park overnight in North Campus Lot #2 upon purchasing a guest permit at the Parking Department or Public Safety Department. However, if you plan to buy an on-campus parking permit, it makes sense to purchase it as soon as possible. You may purchase parking permits at the Parking Department Office or online at <http://ict.emich.edu/service/online>.

Arriving By Bus - <http://www.greyhound.com/>

The Greyhound Bus Company provides service between Detroit and Ann Arbor; however you can request it to stops near campus. Ask the driver to let you off by the water tower. If you are carrying luggage, however, you may prefer to use a local taxi service. Or, contact the Office of International Students for assistance, 734-487-3116.

Arriving by Train - <http://www.amtrak.com/>

The closest Amtrak train stations are in Ann Arbor, Dearborn & Detroit.

Airport Pick-up

Many international students new to EMU have a friend or relative in the Detroit area to assist with transportation from Detroit Metropolitan Airport to the campus and temporary housing. However, if you need OIS assistance, please complete and submit our online airport pick-up application as we may be able to arrange for you to be picked up from the airport. You can download the airport pick-up request form by clicking- <http://www.emich.edu/ois/intnlstudents/pickupstudentinfo.php>. Please fill out the request form and send it to OIS as soon as possible. The OIS will contact you to confirm that we received your form and that we will meet you at the airport.

You've made it to EMU – Now what?

Contact the Office of International Students – 244 Student Center - (734)487-3116

to register for an **Initial Visit** to our office and orientation. BOTH **orientation** and an initial visit are **mandatory** for all new F-1 and J-1 students.

Initial Visit - Mandatory for all F & J students!

Please stop in or telephone our office to schedule an "Initial Visit" appointment as soon as you arrive in town. Or register online at: <http://www.securedata-trans9.com/ap/easternmichiganuniversity/index.php?page=10> It is helpful if you have your local address and have registered for classes **before** coming to an Initial Visit. You will need to bring the following documents with you to the meeting:

- Passport
- I-94
- EMU I-20 or DS-2019
 - If you are a transfer student, we will need to see **ALL** I-20s you have ever received from any and all schools.
- Letter of Admission

- Graduate Recommendation form (if a graduate student)
- Printed copy of your class schedule
- If you have dependents with you, we'll need to make copies of their I-20s, passport and I-94 also
- Social Security Card, if you have one
- Embassy Sponsored Students should also bring:
 - Embassy ID card
 - Letter of Financial Guarantee

During the Initial Visit you will:

- Complete new student information forms
- Receive a brief overview of life at EMU and in Ypsilanti
- Learn about health insurance
- Learn about immigration documents and regulations
- Complete your immigration process

The Initial Visit will last three hours, and you **must attend the entire session**; *Please arrive on time!* Before you enter the Initial Visit, a staff member will look at your immigration documents. If you do not have the required immigration documents, YOU WILL NOT BE ADMITTED to the session and you will have to reschedule your appointment.

International Student Orientation – Mandatory for all F & J students!

The international student orientation is a special program for you. It takes place before the fall, winter and spring semesters. International students have found the orientation program to be valuable for making new friends as well as understanding the academic requirements and support services available at EMU. Students will also receive important immigration information that will help them maintain legal status while they are in the United States. We urge you to participate in the orientation. Many current EMU international students serve as orientation volunteers and assist with introductions to the campus and community. The orientation program also gives you a good opportunity to become acquainted with some of the students and staff with whom you will associate during your stay here. Please visit the new student website at www.emich.edu/ois where you'll find our online orientation registration form. Please, register **before** traveling to the USA. Note that because it is mandatory F and J students will be charged orientation, even if you do not attend.

Where to Leave Luggage?

If you arrive at EMU during working hours, you may want to bring your luggage to the Office of International Students, 244 Student Center. We have limited (non-secured) space.

Student ID Card (Eagle One Card)

If you have a *local address* and have *registered for classes*, after you have your initial visit with OIS, you can visit the EagleOne Card Office to apply for your picture ID. This card also acts as the campus community's pass for dining plans, building and event access, library privileges and more. See <http://ict.emich.edu/eagleonecard> for more information.



