



MONTCLAIR STATE
UNIVERSITY

Pre-Arrival Guide for New International Students



International Services

Global Education Center

22 Normal Avenue

Montclair, NJ 07043

Tel: 973-655-6862

Fax: 973-655-7726

Email: international.services@montclair.edu

Website: www.montclair.edu/international

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Welcome to Montclair State University!

On behalf of the International Services (IS) staff, I send my warm wishes and congratulations on your acceptance to Montclair State University (MSU). We are delighted you have chosen our University and we look forward to welcoming you to the Montclair State University campus.

This packet contains very important information for you:

Depending on your visa type, enclosed is an I-20 Form, Certificate of Eligibility for Nonimmigrant F-1 student; or the DS-2019 Form, Certificate of Eligibility for Exchange Visitor J-1 status. The F-1 visa type is for students who will be enrolling in studies toward earning a degree at Montclair State. The J-1 Exchange Visitor visa type is for students who will be studying at Montclair State for one or two semesters as exchange students. These forms are required when you apply for either the F-1 or J-1 visa at the United States Consulate.

The purpose of this booklet is to provide you with helpful information as you plan to begin your studies at MSU. Please read all of the information carefully. Keep it with you during your travels and during your first week on campus. If you have any questions please contact the IS office at international.services@montclair.edu

You will find additional information including the Montclair State *International Student Handbook* and the *Interactive International Student Guide* on our web site at www.montclair.edu/international
We encourage you to study this information before you come to campus as it will clarify important issues that will allow you to have a smoother transition to our University.

Once again, congratulations on your acceptance to Montclair State. We are eager to meet you!

Kind regards,
Jacqueline Leighton
Director, International Services

International Services
Global Education Center
22 Normal Avenue
Montclair, New Jersey 07043
Tel: 973-655-6862
Fax: 973-655-7726
Email: international.services@montclair.edu
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Review your Documents

Depending on your visa type, enclosed is an I-20 Form, Certificate of Eligibility for Nonimmigrant F-1 student; or the DS-2019 Form, Certificate of Eligibility for Exchange Visitor J-1 status. The F-1 visa type is for students who will be enrolling in studies toward earning a degree at Montclair State. The J-1 Exchange Visitor visa type is for students who will be studying at Montclair State for one or two semesters as exchange students. These forms are required when you apply for either the F-1 or J-1 visa at the United States Consulate.

Please review your I-20 Form or DS-2019 Form to ensure that all information is correct and complete using the guidelines below. If information needs to be changed or added contact International Services by email at international.services@montclair.edu

Dependents

Dependents are family members, such as spouse or child who will accompany you to the U.S. If you are going to apply for F-1 visa and if you have dependents who will come with you to the U.S., each of those dependents should have his/her own dependent I-20 Form. Please contact our office immediately if you need an I-20 Form for a dependent who will accompany you to the U.S. You will be required to show that you have additional funds (\$5000 for spouse, \$3000 for child) to financially support each dependent. After your arrival at Montclair, if you decide that you want your dependents to join you, please contact the International Student Advisor to get the dependent I-20 Form.

Applying for your Visa

When to apply

You will apply for a visa at the U.S. embassy or consulate in your home country. You should apply well in advance of the date you would like to arrive in the U.S. Your I-20 form or DS-2019 form indicates the date by which you are required to arrive in the U.S. On the I-20, it is the 'report date' under item 5. On the DS-2019, it is the 'cover period from date' under item 3. Keep in mind that if you are a new student coming to the U.S. for the first time, you can be admitted to the U.S. no more than 30 days before the reporting date on your I-20 or DS-2019.

Appointments are required for all nonimmigrant visa applications, and some U.S. embassies and consulates require that appointments be made at least six to eight weeks in advance. Visit <http://www.usembassy.gov/> to locate the embassy or consulate near you.

Paying the SEVIS Fee

The SEVIS I-901 fee is a one-time fee (see exceptions, below) and is required of those who are applying for an F-1, J-1 or M-1 visa based on an I-20 issued for "initial attendance" or a DS-2019 issued to "begin a new program." Proof of fee payment must be presented at the visa interview.

