Pre-Arrival Information for International Students

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WELCOME TO PACE!

Welcome to Pace University! You will soon be joining the student body of one of the most prestigious institutions in New York. In order to begin your academic career at Pace successfully, please review this information carefully and be sure to contact us if you have questions. We look forward to meeting you upon your arrival at Pace!

OFFICE OF INTERNATIONAL PROGRAMS & SERVICES (OIPS)

The Office of International Programs and Services is available to assist you during your initial transition to Pace and in the years to come. The office acts as a resource center for students, faculty and administrators by encouraging and supporting the enrollment of international students within Pace University, and providing advising on study abroad opportunities to all Pace students. The office collaborates with faculty and administrators to develop new programs in other countries and improve existing linkages and services. The staff is committed to international education and to working with the community to achieve the goal of internationalizing Pace.

SERVICES FOR INTERNATIONAL STUDENTS & SCHOLARS

The Office of International Programs and Services provides a variety of services for international students enrolled or planning to enroll at Pace University. Although an international student’s first contact is usually through the Office of Admission, the International Programs and Services staff seeks to have an ongoing relationship with each international student during his or her time at Pace University. We also assist visiting scholars and professors coming to Pace from overseas to lecture, teach or engage in research.

The Office of International Programs and Services provides information to international students and scholars before their arrival on campus, sponsors International Orientation at the beginning of each semester, and works with other offices across campus to present a variety of programs and activities throughout the year. This office strives to be the primary resource and advocate for international students on campus. The staff advises students on immigration and employment regulations, legal rights and responsibilities, health insurance, financial matters, adjustment to New York and the U.S., and all kinds of personal concerns.

The Office of International Programs and Services is responsible for handling all matters concerning non-immigrant visas and Department of Homeland Security (DHS) and Department of State (DOS) regulations. Students and visiting scholars should always consult with this office before contacting any of the bureaus of the DHS or an immigration attorney. For detailed information on immigration and employment regulations relevant to your non-immigrant visa status, please refer to the appropriate section of the Handbook for International Students & Scholars, which you will receive upon arrival at Pace, and visit our website for regular updates.

Please note that all international students are required to check in with the Office of International Programs and Services on their campus upon arrival at Pace!
INTERNATIONAL ORIENTATION

At the start of each semester, the Office of International Programs and Services organizes an International Orientation for new international students on each of the Pace campuses. The program focuses on issues particular to international students and a variety of information is provided to aid in your adjustment to Pace, to New York, and to the United States. Placement testing and registration activities are coordinated around the International Orientation program. Please check the appropriate section of our office website for specific dates and details.

ENGLISH REQUIREMENTS

All undergraduate students are required to take a placement test before registration. This required placement test will determine where a student will start in the sequence of English, reading, speech, and mathematics courses. Contact the Office of Undergraduate Admission for more information.

Graduate students should refer to their letter of acceptance to determine if the English placement test and/or English language classes are required. Contact the Office of Graduate Admission for more information.

If your level of English proficiency is below the University’s requirements, you may be required to take a program of full-time English (at least 18 contact hours per week) or a combination of English courses and credit-bearing courses. No credit is given for the English courses and they will add to the time needed to complete your degree and will increase your costs. For more information about the English courses, contact the English Language Institute (see below).

ENGLISH LANGUAGE INSTITUTE

The English Language Institute (ELI) at Pace offers international students the opportunity to improve their English skills through a variety of intensive programs. The full-time program is offered both on the New York City campus in lower Manhattan and on the Pleasantville campus; part-time classes are offered in White Plains (see last page of booklet for contact information). The Institute is authorized to issue the immigration Form I-20 document for full-time English study (at least 18 hours per week.). Although admission to the English Language Institute does not constitute admission to a Pace University degree program, ELI students are considered full-time Pace University students with all the rights and privileges accorded them. Students admitted to the Institute should initially direct their questions and concerns to the ELI office, but are welcome to use the services of the Office of International Programs and Services and other campus departments.
IMPORTANT IMMIGRATION INFORMATION

WHAT IS SEVIS?

