NEW INTERNATIONAL STUDENTS
PREPARING FOR IPFW, Spring 2016

Indiana University-Purdue University Fort Wayne
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Office Hours:
Monday-Thursday, 8 AM to 5 PM (U.S. Eastern Time)
Friday, 9 AM to 5 PM (U.S. Eastern Time)

PRE-ARRIVAL INFORMATION

Read all sections carefully. Follow the hyperlinks to navigate document.

Pay close attention to Section 4. The U.S. Student and Exchange Visitor Information System (SEVIS) Check-in is at the New International Orientation Program in Walb Student Union, Room 145. Find detailed information about Arrival and Orientation at www.ipfw.edu/international.

✓ SECTION 1: STUDENTS ENTERING THE U.S. FOR THE FIRST TIME - APPLYING FOR A STUDENT VISA
  • INFORMATION FOR TRANSFER STUDENTS
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SECTION 1: STUDENTS ENTERING THE U.S. FOR THE FIRST TIME - APPLYING FOR A STUDENT VISA

- A Certificate of Eligibility (COE) is necessary to apply for a visa and is issued by the school you will attend. The COE is Form I-20 for F-1 students or Form DS-2019 for J-1 students. If another sponsor or agency will provide the I-20 or DS-2019 to you, or if you have another visa type such as E, L, H or TN, you will not receive a COE from IPFW.

- Students who have the designation “Initial Entry” on the I-20 or “To Begin Program” on the DS-2019 must pay the SEVIS fee before their visa appointment.

- See the attached SEVIS Fee info sheet for details about paying the SEVIS fee. You can view information about paying the SEVIS Fee at [http://new.ipfw.edu/dotAsset/107029.pdf](http://new.ipfw.edu/dotAsset/107029.pdf).

- For making an appointment for a student visa visit [http://travel.state.gov/visa/temp/types/types_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html).

- For VISA Interview Tips visit the following webpage [http://new.ipfw.edu/dotAsset/158624.pdf](http://new.ipfw.edu/dotAsset/158624.pdf).

- After paying the SEVIS fee online, it is important to print out the receipt. Take the receipt and the other required items to a U.S. Embassy or Consulate closest to you to apply for an F-1 visa or J-1 visa.

- Carry all documents on your person when you come to IPFW; do not place documents in checked luggage. You will need to present them to an officer before claiming your luggage. You should also carry original financial documents as proof of the funding listed on your COE. A United States border patrol officer will review your documents when you enter the U.S.

- Before you leave the officer’s counter, check to be sure you have a port-of-entry stamp on the I-20 or DS-2019 and that your I-94 Arrival /Departure card has the notation F-1 D/S or J-1 D/S. All dependent documents should be stamped and notated F-2 D/S or J-2 D/S.

TRANSFER STUDENTS IN THE U.S.:

- NOTE: Students transferring to IPFW from another institution in the U.S. do not need to apply for a new visa if:
  1. You are currently in the U.S. and do not intend to leave the country prior to the start of the semester
  2. Your current F-1 visa is still valid

- To complete the SEVIS I-20 transfer process, you will need to be issued a new SEVIS I-20 from IPFW. The U.S. Department of Homeland Security (DHS) requires your SEVIS I-20 record to be legally transferred (released) to IPFW from your current college/university in the United States. Please request that your current school transfer your SEVIS I-20 record to:
  - Indiana University-Purdue University Fort Wayne (CH214F10460001)

- If you will be leaving the U.S. prior to the start of the fall semester, you must use the new I-20 issued by IPFW to re-enter. If your current F-1 visa has expired, you will need to apply for a new visa using the new I-20 issued by IPFW.
SECTION 2: TRAVELING TO IPFW & ARRIVAL PICK-UP SERVICE

**Immigration law limits arrival into the U.S. to no earlier than 30 days prior to the Program Start Date listed on the Certificate of Eligibility.**

- OIE arranges for pickups from the Fort Wayne Airport (FWA), Greyhound station or Amtrak rail station. If you want OIE to pick you up from any of these places then fill out the Arrival Form at [http://new.ipfw.edu/offices/iss/accepted/arrival.html](http://new.ipfw.edu/offices/iss/accepted/arrival.html) Please keep in mind that in some cases it will not be possible for OIE to arrange pick-ups for you if you are arriving at odd times or if drivers or vans cannot be arranged. In that case OIE will let you know in advance.

- If an airport pick-up is not available for you, you may find taxis available outside of the arrivals door at the Fort Wayne airport. Please contact the OIE if you need assistance in arranging a private taxi.