If you Decide NOT to attend EMU

Changing Arrival Semester

If you are admitted for a semester and want to change your arrival to a future semester, please submit the appropriate form to International Admissions:

- Undergraduate Application Update Form
http://www.emich.edu/admissions/forms_library/supplemental_undergrad_student_forms/undergrad_application_update.pdf
- Graduate Enrollment Change Form
http://www.emich.edu/admissions/forms_library/supplemental_grad_student_forms/grad_enrollment_change.pdf

If you have already registered for classes, you will need to **cancel your courses** by the cancellation deadlines listed in the Class Schedule Book (<http://www.emich.edu/registrar/>) and return your I-20 to International Admissions. If you do not cancel your classes, you will be charged all or part of your tuition and fees and receive failing grades. Even if you cancel all your classes by the deadline, you will still be charged an administrative fee (approximately \$40).

Never Going to Attend EMU

If you decide NOT to attend EMU, you must:

1. return your I-20 to the International Admissions office (401 Pierce Hall) or DS-2019 to the Office of International Students (244 Student Center)
2. cancel your registration for orientation
3. cancel any classes in which you have registered; otherwise you will be charged tuition and fees (see above)
4. cancel any housing arrangements you have made

Other Important Information

Living in Michigan

Living in Michigan can be a wonderful experience, especially if you like outdoor activities! More information about travel and living can be found below:

- travel and living in Michigan – visit <http://www.michigan.org/>
- travel and living in Ypsilanti – visit <http://www.ypsilanti.org/>
- visiting Ann Arbor - <http://www.annarbor.org/>

Michigan Climate

Pack clothing appropriate for our climate. Summer temperatures are usually between 75° and 95°F (24°C and 34°C) and winter temperatures range from 0° to 45°F (-18° to 9°C). Winter clothing, including overcoats, gloves, scarves, hats and boots can be purchased in nearby stores.

Driver's License

If you are intending to drive in the U.S., it is important that you obtain an international driver's license before you leave your country. If you do not have an international driver's license, please make sure you have your home country driver's license translated into English before your arrival. Though it is possible to drive with

your driver's license from home when you first arrive, we strongly recommend that you apply for a Michigan driver's license soon after your arrival. You apply for a Michigan driver's license at a Secretary of State branch office. The office located closest to EMU is at 2720 Washtenaw Rd, Ypsilanti, MI 48197; Office hours and additional information can be found at <http://services.sos.state.mi.us/servicelocator/branchofficelocator.aspx>. Visit - http://www.michigan.gov/sos/0,1607,7-127-1627_8669---,00.html for additional Michigan Driver's license and State ID information.

Change of Address

If you move, please fill out an **OIS Change of Address** form and bring it into our office. You can find this form in our office or on our web site.

Students with Disabilities

Eastern Michigan University provides accommodation to students with documented disabilities for access to university programs, activities, and services. If you have a disability and need accommodations, contact the Students with Disabilities Office at (734)487-2470 to make an appointment to meet with a Disability Specialist. For more information, please visit their website - http://www.emich.edu/access_services/.

Information for Families – Public School Information

All children in Michigan between the ages of 6 and 16 must attend school by law. Children may begin attending public kindergarten at age 5. Public schools are free of cost and books and supplies are provided. Children younger than age 5 may attend preschool. However preschool is not free – be prepared to pay tuition if you wish for your child to attend preschool.

To enroll your child in public school, you must provide information about your child's health, including immunization records. By law, the school must have an immunization record in English for each student. If such a record does not exist for your child or is inadequate, you will be asked to have the child immunized before he or she attends school. The school may also request that your child have a physical exam prior to enrollment. In addition, please be prepared to show your child's birth certificate, prior school records (if any) and/or passport.

Each school district is required by law to provide free and appropriate education for all children. If you have a child who is handicapped or who needs special consideration, refer to the Student Support Section of the Ypsilanti Public Schools website (<http://www.ypsd.org/parents/sss.html>). This office will find the right program for your child and provide whatever help he or she needs. Education is the right of every child. Ann Arbor Public Schools Information can be found at: http://www.aaps.k12.mi.us/aaps.home/aaps_home.

U.S. Post-secondary Educational System

If you would like to better understand how the U.S. post-secondary educational system works, EducationUSA has an useful web site at <http://www.educationusa.state.gov/> that provides information about institutions, degrees, liberal arts, schedules, and grading.