Effective October 27, 2008, the U.S. Department of Homeland Security's Federal SEVIS I-901 Fee will be:

- \$200 for F-1 and M-1 students
- \$180 for J-1 students

Who Has to Pay the Fee

- You must pay the SEVIS fee if you are seeking an **initial F-1 or J-1 visa** from an embassy or consulate abroad for initial attendance or initial participation in an exchange visitor program.
- You must pay the SEVIS fee if **you have previously been enrolled at a U.S. school**, but you are no longer enrolled and you have been outside the United States for more than five months, **even if you have an unexpired F-1 visa in your passport**.
- You must pay the SEVIS Fee if you are a **Canadian citizen**, and are therefore exempt from the U.S. visa requirement, before you can enter the United States.

- You must pay the SEVIS fee if you are already in the United States prior to submitting a ***change of non-immigrant status application to F-1 or J-1.***
- You do ***NOT*** need to pay the SEVIS fee if ***item 3 on your Montclair State I-20 reads "transfer pending from <name of school>"***, even if you will be applying for a new F-1 visa.
- Applicants for ***F-2 or J-2 dependent visas*** are ***NOT*** required to pay the SEVIS fee.

SEVIS Fee Rules

The SEVIS fee must be processed ***at least three business days*** before the visa Interview, ***unless*** you have a printed receipt from an Internet payment. The SEVIS fee ***cannot*** be paid at the embassy or consulate, or at the U.S. Border.

A visa will not be issued unless the visa officer can verify that the SEVIS fee payment has been made.

However, you may schedule your visa interview before paying the SEVIS fee.

The SEVIS fee is not refundable. If your visa application is denied, and you decide to re-apply for the same type of visa at a later date, you will not be asked to make a second SEVIS fee payment as long as your visa application is made within 12 months of the initial denial.

How to Pay the SEVIS Fee

Currently, there are three payment methods:

1. Payment in U.S. dollars by credit card or check card over the Internet
2. Payment in U.S. dollars by check or bank draft, drawn on a U.S. bank
3. Payment through the Western Union Quick Pay system, at a Western Union location.

Note: Payment of the SEVIS fee may be made by you or by any other individual, either in the United States or abroad, including family or friends. However, anyone paying the fee on your behalf will need to have a copy of your I-20 or DS-2019, or Form I-901 that has been correctly completed.

A special Help Desk dedicated to SEVIS fee issues is available for general questions about fee payment issues and questions about a specific Form I-901 and the status of the payment:

- The SEVIS Fee Help Desk is available Monday-Friday, 8 a.m. to 6 p.m. Central time. Phone number is 785-330-1048.

Procedure for Paying the SEVIS Fee

1. Obtain form I-20 (for F-1 visa) or DS-2019 (for J-1 visa) from Montclair State University
2. Access form I-901 on the internet at <http://www.fmjfee.com> OR use the form I-901 enclosed with this packet.
3. Complete form I-901, answering all questions (you must have an I-20 or DS-2019 from Montclair State in order to complete form I-901). Be sure that you enter your personal information ***exactly*** as it appears on the I-20 or DS-2019
4. Pay the SEVIS fee according to one of the methods described below.

Note: To complete form I-901, you must enter

- Montclair State University School Code NEW(214F)01039000 if you have been sent an I-20 for an F-1 visa.
- Montclair State University Program Number P105419 If you have been sent a DS-2019 for a J-1 visa
- For both visas, you must also enter your SEVIS ID number, which is printed at the top right of the I-20 or DS-2019, above the bar code. It starts with the letter "N."

Paying the SEVIS Fee on the Internet

Once you have received your I-20 or DS-2019, you can make the fee payment by submitting form I-901 on-line using a credit card. The web address is <http://www.fmjfee.com>

MasterCard, Visa, or American Express debit or credit cards are accepted. It does not matter if the card was issued in the United States or overseas. Follow the on-line instructions, include the required credit card information, and print out the payment screen to verify your payment. The printed receipt should be presented at the visa interview or at the U.S. port of entry as proof of payment. ***Thus, when paying the fee on the Internet, it is essential that your printer be ready before starting the payment process. Do not exit the receipt page until you have successfully printed the receipt. You will not be able to return to the receipt page.***

It is recommended that you pay the SEVIS fee on the Internet. Payment by mail is not the recommended process for fee payment, because it can take as long as four weeks from the day you mail in the fee to the day you receive the required receipt in the mail. For more information on how to pay by refer to the handout 'Federal SEVIS I-901 Fee'.