SECTION 3: myIPFW ACCOUNT

- To setup your myIPFW (IPFW email and computer account access) account go to [www.my.ipfw.edu](http://www.my.ipfw.edu) and click the "Get me Started" tab. Follow the instructions on the screen. You will need your student ID number. Read the password requirements carefully. For more information regarding setting up your myIPFW visit: [https://accounts.ipfw.edu/activate/pages/ethical-guidelines.xhtml](https://accounts.ipfw.edu/activate/pages/ethical-guidelines.xhtml)

SECTION 4: NEW INTERNATIONAL STUDENT ORIENTATION PROGRAM

**The OIE New International Student Orientation Program begins Monday, January 4th, 2016. Students must be checked in by 8am on Monday, January 4th, 2016.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 4th</td>
<td>Student Check-in, Walb Student Union 145</td>
</tr>
<tr>
<td>Monday, January 4th – Friday January 8th</td>
<td>Mandatory Orientation – Student sessions, library and student services, obtain student ID card, pay tuition and fees, health insurance, immigration sessions, new student orientation</td>
</tr>
<tr>
<td>Monday, January 11th</td>
<td>Classes Begin</td>
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If you are transferring to IPFW from another educational institution in the U.S., you must notify your current institution that you will attend IPFW by requesting a SEVIS transfer. This will allow the other institution to release your SEVIS record to IPFW so that IPFW can issue you a “transfer pending” I-20 or DS-2019. Transfer students must schedule and attend the New International Orientation Program. You must do the check-in before starting any on-campus employment at IPFW. Failure to do these things will lead to loss of legal nonimmigrant status and interruption of studies.

* A detailed schedule of the OIE orientation and social events will be posted online on the OIE website.
SECTION 5: REGISTERING FOR CLASSES

- Before you register for classes you may complete the Writing guided self-placement test online, The Math and English Placement tests, if required, will be administered during orientation week. For info regarding these tests http://new.ipfw.edu/offices/testing/placement. OIE will schedule your math, English, and reading placement tests with the Testing services upon your arrival.

I. Academic Advising for Undergraduate Students

** During the academic year, F-1 and J-1 undergraduate students are required by law to register for and complete a minimum of 12 credit hours every Fall & Spring semester. Failure to do so will lead to a loss of legal nonimmigrant status and interruption of studies.

- Registration for classes will take place upon each student’s arrival to the United States prior to the start of classes. Undergraduate students will work with an academic advisor in their academic unit (Department/School or College) or the Mastodon Advising Center to choose classes. Exchange students will work with the Office of International Education to choose classes. Each semester your advisor will help you select the courses for which you should register in order to meet requirements for graduation. You will enroll in a combination of required and elective subjects applicable to your degree program.

- For contacting the Mastodon Advising Center(MAC) visit http://new.ipfw.edu/offices/mac/index.html and for the Department Advisors visit http://new.ipfw.edu/offices/iss/accepted/advisors.html

- Each student will register for their own class schedule, in real time, using their myIPFW account. In some cases, your academic advisor will register you for some classes.

II. Academic Advising for Graduate Students

**F-1 and J-1 graduate students without an assistantship must register for a minimum of 9 credit hours every semester to maintain legal student status. Graduate students with an assistantship must register for at least 6 credit hours every semester to maintain status. Failure to do so will lead to a loss of legal nonimmigrant status and interruption of studies.

- Graduate students must contact their respective department or the Graduate Program Director
  - For information regarding your Graduate program Advisor visit: http://new.ipfw.edu/offices/iss/accepted/graduate-program.html

III. Paying Your Tuition / Confirming Your Registration

- Once you register for your classes you will be able to pay your tuition. Email notifications regarding tuition, fees, and campus housing invoices will be sent to your @ipfw.edu email account, and invoices will be available online at myIPFW. You may pay tuition, fees, and campus housing via wire transfer, certified check, or electronically online with VISA, Mastercard or Discover credit card. It's fast, easy, and secure!

- Even if the amount due for tuition, fees and campus housing listed on your invoice is $0.00 you must confirm your registration electronically by going to myIPFW, select the ‘Billing’ tab, and click on ‘ebills’. No paper invoices will be sent.

- Students can make electronic wire transfers by visiting this link: https://www.geoforeducation.com/PRR/Info/SelfEnrol.aspx?paramset=da279809-3a44-4e20-b9e4-0547b87e189c.

- For other payment and financial information, please visit: http://new.ipfw.edu/financial/ and for information regarding tuition and fees visit us at http://new.ipfw.edu/financial/tuition-fees/
IV. IPFW Mastodon ID Card (Student Identification Card)

- You cannot obtain a student photo ID card until you have registered for the classes. OIE staff will take you to get your Mastodon Card upon your arrival during Orientation Week. Bring a photo ID, usually your Passport and other official documents to the Walb Information Desk to have your photo taken.

- For Directions to Walb please see the Campus Map [http://new.ipfw.edu/about/maps-directions/](http://new.ipfw.edu/about/maps-directions/) Your ID card will be ready within a few minutes. Your student ID will allow you to use many university facilities including the Helmke library and Hilliard Gates Sports Center. Your Mastodon Student ID card is an important piece of identification both on campus and in the surrounding community. Be sure to obtain your Mastodon ID Card.

V. Advance Credit/Transfer Credit Evaluation (**Undergraduates Only)

** Instructions in this section generally apply to undergraduate students. All graduate-level credits from other institutions must be evaluated by each graduate department to determine if they will meet IPFW’s graduate degree requirements.

- For undergraduate students, advance or transfer credit may be possible at IPFW for university-level study either in the U.S. or in another country, for A-Levels, for International Baccalaureate diploma courses, or other permitted advanced-level type coursework.