SEVIS stands for the Student and Exchange Visitor Information System. It is a secure internet-based system operated by the Bureau of Immigration and Customs Enforcement (BICE), part of the Department of Homeland Security (DHS). This monitoring system allows schools and BICE to exchange data on the visa status of international students and scholars. The Bureau of Citizenship and Immigration Services (BCIS), formerly the Immigration and Naturalization Service (INS), as well as the Bureau of Customs and Border Protection (BCBP), and American Embassies and Consulates overseas also have access to SEVIS. Accurate and current information is transmitted electronically prior to and throughout an F-1 or J-1 student/scholar's academic program in the United States.

This is how SEVIS works:

?? After Pace University admits an international student, SEVIS is notified and BICE approves the University's request to issue a Form I-20. The Office of Admissions prints and issues the new bar-coded Form I-20 (or DS-2019) to the student.

?? The student visits the U.S. Consulate or Embassy abroad, and the Consular Officer verifies through SEVIS that the student’s I-20 (or DS-2019) is a valid document. If everything is in order, the Consulate issues the F-1 (or J-1) visa.

?? An Immigration Officer at the port of entry inspects the student’s documents and reports to SEVIS the student’s entry to the U.S. The SEVIS system, in turn, notifies Pace that the student has entered the country.

?? When the student arrives on campus, he/she reports to the Office of International Programs & Services (OIPS) and registers for classes. The OIPS then verifies the student's enrollment through SEVIS.

?? The OIPS continues to provide regular electronic reports to SEVIS throughout the student's academic career (see below).

?? Finally, SEVIS records the student's departure from the United States.

Pace University must report:

?? Whether the student has enrolled at the school or failed to enroll.

?? A change of the student or dependent's legal name or address.

?? Any student who graduates prior to the end date listed on the Form I-20.

?? Academic or disciplinary actions taken due to criminal conviction.
When a student drops below full-time and whether the less-than-full-time study is authorized by a DSO (immigration regulations refer to international student advisers as "Designated School Officials" or DSO’s).

Any form of employment authorization, including Curricular Practical Training and Optional Practical Training.

Other data generated by standard procedures such as program extensions, school transfers, changes in level of study, and reinstatement.

Any student who fails to maintain status or complete his or her program.

Termination date and reason for termination.

GENERAL IMMIGRATION INFORMATION

Regardless of your visa type, you should be sure to bring all the documents listed below to the Office of International Programs and Services immediately upon arrival so that copies can be made for your file. You should also become familiar with the following documents and be aware of their importance in relation to your immigration status:

PASSPORT: Your passport should be updated before you depart for the U.S. and must be kept valid at least six months into the future at all times. Your passport can be renewed through your country’s consulate or embassy in the U.S., or in your own country during a vacation abroad.

FORM I-20: This is the Certificate of Eligibility for the regular F-1 visa and F-1 student status. It is issued to you by Pace University once you have been accepted and have provided financial documentation showing your ability to pay for your education and living expenses. The I-20 is used to obtain the F-1 student visa at the U.S. Consulate or Embassy in your country. It is also required for entry to the U.S.

After your initial entry to the U.S., your I-20 must be properly endorsed by a Designated School Official (DSO) in the Office of International Programs and Services before leaving the U.S. for temporary travel during your studies. Endorsements are required in order to reenter the U.S. and are generally valid for one year, although it is recommended that you have it signed twice a year if travelling. The I-20 does not have to be signed every time you travel.

Please note the date of completion of study noted on the I-20 is an estimated date. It may take you more or less time to complete your program of study. You must be enrolled full time and making “normal progress” toward completion of your program at all times. If you will not finish your studies by the completion date on your I-20, you need to contact the Office of International Programs and Services prior to that date to request an extension.