What to bring with you to the interview

Check the embassy or consulate website for the application form, photos and visa fee. Additional documents to take with you include:

- A valid Passport
- Montclair State University I-20 or DS-2019
- A completed Form DS-156, together with a Form DS-158. Some applicants might also be required to complete Form DS-157.

The Form DS-156 must be the electronic "e-form application" and is available at <http://evisaforms.state.gov/>

- One 2x2 photograph. Information on the type of photograph is available at http://travel.state.gov/visa/temp/info/info_1287.html
- A receipt to Show payment of the visa application fee
- Payment receipt of SEVIS Fee

Additional documents to bring to the interview

- Montclair State University Admission Letter
- Proof of financial support
- Test scores and academic records
- Applicants with dependents must also provide:
 - Proof of the student's relationship to his/her spouse and/or children (e.g. marriage and/or birth certificates)
 - Dependent I-20 or DS-2019 issued by Montclair State University
 - Proof of additional funds to support their stay in the United States

Important: Some students might have several I-20s issued by different schools. You will have to decide which school you will be attending and present that particular school's I-20 to the consular officer. Once the visa is issued, it will have the name of the University you will be attending. You are then required to attend that University at least for one semester. You cannot get a visa to attend one university, and then enter the U.S. with another school's I-20.

10 Points to Remember When Applying for a Nonimmigrant Visa

TIES TO YOUR HOME COUNTRY. Under U.S. law, all applicants for nonimmigrant visas, such as student visas, are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your home town, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans and career prospects in your home country. Each person's situation is different, of course, and there is no magic explanation or single document, certificate, or letter, which can guarantee visa issuance. If you have applied for the U.S. Green Card Lottery, you may be asked if you are intending to immigrate. A simple answer would be that you applied for the lottery since it was available but not with a specific intent to immigrate. If you overstayed your authorized stay in the U.S. previously, be prepared to explain what happened clearly and concisely, with documentation if available. Respond honestly and clearly to all questions that you are asked.

ENGLISH. Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview, but do NOT prepare speeches! If you are coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.

SPEAK FOR YOURSELF. Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf. If you are a minor applying for a high school program and need your parents there in case there are questions, for example about funding, they should wait in the waiting room.

KNOW THE PROGRAM AND HOW IT FITS YOUR CAREER PLANS. If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the U.S. relates to your future professional career when you return home.

BE BRIEF. Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

ADDITIONAL DOCUMENTATION. It should be immediately clear to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have 2-3 minutes of interview time, if you're lucky.

NOT ALL COUNTRIES ARE EQUAL. Applicants from countries suffering economic problems or from countries where many students have remained in the US as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the U.S.

EMPLOYMENT. Your main purpose in coming to the United States should be to study, not for the chance to work before or after graduation. While many students do work off-campus during their studies, such employment is incidental to their main purpose of completing their U.S. education. You must be able to clearly articulate your plan to return home at the end of your program. If your spouse is also applying for an accompanying F-2 visa, be aware that F-2 dependents cannot, under any circumstances, be employed in the U.S. If asked, be prepared to address what your spouse intends to do with his or her time while in the U.S. Volunteer work and attending school part-time are permitted activities.

DEPENDENTS REMAINING AT HOME. If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If your family does decide to join you at a later time, it is helpful to have them apply at the same post where you applied for your visa.

MAINTAIN A POSITIVE ATTITUDE. Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

Source: The above information has been taken from the NAFSA: Association of International Educators, website: www.nafsa.org. NAFSA would like to credit Gerald A. Wunsch, Esq. and Martha Wailes for their contributions to this document. NAFSA also appreciates the input of the U.S. Department of State.

Transfer Students

International students in F-1 status transferring from another U.S. institution **must be issued an I-20 by our office in order to maintain legal status**. It is very important that you complete the procedure for obtaining an I-20 **before** starting classes. Failure to do this will result in the student falling out of status and being ineligible for benefits (including on-campus employment and international tuition waivers).

Important: Any foreign or domestic transfer credits you may have will be evaluated prior to your arrival on campus. **It is required that you bring with you all course catalogs, syllabus or course descriptions from your foreign institution.** This will assist us in more accurately granting you course equivalents in your transfer evaluations.

Things to bring with you, and things to leave behind

New Jersey has variable climates-cold winters with periodic snowfalls, hot humid summers; some very pleasant periods in between. Warm jackets, scarves, hats, gloves, and boots are essential for winter (November-March). Waterproof outerwear and umbrellas are essential in rainy weather.

