

PRE-ARRIVAL INFORMATION

Dear New International Student:

We look forward to welcoming you to the University of New Orleans. You should plan to arrive a few days before orientation. The latest date you may arrive for summer is Monday, June 1, 2009. The latest date you can arrive for fall is Thursday, August 20, 2009. You must attend New International Student Orientation scheduled as follows:

Summer Orientation

June 3 2:00 p.m. – 3:30 p.m. Milneburg Hall 159

Fall Orientation

August 21 8:30 a.m. – 11:30 a.m. Kirschman Hall Atrium
1:30 p.m. – 4:00 p.m. Homer Hitt Alumni Center, 2nd Floor

Please plan to arrive at each session at least 10 minutes before the scheduled start time.

As you prepare to travel to UNO, it is important that you be aware of what to expect — and of what will be expected of you. This letter will provide you with information on:

- Obtaining your Visa, Preparing for your Departure, and Preparing for your Arrival
- Orientation and Registration
- Placement Exams
- Special Procedures for Students Currently in the U.S.

PRIOR TO DEPARTURE

Pay SEVIS Fee: Your I-20 or DS 2019 will be sent via regular postal mail. New students and exchange visitors with an *initial entry* I-20 or DS-2019 are required to pay a SEVIS I-901 fee (\$200 for F-1 students and \$180 for J-1 students). Students transferring from another U.S. institution do not need to pay this fee. The SEVIS fee offsets the expenses associated with Student and Exchange Visitor Information System (SEVIS). The fee must be paid before your visa interview. Instructions and answers to all your questions can be found at <http://www.fmjfee.com>.

Apply for Your Visa: Contact the nearest U.S. embassy or consulate for local procedures, processing times, application forms and fees. To locate an embassy or consulate go to <http://usembassy.state.gov>. In order to obtain the appropriate visa, you must present form I-20 or DS-2019, your SEVIS fee receipt, evidence of financial support, and your letter of acceptance to the nearest U.S. Embassy or Consulate. Security screening procedures may cause significant delays in visa issuance. Please take steps to obtain your visa as soon as it is reasonably possible.

UNO E-mail: UNO e-mail is the university's official means of communication with students. Please activate your UNO e-mail account as soon as possible and make sure to check it regularly.

Arrange for Permanent Housing:

ON CAMPUS - If you plan to live in university housing, send in your deposit and application as soon as possible before you arrive. **On-campus housing will probably not be available if you wait until you get here to apply.** For questions or applications about on-campus housing please visit the website at <http://housing.uno.edu/>. **Please take note: Privateer Place requires all applicants to have a guarantor with a valid U.S. Social Security identification number. If you do not have a guarantor, you must pay the first four months' rent in advance. Please read the housing contract very**

carefully.

OFF CAMPUS – Upon your arrival OISS staff will provide advice on finding suitable housing. Please be aware that due to hurricane Katrina, there are still limitations on housing in the immediate campus area. Some students who live off-campus will need to commute from surrounding areas.

It is your responsibility to have your housing arrangements made before you arrive at the university. We recommend that you print and bring any documents associated with your housing arrangements with you in case of any problems. This includes email correspondence, lease agreements, and receipts for payments. If you are unable to complete your housing arrangements prior to your arrival, you will need to make hotel arrangements at your own cost. Please carefully read the following information.

Early Arrivals

Privateer Place

The official move in date for all students into Privateer Place is **August 20, 2009**. If you plan to arrive before the official move in date and would like to request early move in, **you are required to email your request to privateerplace@campushousing.com**. Include the date you would like to move in as well as your name and apartment number. Your request will be evaluated on a situation by situation basis. Privateer Place employees will notify you by email if early arrival requests have been approved or denied. There is an additional per day charge for early move in which ranges from \$26.53 to \$48.00. If you are not approved for early move in, you will need to make hotel arrangements at your own cost until August 20. For more information see the Privateer Place homepage at <http://www.campushousing.com/uno/html/index.php>.

Pontchartrain Hall

The official move in date for Pontchartrain Hall is **August 20, 2009**. If you plan to arrive before the official move in date and would like to request early move in, **you are required to email your request to studenthousing@uno.edu**. Be sure to include the date you would like to move in as well as your name and room number. Your request will be evaluated on a situation by situation basis. Pontchartrain Hall employees will notify you by email if early arrival requests have been approved or denied. There is a charge of \$26.00 per day before the official move in date. All fall semester fees (tuition, fees, and on-campus housing costs) must be paid in full by August 19 or you will not be allowed to move in. If you are not approved for early move in, you will need to make hotel arrangements at your own cost until August 20, 2009.