FORM DS-2019: This is the Certificate of Eligibility for J-1 Exchange Visitors (both students and visiting scholars). It is generally issued to sponsored or exchange students with government or school support, and may also be issued to visiting professors, researchers and short-term scholars coming to Pace. After your initial entry to the U.S., your DS-2019 must be signed by a Responsible Officer (RO) in the University before leaving the U.S. for temporary travel during
their program. The signature will be required in order to reenter the U.S. Students holding DS-2019 forms issued by program sponsors other than Pace (IIE, ACTR, LASPAU, etc.) must have them signed by a Responsible Officer of that organization. Signatures for travel may be valid for the entire length of your stay in the U.S., but check with your Responsible Officer to be sure.

Please note that the ending date on the DS-2019 does not include a grace period. You are expected to complete your J-1 program by the expiration date listed on the DS-2019, and depending upon the program, you may or may not be eligible for an extension of stay.

**VISA:** When you go to the American embassy or consulate in your country and present your I-20 or your DS-2019, the Consular Officer will place a visa stamp on a page inside your passport. This visa gives you permission to apply for entry to the U.S. It indicates the type of visa you have been given for your stay in the U.S. and when it will expire. Also, it will indicate how many times you can enter the U.S. using that visa (e.g. single/two/multiple). Please read the section below entitled “Obtaining Your Student Visa.”

Please note that a visa does not determine the length of time you may stay in the U.S. It is basically an entry permit and only needs to be valid at the time of entry or reentry to the U.S. Therefore, you should not be concerned if it expires while you are here unless you are planning to travel overseas and reenter the U.S. The length of time you are authorized to stay in the United States is determined by your approved program of study only, as indicated on your Form I-20 or Form DS-2019 and your Form I-94 (see below).

**FORM I-94:** This is a small white card that will be stapled inside your passport by an Immigration official at the U.S. port of entry. Noted on it will be your admission/departure number, your immigration status (F-1, J-1, etc.), date of entry, port of entry, and the length of time that your status is valid. A notation of “D/S” means that your status is valid for “duration of status” (see more below). This I-94 card will be removed each time you leave the U.S. and a new one will be issued upon reentry to the U.S. Do not accept a green I-94 card (this is issued as part of the visa waiver program – see more below). If you do receive one, however, see an advisor at the Office of International Programs and Services immediately, as this may be problematic.

All foreign citizens are issued an I-94 card when they arrive at a U.S. port of entry. Therefore, every international student, regardless of visa type, should have this form stapled into his or her passport. It is your most important immigration document – do not lose it!

**ADDITIONAL INFORMATION FOR J-1 STUDENTS**

The J-1 program is formally known as the Exchange Visitor Program (EVP). Its purpose is to promote international education and cultural exchange and the development of mutual understanding between the U.S. and other countries. Exchange programs exist in a variety of forms and permit visitors to come to the U.S. for a wide range of activities. Unlike F-1 students, a J-1 student may enroll in a short-term, non-degree course of study. Pace’s EVP provides opportunities for study, teaching, research and scholarship. Only students whose studies will be substantially funded by a source other than personal or family funds (i.e. Pace University funds, the U.S. or home country government, or an international organization) are allowed to come to the U.S. on a J-1 student visa. The EVP is regulated by the Bureau of Educational and Cultural Affairs of the U.S. Department of State (DOS).
Because the focus of the J-1 program is exchange, most J-1 students are partially or fully funded by a government or international agency, or are part of a formal exchange program between academic institutions. In some cases, J-1 students may become “subject” to the “two-year home-country physical presence requirement” for J-1 exchange visitors under rule 212(e). The purpose of this requirement is so that the home country will benefit from the exchange visitor’s experience in the United States. In addition to those “subject” to this requirement based on their source of funding, other students may be “subject” because their field of study or work is on the Skills List for their home country. This is a list created and updated by the U.S. government. The issue of 212(e) is highly complex and individual in nature. For more information, please ask the Consular Officer when you apply for your J-1 visa or visit the Office of International Programs and Services on your campus.