If you will be living on campus, 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. Keep in mind the single bed is extra long, longer than the normal beds, so bring an extra long sheet and blanket if possible. You will have the opportunity to go shopping with staff members of International Services for food and necessary items a few days after your arrival on campus.

You can also bring small personal items such as photographs, traditional dress, tapes or CDs, or other items to personalize your new home. Keep in mind that residence halls have limited space.

It is best to purchase electrical appliances after you arrive in the U.S., as appliances manufactured outside U.S. may not be compatible with the power supply.

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. You can then apply for a New Jersey driver's license.

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. Most airports have currency conversion stations for this purpose.

Arrival in the United States

All new students are required to arrive no later than Monday, January 11, 2010. Please refer to the enclosed *After Arriving in the United States* and make careful note of the dates and activities you are required to attend. During this time, you will participate in new student activities. It will also give you time to adjust to the campus, the culture, and the community. Starting January 09, 2010, The Village at Little Falls and Russ Residence Hall will be open to international students who have been assigned a room. If you plan to arrive before January 09, 2010 you will need to arrange your own accommodations off-campus. If you plan to live off-campus, be sure your housing arrangements are available to you upon your arrival.

Documents to carry in your hand luggage

- Passport
- I-20 or DS-2019 (the immigration officer at the embassy or consulate put this in a sealed envelope. Do not open the envelope; the officer at the airport will open it)
- Payment receipt of SEVIS Fee
- Evidence of financial support
- Name and contact information of Designated School Official or Responsible Officer at Montclair State University:

Completing the I-94 Arrival-Departure Record Form

If you are traveling by plane, the flight attendants on board will distribute I-94 Arrival-Departure Record Form, before you land at the airport. Complete the form accurately. Make sure your name, date of birth, citizenship matches exactly as it is written in your passport.

Inside the Terminal

Once inside the terminal proceed to the immigration booth, and present your passport, your SEVIS I-20 or DS-2019, and your completed I-94 Arrival-Departure Record Form. Expect to have your index fingers scanned for fingerprint purposes and a digital photograph taken, as required by regulations. Once the inspection is complete, the officer will:

- Stamp your SEVIS I-20 or DS-2019 for duration of status (D/S) and the date you entered the U.S.
- Stamp your I-94 card for duration of status (D/S) and the date you entered the U.S., and staple it in the passport. Be sure the I-94 has the appropriate visa status (F-1 or J-1).

In certain cases, if there is some problem with your documents, you may be issued a 30 day entry on your I-94 card, and issued a form I-515, with instructions to see your international student advisor. If you receive this form, come to the International Services office upon your arrival.

Secondary Inspection Requirements

If the officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as "secondary inspection." Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the Officer needs to verify information with your school or program, provide them the name of the Director of International Services, Ms. Jacqueline Leighton, 973-655-6862. In the event you arrive during non-business hours (evening, weekends, holidays), you can call campus police at 973-655-5222 and they will contact Ms. Leighton on your behalf. For more information, visit http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm

Citizens of Canada

Citizens of Canada are not required to obtain a U.S. visa to enter the United States. The following documents should be presented to the customs officer at either the border or the airport:

- Valid Passport
- Montclair State University Admission Letter (sent to you by either undergraduate admission or graduate school)
- Montclair State University I-20 or DS-2019 form
- Payment receipt of SEVIS Fee
- Proof of financial support

Note: Permanent residents of Canada are required to obtain a visa from the U.S. embassy or consulate before entering the U.S. Follow the instructions in section "Applying for your Visa".

Getting to Montclair State University

When making your flight arrangements, remember that students on F and J visa can arrive in the U.S. up to 30 days before the program start date listed on their I-20 or DS-2019. You must arrive in the U.S. before the orientation week begins (see 'Orientation Schedule') to make sure you take the required tests, and meet with your advisor and attend the required International Student Orientation.

We strongly recommend that you arrange your airline flights so that you arrive at Newark Liberty International Airport (the closest airport to the campus) **between 7am and 6pm**. Arrival at LaGuardia or JFK airports located in New York State will require a lengthy drive to the campus.