Hostels and Hotels

Information about hostels and hotels may be found on our website at http://oiss.uno.edu/docs/Youth_Hostels_and_Hotels.doc

Late Night or After Hours Check-in

Privateer Place

Please be aware that the Privateer Place front office is open from 8:30 a.m. – 6:00 p.m. Monday and Tuesday, 8:30 a.m. – 7:00 p.m. Wednesday through Friday, 10:00 a.m. – 2:00 p.m. Saturday, and 4:00 – 6:00 p.m. Sunday. If your arrival in New Orleans is not during business hours, you must email Privateer Place in advance at privateerplace@campushousing.com to make arrangements to check in to your apartment and get your keys. Be sure to include the approximate time of your arrival. For more information see the Privateer Place homepage at <http://www.campushousing.com/uno/html/index.php>.

Pontchartrain Hall

The front desk of Pontchartrain Hall is staffed continuously throughout the day and night. Be sure you have made arrangements to check in before the official move in date if you plan to arrive early, and that the staff is aware of what time you plan to check-in, especially if it will be over night.

Arrange Finances: When bringing money to the United States, it is safer to carry U.S. \$ Traveler's Checks. Initial settling-in costs are *estimated* as follows (**please note that University tuition and fees are subject to increase without notice**):

* tuition & fees	\$6,222 (estimated)
* temporary accommodations	\$200-1000 (1-7 days)
* first month rent, security deposit & utility deposits	\$1,500-1,800
* Pontchartrain Hall	\$3420 (4 bedroom + required meal plan)
* health insurance	\$400
* books	\$450

Two bedroom apartments in the university area rent for approximately \$950 – \$1,200 per month. Please note that tuition, fees, and on-campus housing costs for Pontchartrain Hall must be paid on arrival. To pay ahead online go to <http://bursar.uno.edu/payments.cfm>.

Deadline for payment of all tuition and fees is close of business on the fifth class day.

IMPORTANT NOTE: Few on-campus jobs or graduate assistantships are available. Do not plan on income from a campus job to supplement personal, family, or scholarship funds.

WHAT TO EXPECT FROM IMMIGRATION AND CUSTOMS UPON YOUR ARRIVAL

Do not place following documents in your checked baggage. Carry them with you. If your baggage is lost or delayed, you will be unable to present the documents at the port of entry. As a result, you may not be able to enter the United States.

1. **Your passport, valid for at least six months into the future, and**
2. **Your I-20 or DS-2019 Form.** If you receive your documents from the Consular Officer in a sealed envelope, you should not open it! Instead, give the sealed envelope to the Customs and Border Protection (CBP) officer at the U.S. Port of Entry.

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

1. Evidence of financial resources;
2. Evidence of student/exchange visitor status, such as UNO's acceptance letter
3. Paper receipt for the SEVIS fee, and
4. Name and contact information for the Office of International Students and Scholars, including a 24-hour emergency contact number at our school. (**UNO Police: 504-280-6666**)

For comprehensive information on procedures for traveling and arriving in the United States, visit: <http://educationusa.state.gov/home/education-usa/global-left-nav/predeparture-information>.

If Arriving By Air: Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival Departure Record Forms (I-94). These must be completed prior to landing.

If Arriving By Land or Sea: The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

Proceed to the terminal area for arriving passengers. Have the following documents available for presentation: your passport; SEVIS Form I-20/DS-2019; Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059).

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 at the University of New Orleans, 2000 Lakeshore Drive, New Orleans, LA 70148.**

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) for duration of status (“D/S”) and staple it in the passport**

At the airport: Shuttle Service is available for transportation to UNO’s University Center or to local hotels and hostels for \$15. For more information, visit the website at www.airportshuttleneworleans.com. Taxis are also available, but at a higher cost. For information about the shuttle or taxis, go to the baggage claim area. Please note, shuttles do not run between the hours of 2:00 a.m. – 6:00 a.m. If you get into difficulty, please call OISS at 504-280-6021 during office hours (8:00 a.m. - 4:30 p.m.). After 4:30 p.m., you may call the UNO Campus Police at 504-280-6666.

SETTLING IN

Checking in: Upon your arrival to UNO, immigration regulations require you to check in at the Office of International Students and Scholars in Milneburg Hall Room 159.

Check-In Hours:

Monday, August 10	10:00 a.m.-12:00 p.m. and 1:30 p.m.-4:00 p.m.
Tuesday, August 11 – Friday, August 14	9:00 a.m.-12:00 p.m. and 1:30 p.m.-4:00 p.m.
Monday, August 17--Thursday, August 20	9:00 a.m.-12:00 p.m. and 1:30 p.m.-4:00 p.m.