**OBTAINING YOUR STUDENT VISA**

After being accepted to Pace University and submitting statements of financial support, you will receive or have already received a Form I-20 or Form DS-2019, as explained above. Either form qualifies you to apply for a student visa.

Please take a few minutes to review your I-20 or DS-2019. Make sure all information printed about you and your program of study is correctly noted. Read the printed instructions on the back of your form and sign it as required. Finally, note that you have been given a “reporting date”. This is the date by which you should enter the U.S. with your I-20 or DS-2019, although you are allowed to enter up to 30 days prior to this date.

If you discover an error on the form, first contact the Office of Undergraduate or Graduate Admission by phone, fax or e-mail to discuss the situation. Students admitted for English studies should contact the English Language Institute. Do not return your I-20 or DS-2019 by mail unless you are instructed to do so.

Although not required, it is best to apply for the student visa in your home country whenever possible. In addition to your I-20 or DS-2019, you will need to take your passport, your Pace University acceptance letter and financial documentation to the American Embassy or Consulate. Once there, you will complete Form DS-156 (Application for Nonimmigrant Visa) and possibly be charged a processing fee (Taiwanese citizens apply through the American Institute in Taiwan; Canadian students are not required to obtain a visa). The amount of time needed to obtain a student visa varies. All questions should be directed to the embassy or consulate.

Remember, if you have an I-20, you will apply for an F-1 visa. If you have an DS-2019, you will apply for a J-1 visa. Also, even though you may be entering the U.S. before your spouse and/or children, they may apply for the F-2 or J-2 dependent visa at the same time.
The consular officer may ask you:

Why do you want to study in the U.S.?
Why do you want to study ______________?
Why did you choose Pace?
How will your degree be used in your home country?
What are your employment prospects?

Before issuing the visa, the U.S. consular official must be convinced that you have a residence outside the United States that you have not abandoned and that you have not decided to seek permanent residence in the U.S. It is important to show the officer that you have strong ties to your country of residence, such as family, community or social ties, documents showing membership in professional organizations and religious groups, a family business, ownership of property, bank accounts, a job offer, or evidence that people with the kind of education you are seeking are needed. Government officials like documents. Do not emphasize any ties or close relatives that you have to the U.S. and do not talk about working in the U.S. unless you have been awarded a graduate assistantship at Pace.

You must be truthful and willing to answer direct questions. If the consular official thinks you are not telling the truth, you may not get a visa. Rehearse what you plan to say to the consular officer and try to be clear in your presentation. Practice your English! It is important that you always be courteous and never demanding. Just in case a problem develops, you should make copies of any documents submitted. Applications should be made as early as possible.

If you are denied a student visa, you have probably not sufficiently proven to the consular officer that you are entitled to student status. In most cases the denial will be based on failure to prove “permanent residence” or “strong ties” to your home country. A visa denial is not permanent and may be reconsidered if you can show further convincing evidence. We strongly suggest that you contact Pace if you are denied a visa so that we can assist you in your second application.

If you have been accepted to Pace University but have not yet received your I-20 or DS-2019 and there is little time left before school starts, do not enter the U.S. with a regular B-1/B-2 visitor’s visa, as there is no guarantee that tourist status can be changed to student status once in the U.S. However, if you are already in the U.S. with a visitor’s visa, an advisor in the Office of International Programs and Services can assist you in trying to change your status.

Citizens of certain countries are permitted to visit the U.S. without applying for a visa at a U.S. embassy or consulate overseas. This is the Visa Waiver Program and individuals are issued a green I-94 card usually marked “WT.” Entry with a visa waiver restricts you to staying in the U.S. as a tourist for only 90 days. If you enter with a visa waiver, you will not be able to extend your stay in legal status in the U.S. for more than 90 days, and you will not be able to change to student status in the U.S. If you are a citizen of Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, The Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, or the United Kingdom, you are eligible for the visa waiver, but should not enter the U.S. with this status if you intend to become a student!
Keep in mind the following:
Do NOT enter the U.S. on a visitor’s visa or under the Visa Waiver Program.
Only use the I-20 or DS-2019 issued by the school you plan to attend!
The I-20 or DS-2019 is very important - DO NOT lose it!