From Newark International Airport:

From the airport, take the New Jersey Transit bus No. 62 to PENN Station in Newark. Make sure you have single dollar bills and coins before boarding the bus (The bus fare is approximately \$2.00 from the airport to Newark PENN Station). When you arrive at PENN Station in Newark, take bus No. 28 of New Jersey Transit to Montclair (The bus fare is approximately \$2.00 from Newark PENN Station to Montclair). This bus will take you directly to Montclair State University. Be sure to keep close watch of your bags. You may want to consider bringing just what you will need and ask your family to ship the remainder of your belongings at a later date.

Although it will cost more money, we strongly suggest that you take a taxi from Newark Airport. Ask the taxi driver to take you to Montclair State University in Montclair (Valley Road Exit off Route 3 West). The cost will be approximately US\$50.00 including the customary driver's tip. Cost should be arranged with the driver before leaving the airport. Enter the University at the Normal Avenue entrance and proceed to either Russ Hall or the Village at Little Falls. Go to the Residence Hall Office and ask for assistance in getting to your assigned room. If you plan to live off-campus, give the taxi driver the address of your arranged housing.

If you must arrive at LaGuardia or JFK airport, we suggest that you arrange for a friend or family member to pick you up and bring you to campus. Do not take a taxi from these airports, as the cost will be very high. However, you can arrange to take the "Airporter", a ground shuttle bus from Kennedy Airport to Newark Airport. The "Airporter", runs from 9:00 am to 7:00 pm and the cost is \$24.00. You should call in advance to reserve a seat on the "Airporter", 1-800-385-4000.

If you have difficulty in your travels, you may call us from anywhere toll-free by dialing **1-800-624-7780**; when you hear a recording, dial 0 - a campus operator will answer - then ask for International Services at extension 6862. Our regular office hours are 8:30-4:30 Monday through Friday. During the months of June through August, the University operates on a summer schedule, and our summer office hours are 8:00 a.m.—5:15 p.m. Monday through Thursday. The campus is closed on Fridays. After office hours, you may contact the Campus Security at (973) 655-5222.

Housing

International Students who have been assigned a room in The Village at Little Falls or Russ Residence Hall may check-in as early as January 09, 2010. If you plan to arrive before January 09, 2010 you will need to arrange your own accommodations off-campus.

If you have received a room assignment, you must contact the Office of Residential Education and Services by December 21, 2009 to report your arrival date and time. For further information or to report your arrival date to Residential Education and Services, you may call (973) 655-5188, fax (973) 655-5400 or email at Resed@mail.montclair.edu

To get the keys to your room go to one of the following buildings as per your room assignment:

Village at Little Falls: Abbott and Costello Building, Clove Road, Montclair

Russ Residence Hall: Office of Russ Hall Residence Director is located on the 1st floor of Freeman Hall (located across from Russ Hall)

After Arriving in the United States

After arriving in the U.S., you must follow the Orientation Schedule outlined below in order to begin classes at Montclair State University. Please read the schedule carefully and make careful note of the dates and activities you are required to attend. Plan to arrive on campus in time to attend these activities. **NOTE:** You may not be required to attend all activities.

1. Immigration Check-in

After arriving in the U.S., you must report to International Services with your passport, I-94 card (white card in the passport) and I-20 or DS-2019. Immigration Check-in is required for all new students and transfer students who traveled into the U.S. with a Montclair I-20 or DS-2019.

Date: Monday, January 11, 2010 **Time:** 10:00 a.m. to 3:00 p.m.

OR

Date: Wednesday, January 13, 2010 **Time:** 2:00 p.m. to 4:00 p.m.

Location: International Services, Global Education Center, 22 Normal Avenue
(White house across the street from the main entrance to the campus)

If you are in the area earlier, you can complete the Immigration Check-in at an earlier date. Our summer office hours are Monday-Thursday 8:00 a.m. to 5:15 p.m.

2. Testing

English as a Second Language Test:

All undergraduate and graduate degree-seeking international students whose native language is not English are expected to take this exam. If you are transferring from another U.S. school you are not required to take this test if you have completed English Composition I and II. ***Exchange students on J-1 visa are not required to take this exam.***

This test is not as in-depth as the TOEFL, and there is nothing you can really study for. Relax and rely on what you already know about the language. The placement test enables us to evaluate incoming students in addition to the TOEFL to see if there is extra help needed in the area of English language proficiency.

The test consists of four parts: a multiple-choice structure test, a multiple-choice listening comprehension test, a one page reading selection with 5 short-answer questions, and a written summary of the reading selection. The test is in paper-and-pencil format, and there is no practice test on the web to access.

