



VALPARAISO
UNIVERSITY

Office of International Programs
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Valparaiso University - Spring 2011

NEW INTERNATIONAL STUDENT INFORMATION

Please read this entire document and find further details online at www.valpo.edu/international/new_students.

All students must email Jonathan Lee (Jonathan.Lee@valpo.edu) with their arrival information.

Please read Sections 2 & 3 about arrival very carefully.

International Student Orientation is required for all incoming international students.

Section 1 - Applying for your Visa

Your Certificate of Eligibility (COE) is included. The COE is Form I-20 for F-1 students and Form DS-2019 for J-1 students. Students who have the designation "Initial Entry" on the I-20 or "To Begin Program" on the DS-2019 must pay the SEVIS fee at least three days before their visa interview. Please read the enclosed brochure "*Obtaining your Student Visa*" on how to pay the SEVIS fee. Once you have printed the receipt, please bring it and all the documents listed in the pamphlet with you to your visa interview at the nearest U.S. Embassy or Consulate.

It is advisable to view the US Embassy website (<http://www.usembassy.gov>) to prepare for your visa interview and pay the visa application fee. Please send us an email to let us know the outcome of your interview. When you travel to the United States, be sure to keep all of your documents with you and do not put any of them into the checked baggage. After you arrive, a border officer will inspect your documents. Make sure that your I-20 or DS-2019 have a port-of-entry stamp and that your I-94 card reads "F-1 D/S" or "J-1 D/S". Your dependants should be noted as "F-2 D/S" or "J-2 D/S".

Section 2 - Pre-Arrival Forms

Undergraduate Students: complete and submit the enclosed **Housing & Tuition Deposit Form**.

Graduate Students: complete and submit the enclosed **Housing Deposit Form**.

All Students: complete and submit the **Health Form** prior to arrival. As an international student you will need to show proof of adequate medical insurance or be required to purchase Valparaiso University's special insurance for international students. Please read the enclosed brochure "*International Student Health in the United States*" for all of the necessary details.

Section 3 - Arrival Information

Once you know your flight information send an email to Jonathan Lee (Jonathan.Lee@valpo.edu) with the following information:

- | | |
|--|--|
| <input type="checkbox"/> Your Full Name | <input type="checkbox"/> Arrival Airport |
| <input type="checkbox"/> Date of Arrival | <input type="checkbox"/> Airline |
| <input type="checkbox"/> Time of Arrival | <input type="checkbox"/> Flight Number |

United States immigration law limits arrival into the U.S. to no more than 30 days prior to the **Program Start Date** listed on your I-20 or DS-2019. Do not arrive earlier. You should plan to arrive on **Sunday, January 2**. **If you will be studying here for only one semester, then we recommend you purchase your return flight ticket for **May 11**, which is the move-out day for the dorms, or you should make alternate housing plans for after May 11.*

Section 4 - Arriving at Valparaiso University

Enclosed you will find a bus schedule for connections from O'Hare International Airport in Chicago to **Portage**, Indiana (a small town about 15 miles from Valparaiso). Please call us, or have the bus driver call us (\$1.00 fee), and tell us once you have found the bus that you will ride to Portage and we will meet you at the bus station. The office phone number is 1-219-464-5333 and, for after office hours, the office's cell phone number is 1-219-309-7757.

Even if you wish to arrive at Valparaiso by some other means, please still send the arrival information email to Jonathan Lee and tell him the day you will arrive and that you do not need any assistance from our office. **You must check-in with our office within 30 days of your arrival in the U.S. - otherwise you will become out of status.** Attending International Student Orientation fulfills the check-in requirement.

Transfer Students

If you will be transferring to Valparaiso from another U.S. university, you must notify your current institution that you will be switching to Valparaiso University and request a SEVIS transfer. This process makes it so that Valparaiso University can access your records and issue you a "transfer pending" I-20 or DS-2019. Please complete the enclosed "*Immigration Status Transfer-In Form.*" You must check-in with our office before or during your first two weeks of your first semester at Valparaiso. You must check-in before you begin any on-campus employment at Valparaiso University. **If you fail to comply with these regulations, you will become out of status.**

Section 5 - International Student Orientation

The **International Student Orientation** for the Spring 2011 semester will begin at 9:00 a.m. on **Monday, January 3** for Graduate students, and **Tuesday, January 4** for undergraduate students, in the Office of International Programs located in the Harre Union. The **International Student Orientation** makes it possible for you to meet the other new international students, to learn more about American life and culture, to become familiar with your rights and obligations as an international student in the U.S., to get a head start on preparing for registration, to go shopping and to get settled in. There is a mandatory fee of \$30 for this orientation, **even if you do not attend.** We have been conducting this special orientation program for many years, and international students have found it very helpful.

For undergraduate students and exchange students, you must **also** attend **Spring FOCUS**, a mandatory orientation specifically for undergraduate students that will be held on Monday, January 3. For graduate students, you must also attend a special **graduate student orientation** on Tuesday, January 4.

Section 6 - Registering for Classes

If you want to see what courses will be offered in the spring semester 2011, please check <http://www.valpo.edu/registrar> and click **Schedule of Classes** then **Spring 2011**. If you want to read the course descriptions of courses and check on prerequisites, then click on **Catalogs** on the Registrar's home page. Please note that not everything listed in the General Catalog is offered each semester; that's why you must check the Schedule of Classes for Fall 2010.

Exams are scheduled from May 5 to May 10. The last day of exams is May 10, but it is quite possible that you will finish earlier than that, depending on what courses you register for. If you are staying in the dorms this semester, but will not be next semester, then you must move out by noon on May 11.

Section 7 - Helpful Tips

- Be sure to carry all money and important documents with you and do not put them in your checked luggage.
- Make sure to exchange your currency for U.S. Dollars before your arrival in the U.S. or at O'Hare airport.
- Please read carefully all the enclosed letters and brochures.
- Call or email us at any time with any questions that you may have.
- You can view our staff online at <http://www.valpo.edu/international/staff/>
- Students can buy bedding, room, and personal supplies upon their arrival at Valparaiso University. These may be available for purchase from our office.