ENTERING THE UNITED STATES

When you arrive at the airport in the United States of America, your luggage will be inspected, as will your passport and your Form I-20 or DS-2019. The following documents should be carried with you in person and never left with your checked baggage: your passport, I-20 or DS-2019 form, copies of your financial support documentation, your admission letter, Pace contact phone numbers, and this booklet which contains travel instructions.

As part of the regular inspection, an officer from the Bureau of Citizenship and Immigration Services (BCIS) will stamp your I-20 or DS-2019 and return it to you. You will also receive an I-94 Arrival/Departure Record, part of which will be stapled into your passport and part will be kept by the Bureau of Borders and Customs Patrol (BCBP) officer (you usually fill this form out on the plane). This card is very important because it notes the date you entered the U.S., your immigration status (F-1 or J-1), and how long you are allowed to stay in the U.S. The I-94 card of an F-1 and J-1 student should be marked “D/S” meaning “duration of status” (see below). Your I-20 or DS-2019 should be stamped with this same information. Review the documents carefully to make sure that they are stamped correctly.

ADMISSION FOR “DURATION OF STATUS”

You will be admitted to the United States as an F-1 Student or J-1 Exchange Visitor for “duration of status,” noted as “D/S” on both your form I-94 and I-20 (for F-1 students) or DS-2019 (for exchange visitors). “Duration of Status” means you may remain in the country for the period in which you are pursuing a full course of study (as shown on your I-20 or DS-2019). At Pace University you must be enrolled for at least 12 credit hours each semester to be in full-time status if you are an undergraduate, 9 credit hours if you are a graduate student, or 18 contact hours per week if you are an ELI student. In addition, it is essential that you carefully follow the immigration regulations set forth by the United States Bureau of Citizenship and Immigration Services (BCIS). International students should become familiar with the information contained in the International Student & Scholar Handbook, which will be provided to you upon arrival at Pace.

TRANSFERRING FROM ANOTHER U.S. SCHOOL

If you have attended another school in the United States as an F-1 student or J-1 exchange visitor, immigration regulations require that you complete a school transfer procedure to be authorized to attend Pace University. This “immigration transfer” procedure is required even if you graduated from your former school and serves to update SEVIS and notify the U.S. government that you have changed schools.
For F-1 students, the following procedure must be followed in order to begin the transfer process:

1. The student needs to inform their current school of their intention to transfer to Pace University. The current school will “transfer out” the student’s SEVIS record to the appropriate campus of Pace University. The record must be released to Pace prior to the start of the semester in which the student intends to enroll at Pace. The current school must enter the “release date” decided upon by the student.

2. An “International Student Immigration Transfer Recommendation Form” must be completed by the student and by the current school’s International Student Advisor and submitted to the Office of International Programs & Services on the Pace campus to which the student will transfer.

Upon completion of these steps, the Office of Admission will issue the student a Form I-20 noting the Transfer Pending from the current school.

The school transfer must then be completed in one of two ways:

1. By leaving the U.S. and re-entering with your new Form I-20 “Certificate for Eligibility” issued by Pace University (your immigration document will be processed by the BCBP at the port of entry to the U.S.). Students will then need to report their local address and confirm their registration in classes to OIPS.

2. For F-1 students, the new Pace I-20 must be issued to you within the first two weeks of the semester and you must report to the Office of International Programs and Services within the first two weeks of the semester. Students will need to report their local address and confirm their registration in classes to OIPS. Your Form I-20 will then be processed by an advisor at OIPS and BICE/BCIS will be notified electronically that you have changed schools.