Date: Tuesday, January 12, 2010

Time: 8:45 a.m.

Location: Dickson Hall, Room 122

This test will last approximately two and a half hours. There is at least one test date per month with extra dates added before the semester begins, so if you are in the area earlier you can take the test at an earlier date. Students do not have to register, just walk in on the preferred test date. Please come about 15 minutes before the actual test begins to fill out a registration form. Test dates can viewed at

http://www.chss.montclair.edu/linguistics/linguistics_ESL_Test.pdf

Montclair State University Placement Test (MSUPT):

All undergraduate degree students with fewer than 24 credits are required to take this exam. ***Exchange students on J-1 visa are not required to take this exam.***

Date: Wednesday, January 13, 2010

Time: 10:00 a.m.

Location: Morehead Hall, Room 139

This exam will last approximately two hours and is also offered at various times throughout the year. Contact the Center for Academic Development and Assessment at 973-655-4476 to schedule an earlier date if you are currently in the U.S.

Academic Advising

Since you will be a new student at Montclair State, it is important that you receive correct advisement regarding your academic program. You should not attempt to register until you have met with your academic advisor. Read the following carefully to determine how to receive academic advising.

Freshmen Students

Freshmen Students are those that are starting their undergraduate program after completing secondary school. You must be advised by the Office of New Student Experience after you take the English as a Second Language Test and the Montclair State University Placement Test (MSUPT). You **must** attend the advising session listed below:

Date: Friday, January 15, 2010

Time: 2:00 p.m. to 3:30 p.m.

Location: Morehead Hall, Room 101

If you have any questions, contact:

Office of New Student Experience:

Phone: 973-655-7609

Location: Morehead Hall, Room 101

Undergraduate Transfer Students

Students transferring from another U.S. school or those that are transferring credits from their home country institution **must** attend a Transfer Day Session in order to register for classes.

You are **required** to register for a session. Visit <http://www.montclair.edu/transferdays>

If you have any questions about class registration, contact:

The Center for Academic Advising and Adult Learning:

Phone: 973-655-7114

Location: Morehead Hall, Room 132

Graduate students

Graduate students must be advised by their department faculty advisors. Please contact your faculty advisor and set up an appointment before leaving your home country. Check your acceptance letter for the name and contact information of your faculty advisor, or visit <http://www.montclair.edu/graduate/current/adviserlist.shtml> to find out the name of your faculty advisor. Keep in mind that you must first take the English as a Second Language Test (if applicable) before meeting with your advisor to register for classes.

J-1 exchange students

If you are an exchange student here for one or two semesters and have not yet finalized your course schedule, contact Beth Calamia Scheckel (calamiascheb@montclair.edu) as soon as possible.

3. Register for Classes

After taking the necessary tests and receiving academic advisement you will register for classes. Registration at Montclair State is processed through WESS, (Web Enrollment Services for Students). MSU Schedule of Courses is available online at <http://www.montclair.edu/registrar> and contains specific instructions for registration. Tuition and fees are payable in full for each semester. **Students attending on F-1 or J-1 visa status must attend full-time (12 credits for undergraduate students and 9 credits for graduate students).**

If you are currently in the New Jersey Area, it is advisable to make arrangements to take the necessary tests listed above and seek academic advising to register as soon as possible.

4. Mandatory International Student Orientation

All new F-1 and J-1 international students, including transfer students and those students that changed their status to F-1 student **must** attend the Mandatory International Student Meeting. Apart from the Freshmen Orientation, Transfer Session Day, or Graduate you are **required** to attend this mandatory Orientation where important immigration information will be presented that you will need to know in order to maintain your F-1 or J-1 student status.

Date: Friday, January 15, 2010
Time: 9:00 a.m. to 2:00 p.m.
Location: The Ballrooms in Student Center

Financial Planning

The greatest problem facing international students in the United States is maintaining adequate financial support for subsistence and studies. **It is very important that you understand that you will be required to pay tuition and fees in full each semester.**

Estimated expenses for an international student for the academic year 2009/2010 are:

| | <u>Undergraduate</u> On-campus | <u>Undergraduate</u> Off-campus | <u>Graduate</u> On-campus | <u>Graduate</u> Off-campus |
|------------------------|-----------------------------------|------------------------------------|------------------------------|-------------------------------|
| Average Tuition & Fees | \$ 19,000 | \$ 19,000 | \$ 18,000 | \$ 18,000 |
| Average Room & Board | \$ 10,000 | \$ 8,000 | \$ 10,000 | \$ 8,000 |
| Books and Supplies | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| TOTAL ESTIMATE | \$ 30,000 | \$ 28,000 | \$ 29,000 | \$ 27,000 |

Important Note: Doctoral student tuition is (\$16,000). Tuition amounts may increase slightly each year after this publication.