- To allow you to register for appropriate classes at IPFW, every effort is made to complete evaluations of all transcripts and examinations received prior to your arrival on campus. A report will be mailed to you soon after your offer of undergraduate admission. You may also view your credit evaluation by logging into myIPFW account, click on the Academics tab and click on the unofficial transcript. Your Academic Advising Office will also receive this information.

- No credit will be added to your permanent IPFW record until a final official transcript or attested copy of your Examination Certificate has been received by OIE. You must request that your university or Examination Board send these documents directly to the Office of International Education with an official certified English translation (as applicable) OR you must bring an original or attested copy of your final transcript or examination certificate with you to the OIE with an official English translation. Also bring official course descriptions from your university for each course completed or examination passed. Documents received for evaluation after your arrival will be evaluated as soon as possible.

SECTION 6: HOUSING

- To guarantee on-campus IPFW Student Housing ([http://new.ipfw.edu/reslife/](http://new.ipfw.edu/reslife/)), you must complete your housing application as soon as possible. The application can be found online at [http://new.ipfw.edu/offices/housing/forms/](http://new.ipfw.edu/offices/housing/forms/). You will need to submit a payment for the application fee and housing deposit when applying. Please review this site for frequently asked questions and information on arrival and residence hall options. Your contract will become legal and binding when you sign it and the lease start date will be indicated on the contract along with payment due dates. You may be responsible for an early move in fee depending on the date you check in and you will need to notify the Office of International Education PRIOR to your arrival. You will be responsible to pay the arrival fee in advance or upon arrival. There is no difference between graduate and undergraduate housing. If you have questions regarding housing options contact: 260-481-4180 or email: housing@ipfw.edu

- If you choose to live off-campus, you will need to make your own arrangements prior to your arrival or your options will be very limited.
SECTION 7: CARRYING CURRENCY

- Be certain you arrive at IPFW with sufficient U.S. dollars or access to funds to meet your living expenses for the first month. Cash is ONLY accepted at the Bursar’s Office on campus. Student Housing and the Office of International Education do not accept cash as a form of payment. If you live off-campus, some landlords will require you to pay both, the first and the last month’s rent in advance, as well as a security deposit. Plan ahead to avoid problems. However, do not carry large amounts of cash with you! If you purchase traveler’s checks, they must be issued in US dollars. Please note that not all stores and outlets may accept payment in traveler’s checks. You may first have to deposit the funds into a US bank account. If you plan to use a bank card/debit card, please also note that there may be limits to the amount of cash that you can withdraw on a daily basis. Do not place your cash, credit cards or traveler’s checks in your checked luggage. Wearing a money belt or pouch that can be kept out of sight under your clothing is recommended.

- If you bring your own national currency, please exchange it to U.S. dollars upon arrival at the airport because there is no bank that is able to immediately exchange currency in Fort Wayne, Indiana. Some banks provide this service for a fee, but it takes several days to get your money exchanged.

SECTION 8: HEALTH INSURANCE REQUIRED

**IPFW requires that all international students in F-1 or J-1 status to purchase the University-sponsored health insurance plan unless the student falls into one of the following three categories to qualify for a waiver. Waivers must be submitted each semester. Individual and private insurance companies do not qualify for a waiver.** Please note: Failure to submit a valid waiver request by the compliance deadline will result in loss of the waiver option.

I. Category # 1 – Government-sponsored students whose home government purchases insurance for students and does not just supply funds to purchase an insurance plan of their choice.

II. Category # 2 – Students employed by a US-based employer or the dependent of a US-based employee with employer-based health insurance.

III. Category # 3 – Students who are participants in an official study abroad exchange program (J-1 exchange students).

If you are in one of the three categories eligible for a waiver, please note the minimum criteria for granting a waiver are as follows:

1. Coverage must be in effect from the 1st day of classes through the last day of final exams.
2. Medical benefits per accident or illness of at least $200,000. *
3. Repatriation of remains in the amount of $25,000.*
4. Medical evacuation coverage in the amount of $50,000.*
5. An annual deductible per year not to exceed $500* per illness (per person).
6. To qualify, an insurance policy must be underwritten by an insurance corporation with an A.M. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-I" or above, a Standard and Poor’s Claims Paying Ability rating of "A." or above, or a Weiss Research, Inc. rating of B+ or above. Alternatively, the participant’s policy may be backed by the full faith and credit of the government of the exchange visitor’s home country.

**Amounts must be in US dollars($) and are the minimal amounts required at the time a waiver request is reviewed at the University.** There is no monetary profit for the University if a student purchases the University plan. The benefit is ensuring that all international students have an adequate health insurance plan and are protected from huge financial burdens.

SECTION 9: FORT WAYNE INFORMATION

For Information about IPFW and the surrounding community, including lists of area hotels, restaurants, religious institutions, events, and even information about climate and weather, you may visit [http://new.ipfw.edu/about/fort-wayne/](http://new.ipfw.edu/about/fort-wayne/).

On behalf of the entire Office of International Education (OIE), congratulations on your admission to IPFW. We are honored that you have chosen to continue your education at IPFW. We are here to serve you!