For J-1 exchange visitors, the following procedures should be followed:

1. The exchange visitor needs to inform his/her current sponsor of the intention to transfer to Pace University. The current sponsor will “transfer out” the exchange visitor’s SEVIS record to the appropriate sponsor name (Pace University) and program number. The record must be released to Pace prior to the start of the exchange visitor’s program at Pace. The current sponsor must enter the “release date” decided upon by the exchange visitor.

Once the “release date” has passed, the Office of International Programs and Services (not the Office of Admission) will issue the exchange visitor a Form DS-2019 for their program at Pace.

The transfer procedure must then be completed in one of two ways:

1. By leaving the U.S. and re-entering with your new Form DS-2019 “Certificate for Eligibility” issued by Pace University (your immigration document will be processed by the BCBP at the port of entry to the U.S.). Exchange Visitors will need to report their local address and confirm participation in their program to OIPS.
2. If remaining in the U.S., you will complete the transfer process by reporting your local address and confirming your program participation to OIPS. Your Form DS-2019 will then be processed by an advisor OIPS and BICE/BCIS will be notified electronically that you have changed J-1 sponsors.

ALL IMMIGRATION TRANSFERS MUST BE COMPLETED WITHIN 15 DAYS OF THE START OF THE SEMESTER IN WHICH YOU FIRST ENROLL AT PACE!

CHANGE OF STATUS

If you did not enter the U.S. on a student visa, please call or visit the Office of International Programs and Services to discuss the need for changing your immigration status. In some cases it is possible to do this inside the U.S. If you entered with a B-1 or B-2 visitor’s visa, however, a request to change to F-1 status may be difficult and could be denied by the BCIS. Changes of status from other visa types may or may not be possible and require careful planning of the application. In some cases, you may be able to attend school without changing your status.

PLANNING FOR YOUR ARRIVAL AT PACE UNIVERSITY

WHEN TO ARRIVE

If you have been admitted for the fall semester, you should plan to arrive in late August. If you are admitted for the spring semester, you should plan to arrive in mid-January. International students are allowed to move into on-campus residence halls a few days earlier than U.S. students and it is highly recommended that they do so. Students who plan to live off campus should arrive in the U.S. earlier in order to find housing (see below). Included here is information regarding suggested arrival dates, the International Orientation program, placement testing and registration.

FINANCIAL ARRANGEMENTS

Please be advised that in order to finalize your formal registration, you will be expected to make at least half-payment of tuition and fees for your first semester at the time you register (full payment if you are an ELI student). This payment process is only applicable to students not residing in university-sponsored housing. We recommend that you wire transfer your full payment. Please include the following information:

Payment from: Your First & Last Name,
Your Pace ID Number
Transfer to: Chase Manhattan Bank  
214 Broadway  
New York, NY 10038  
For Credit to Pace University:  
Account # 024-2-400208  
ABA # 021000021

Please note that students who have received confirmation of housing from the Office of Admission must follow the specific payment procedures outlined in the housing agreement.

Students transferring money directly from overseas should allow 15-21 business days for processing and check clearance and request receipts at the time of the transaction. Payment of tuition and fees in full can also be made using Visa, MasterCard or American Express. Or, tuition and fees can be paid by check or money order drawn on a U.S. bank and made payable in U.S. dollars to Pace University.

Be aware that the bank may hold funds deposited to open a new account for an extended period before making the funds available to you. Therefore, students are advised to bring at least $500 in Traveler’s Checks to cover miscellaneous settling in costs, in addition to a regular monthly allowance for expenses. Do not bring large sums of cash with you and do not send cash through the mail.

HOUSING INFORMATION

University Housing
Applications for dormitory rooms must be made in advance with your application to the Office of Admission. Only students who have applied for university housing, paid the application fee, and have received written confirmation from Pace University should expect to receive a housing assignment. If you have not completed any of these steps, please contact the Housing Office immediately. Unless you receive confirmation from the University, a room is not guaranteed.