The cost of living in the U.S. depends on your lifestyle. International students are responsible for financing their education at MSU. We regret that the University has no financial aid available for new international students. We recommend that you bring traveler's checks or some other form of currency (such as certified check or credit cards) rather than a large sum of U.S. dollars. Although you will need some cash for your arrival, carrying large amounts of cash is not safe. You may deposit your funds at a local bank after you arrive. If you anticipate difficulties in acquiring funds for your studies, it is advisable that you delay your arrival until such difficulties are resolved.

Student Account - WESS

To view your student account and register for classes you will need to log in to WESS – Web Enrollment Services for Students. Visit wfs.montclair.edu to log in to your account. You will need your 8 digit Campus Wide ID (CWID) number and your 6 digit pin number. If you are accessing the system for the first time your pin number is usually set to your date of birth (mmddyear). If you have problems accessing the system, or have not received your ID number, call the Office of the Registrar at 973-655-4376.

Tuition Payment

Once you register for classes, you will be required to pay your tuition and fees. Paper bills are not generated. All statements will be posted and available for viewing on the Student Web Enrollment Student Services (WESS) Account Summary website. You will need to log on to your WESS account or visit the Bursar's Office located in Room 214, College Hall. The Bursar's Office phone number is 973-655-4177 and their website is at www.montclair.edu/bursar

Payment Options

- Cash
- Check/Money Order
- Online Payments with E-Check
- TMS Installment Payment Plan. Montclair State University offers payment plans through Tuition Management Systems (TMS), and students can enroll in a 5 month plan for 1 semester at a time. For more information visit www.afford.com/montclair
- Credit Card. Montclair State University does not directly accept credit cards for payment of student accounts. Tuition Management Systems (TMS) accepts credit cards on the University's behalf and charges a convenience fee for this service. TMS accepts American Express, Master Card and Discover, it does not accept VISA. For more information visit www.afford.com/montclair

Please make sure tuition is paid in a timely manner or your classes may be **deregistered**, which means they may be dropped due to non-payment.

ID Card

All students are required to have a University-issued Photo Identification Card (I.D. Card). This ID will be required to use campus facilities such as the computer labs, dining facilities, recreation center, and library. Once you register for classes visit the I.D Card Office located in Student Center 1st floor behind the Computer Lab. You will need the following to obtain the card:

- Proof of current enrollment in classes
- Passport
- Your I-20 or DS-2019 form

Parking

All juniors, seniors, and graduate students are required to have a parking permit for any vehicle that they park on campus, unless the vehicle will be parked only in the Red Hawk Deck, the NJ Transit garage, or in metered campus spaces. Sophomore students may not obtain a permit to park on campus other than at the NJ TRANSIT parking garage on Clove Road, although these spaces are extremely limited. Freshman are not granted campus parking permits. Permits are available in a limited number and on a first come, first served basis and have to be renewed yearly.

For more information visit the Office of Transportation & Parking Services located on the 1st floor of the Red Hawk Deck or visit them online at <http://www.montclair.edu/facilities/fs/taps/>

Dining Services

Before the start of the semester, the following locations are open for food services:

- Red Hawk Diner, located behind Student Center
- Snack Bar on the 1st floor of College Hall
- Convenience Store, located on the 1st floor of the Student Center, near the Bookstore
- Café Diem, located in Sprague Library

Once classes start, Blanton and Freeman Dining Halls and the Student Center Café opens. Students can apply for Meal Plans, Flex Dollars or Red Hawk Dollars if they wish to. For more information please visit the Dining Services Office located inside the Student Center Café or visit them online at <http://www.montclair.edu/DiningServices>

Book Store

Once you register for classes visit the book store to purchase your textbooks. Print your schedule of classes and take it with you as it will help you find the right book(s) for each class. The store also carries a wide selection of cards, gifts, snack items, electronics, and a complete selection of MSU clothing and gift items. The book store is located on the first floor of the Student Center and can also be reached on their website at www.montclair.bkstr.com