During check-in, OISS staff will inspect and photocopy your immigration documents and provide information about academic registration, housing, banking, and other concerns. Please bring the following items:

- ✓ Form I-94 (small white card given to you upon arrival in the U.S.)
- ✓ Passport
- ✓ Form I-20 or DS-2019
- ✓ Proof of Health and Accident Insurance from home (if you have a policy) or be prepared to purchase a UNO policy--approximately \$800.00 per year (students pay half per semester).
- ✓ Name and address of someone in the U.S. and/or someone in your home country to notify in case of an emergency.

Immunization Records: You must bring immunization records with you to give the UNO Student Health Service. Your class registration is blocked until you comply.

Insurance Coverage: Medical insurance coverage is required for international students and the fee will be automatically placed on your bill. You may apply for a waiver of this fee by bringing proof of valid insurance coverage good for the duration of the fall semester plus detailed information about your insurance plan to OISS before the fifth class day. Insurance details must be provided in English. There are no exceptions to the waiver deadline. Health insurance costs about costs about \$800 per year for students under 35 years of age (students pay half at the beginning of each semester).

Employment: Do not begin any on-campus employment (including assistantships) until you have completed the work eligibility form at OISS.

PLACEMENT EXAMINATIONS FOR UNDERGRADUATE STUDENTS

English All new freshman, new non-traditional students, and transfer students entering without transfer credit in English composition will be placed into the appropriate level of English through the English Placement Test. The test consists of a 40-minute writing sample. ACT/SAT I scores cannot be used for English placement. However, the SAT II Writing Subject Test is acceptable for determining placement (the SAT II Literature Subject Test is not).

Transfer students with more than 12 credits who have not previously taken an English course must also take the placement exam. Students with transfer credits in English should consult their college counselors upon arrival.

Students who successfully complete UNO's Intensive English Language Program "IELP" may undergo placement testing as a part of their IELP studies. For clarification, contact IELP at 280-5530.

Monday, May 29 Summer Undergraduate English Placement Exam
9:00 a.m. – 10:00 a.m. Liberal Arts Building, Room 140

Friday, August 14 Fall Undergraduate English Placement Exam
9:00 a.m. – 10:00 a.m. Liberal Arts Building, Room 140

For additional information regarding the English Placement Exam, please e-mail ept@uno.edu.

Math All new students or transfer students without credit in Mathematics will be placed into the appropriate UNO mathematics course according to their ACT or SAT Math scores. If you do not have an ACT or SAT score, you will be required to take the Math Placement Exam before you are permitted to register for classes. For additional information, call the Math Department at 504-280-6331.

Students must bring a pen, 2 pencils, and picture ID (Passport) to the placement tests. All tests begin promptly at the time stated above and the <http://registrar.uno.edu/bulletin/index.cfm>.

Tuesday, June 2 Summer Undergraduate Math Placement Exam
11:00 a.m. - 1:00 p.m. Math Building, Room 112

Tuesday, August 18 Fall Undergraduate Math Placement Exam
11:00 a.m. – 1:00 p.m. Math Building, Room 112

Thursday, August 20 Fall Undergraduate Math Placement Exam
11:00 a.m. – 1:00 p.m. Math Building, Room 112

Please note that these tests must be taken before the student is advised or registers for any English, math, or science courses.

INFORMATION FOR STUDENTS CURRENTLY IN THE U.S.

Transfer students: If you are transferring to UNO from another U.S. institution, complete the [Transfer Form](#) with your current international student advisor and fax it to 504-280-3975. The Office of International Students & Scholars will prepare your I-20 or DS 2019 form. Please note that all transfer students are required to complete immigration transfer procedures by personally checking in with the OISS before the start of classes. Simply obtaining an I-20 or a DS 2019 form from the OISS does not complete your immigration transfer. If you fail to check in, you could violate your immigration status.



OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

Phone: 504.280.6021 // Fax: 504.280.3975

E-mail: oiss@uno.edu // Web: <http://oiss.uno.edu>

Students changing degree levels: If you are moving from one degree to another at UNO (i.e., undergraduate to graduate, intensive English language to undergraduate, etc.), you must request your I-20 or DS 2019 from OISS before the start of classes. This is an Immigration Service requirement.

Students in another immigration classification: If you currently hold F-2 or B-1/ B-2 status, please be aware that you must obtain F-1 status before beginning your course of study. You must contact OISS staff as soon as possible for assistance in filing an application to change your status.

Individuals who hold other non-immigrant classifications (H, TN, J-2 etc.) may be eligible to enroll in classes incidental to their status. Please consult with OISS staff should you have questions or concerns about your current status and your ability to study in the U.S.

We hope that this information is helpful as you make your plans to travel to New Orleans. Please contact us if you have questions regarding transportation, orientation, housing, or other details of adjusting to life and studies in New Orleans. We look forward to your arrival.

Warmest regards,
OISS Staff

E-mail: oiss@uno.edu Web: <http://oiss.uno.edu>