Taming Travel Stress

Here are some helpful hints to relieve travel stress:

- It may help to bring along familiar pictures or reading material.
- If EMU is several time zones away from your country, you may want to pre-adjust your system by going to bed earlier if traveling east and later if traveling west.
- Simple massaging of the feet, lower neck, shoulders and leg muscles can often relieve tension. Stretch your neck occasionally and rotate your head.
- Avoid heavy or irregular meals and alcohol before and during your trip.



Pre-Arrival Checklist

Things to do in YOUR country:

- Activate** your **my.emich** account because that is where **ALL** university email correspondence will be addressed. You are not required to use your my.emich email account. However, if you decide not to use it, **please forward the mail to your personal account** so you do not miss out on any important information!
- Pay **SEVIS FEE** using on-line (or paper) form **I-901** (see www.ice.gov/sevis/i901)
- Review Documents**— verify that the name on I-20 (or DS-2019) exactly matches your passport. Verify your arrival dates.
- Obtain visa** (F-1 or J-1) from the US Embassy or Consulate – allow plenty of time for approval. **Do NOT come on a visitor visa, an I-20 from another school, or on a visa waiver program.** The possession of a valid F or J visa is *critical* to secure housing and in registering for classes.
- On-campus **Housing** – if you want, please visit the Housing web site at <https://www.emich.edu/housing/international.php> for information and instructions for requesting on-campus housing. If you have questions, contact University Housing, weekdays 8:00a.m.-5:00p.m., at telephone (734) 487-1300, FAX: (734) 487-8513, or e-mail housing@emich.edu.
- Register online NOW for Orientation** at <http://www.emich.edu/ois/intnlstudents/orientation.php>. Because orientation is mandatory, the orientation fee will automatically be included in your university bill.
- Fly into **Detroit Metropolitan Airport (DTW)**. Plan to **arrive several days** before orientation so you can get settled and take care of business. If you would like to be **met at the airport**, please use our on-line registration form at <http://www.emich.edu/ois/intnlstudents/pickupstudentinfo.php> as soon as possible. **Be sure to notify us of any changes to your flight itinerary!!!**
- Label** your baggage with BOTH your EMU area address AND your home-country address.
- Do NOT pack** any money or important papers (visa, passport, I-20) in your baggage. Carry them with you!!!
- Purchase travel insurance** which includes medical coverage **until the first day of classes.**
- If you **decide NOT to attend** EMU, you must:
 - * return your I-20 to the International Admissions office
 - * cancel any classes in which you have enrolled or else you will be charged tuition and fees
 - * cancel any housing arrangements you have made
 - * cancel your enrollment for orientation
- Health Insurance** will automatically be charged to your student account for all F and J visa holders. If you desire different coverage from your home country or another U.S. provider, you **MUST** bring a copy of your policy in English which details coverage to the Snow Health Center. See <http://www.emich.edu/uhs/index.html> for information.
- Visit <http://www.emich.edu/ois/intnlstudents/newstudent.php> for additional information.

Things to do at the Port of Entry:

- F-1 and J-1 students can *arrive no more than 30 days prior* to the entry date listed on their I-20 or DS-2019.
- I-94** – upon arrival you will receive an I-94 card. Make sure the immigration officer stamps the card and *keep it in your possession.* See http://www.cbp.gov/xp/cgov/travel/id_visa/i-94_instructions/ for more information.
- Remember to **smile and be patient!** Be prepared to show documents supporting the data on your I-20 or DS2019. See the pre-arrival guide for additional information <http://www.emich.edu/ois/forms/Pre-arrival%20guide%20FA08.pdf>.

Upon Your Arrival at EMU Campus:

- If you plan to live on campus, confirm your prior housing arrangements** by phone at (734) 487-1300 or going to the Housing office in Downing Hall.
- Meet with an **Academic Advisor** to discuss and register for classes.
- The Initial Visit** with OIS is *mandatory* for all students on F, J, H, E, L, and other non-immigrant visa holders. Click on “Initial Visits” at <http://www.emich.edu/ois/intnlstudents/newstudent.php> to register for an Initial Visit session. You will need to bring your passport, I-94, I-20 (for F1) or DS-2019 (for J1) to this meeting.
- Attend **Orientation which is mandatory** for maintaining F or J status.
- Health Insurance** will automatically be charged to your student account for all F and J visa holders. If you desire your own coverage, you **MUST** have a waiver signed by the Snow Health Center. See <http://www.emich.edu/uhs/usinginsurance.html> for additional information.