Health Care

Immunization Requirements

New Jersey State requires that ALL college students be immunized against measles, mumps, and rubella (MMR). Students who do not meet this requirement will not be allowed to register. Enclosed you will find a separate form listing the **Immunization Requirements**. Read it carefully, complete it and submit it to the Health Center as indicated on the form. ***This form must be submitted before you can register for classes.***

Required Immunizations:

- **MMR – 2 doses.** All students born after 1956 must provide vaccination documentation of the equivalent of two doses of measles, two doses of mumps and one dose of rubella vaccine. Laboratory blood tests that demonstrate immunity may be submitted in place of vaccination documentation.
- **Hepatitis B – 3 doses.** All new, incoming students must provide documentation of a completed series of vaccinations against Hepatitis B. Laboratory blood tests that demonstrate immunity may be submitted in place of vaccination documentation.
- **Meningitis vaccination.** All students who intend to live in University housing and have not resided on campus in the past year must show documentation of vaccination of one dose of meningococcal meningitis vaccine.

Complete the Immunization Information form and mail it to the Health Center (address on the form). For further information, you may call the Health Center at 973-655-4361 or visit them on line at <http://www.montclair.edu/health/hc/>

Health Insurance

ALL students are required to purchase health insurance, which is covered in your fees and payable through your tuition and fees payment if you register full-time. This provides quite minimal coverage. We strongly recommend that you have more comprehensive coverage. A variety of insurance plans for international students are available in International Services, Global Education Center at 22 Normal Avenue when you arrive on campus.

Exchange students possessing J-1 visa status are required by law to have more comprehensive insurance coverage than that provided by the University. Plans offering sufficient coverage will be available at the Orientation Meeting or at International Services, Global Education Center, 22 Normal Avenue.

IMPORTANT! Your Legal Immigration Obligations

When you enter the United States with an F-1 or J-1 visa status, it is very important that you understand that you have important legal obligations while in the United States. International Services is always available to advise you on these requirements. Don't hesitate to seek our advice on any legal immigration regulatory issue. Please read the following very carefully and follow these rules that are strictly enforced by the United States Citizenship and Immigration Services (USCIS):

- You must have a valid I-20 form (F-1) or DS-2019 form (J-1) from Montclair State University.
- **All students in F-1 or J-1 visa status must register for a full time course load (12 credits for undergraduates and 9 credits for graduate students) each Fall and Spring semester.** Summer school registration is optional. If you cannot enroll full time for any reason, you must see an advisor in the Office of International Services before classes begin.
- You must enroll in classes every Fall and Spring semester.
- Report any change of your name or address to the IS within 10 days of the change.
- **Do not work without proper legal authorization.** As an F-1 or J-1 visa holder, you are allowed to work on-campus up to 20 hours a week during classes and full time during annual vacation periods. All off campus employment must be authorized by the IS or by USCIS. **Working without proper authorization is considered a serious violation of your legal status.**
- Always seek the advice of an advisor in the International Services (IS) if you have questions or concerns about your USCIS responsibilities.

Dates to Remember

- **Monday, January 11, 2010**
All new students required to arrive in the U.S. by this date
- **Monday, January 11, 2010 OR Wednesday, January 13, 2010**
Immigration Check-in required for all new students and transfer student who traveled into the U.S. with a Montclair I-20 or DS-2019
(See page 11 for time and location)
- **Tuesday, January 12, 2010**
English as a Second Language Test required for all undergraduate and graduate degree-seeking students whose native language is not English.
Exchange students on J-1 visa are not required to take this exam.
(See page 11 for time and location)
- **Wednesday, January 13, 2010**
Montclair State University Placement Test (MSUPT) required for all undergraduate degree-seeking students with 26 or fewer credits.
Exchange students on J-1 visa are not required to take this exam.
(See page 11 for time and location)
- **Friday, January 15, 2010**
Mandatory International Student Orientation. All new F-1 and J-1 students, including transfer students and those students that changed their status to F-1 student **must** attend.
(See page 13 for time and location)
- **Friday, January 15, 2010**
Freshmen Student Advising. All new Freshmen students **must** attend this advising session to register for classes.
(See page 12 for time and location)
- **Monday, January 18, 2010**
Martin Luther King Holiday. University closed.
- **Tuesday, January 19, 2010**
Classes begin