Dormitory rooms are furnished but you will need to bring or buy locally your own bed linens, pillows, blankets and towels. More detailed information will be sent to you with your housing assignment. Pace dormitories are not equipped for married couples or single parents.

Off-Campus Housing
Off-campus housing throughout the metropolitan area of New York can be expensive. Locating a reasonably priced apartment within walking distance of the school may be difficult. Students may contact the Housing Office on the campus they plan to attend. You will also find useful information about off-campus housing in Metro International’s Help Yourself to Housing guide. You can order a printed booklet or view the guide on-line at http://www.metrintl.org/programs/housingbooklet/.
If you need an apartment, make sure you plan to arrive in the U.S. early enough to look for one. Few private apartments are furnished, so you will most likely need to buy or rent furniture, linens, kitchenware, etc. If your family is accompanying you, it is advisable to arrive in the U.S. alone and to send for them once you have found suitable accommodations.

Once you have established a permanent address, are required by immigration regulations to inform the Office of International Programs and Services and complete a Change of Address Form at the Student Accounts and Registrar Services (SARS) Office.

**Temporary Housing**

Metro International’s *Help Yourself to Housing* guide contains information on reasonably priced temporary accommodations where you can stay while looking for an apartment, or if you arrive too early to move into your residence hall. Go to http://www.metrointl.org/programs/housingbooklet for an extensive list of less expensive hotels, youth hostels, residences, and YMCAs that will be easier on your budget.

**SHIPPING INFORMATION**

Regardless of the cost of excess weight, it is usually better to bring all personal baggage with you on the plane rather than shipping it separately (check with your travel agent or airline for size and weight limitations). Even if you spend $100 for excess weight, you will save money, since shipments of larger parcels often cost more than that. Also, you will require the services of an agent to arrange for customs clearance and forwarding of unaccompanied parcels. Such services are expensive and can result in considerable delays.

However, any international student wishing to ship personal materials to Pace University may do so. Baggage may be shipped ahead addressed to yourself, care of the Office of International Programs and Services on your campus. Please be aware that there is no summer storage available on campus for dormitory residents.

**WHAT TO BRING**

New York’s climate varies from hot in the summer to cold in the winter. Three types of clothing are essential. Clothing made from cotton is most comfortable for the summer. In the fall and spring, add heavier cotton and light woolens. New York winters are often windy as well as cold, and you will need raincoats and umbrellas all year long. Your native dress is welcome.

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<thead>
<tr>
<th>Season</th>
<th>Months</th>
<th>Fahrenheit</th>
<th>Centigrade</th>
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<tbody>
<tr>
<td>Summer</td>
<td>June-September</td>
<td>55 to 95 degrees</td>
<td>4.4 to 32.0 degrees</td>
</tr>
<tr>
<td>Fall</td>
<td>September-December</td>
<td>20 to 80 degrees</td>
<td>6.5 to 25.5 degrees</td>
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<tr>
<td>Winter</td>
<td>December-March</td>
<td>0 to 45 degrees</td>
<td>-18 to 7 degrees</td>
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<tr>
<td>Spring</td>
<td>March-June</td>
<td>40 to 80 degrees</td>
<td>4.5 to 22.0 degrees</td>
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You may wish to bring with you items to remind you of home, such as photographs, CDs, and artwork. It is likely that you will make new friends who will want to learn more about you and your home country, culture and customs. Also, many students find comfort in having familiar objects around them.

You may also want to bring items you use regularly that may not be readily available or may be more expensive in the United States - for example eyeglasses, cameras, watches or portable radios. When traveling internationally, you may also have the opportunity to visit a duty free shop where such items may be purchased at a reduced cost.

You can obtain a booklet on customs regulations at the embassy or consulate where you apply for your visa. In general, you will not be allowed to pass through customs with food, plants, items for resale, or alcoholic beverages if you are under 21 years old. It is best to purchase electrical appliances after you arrive, since appliances purchased outside the U.S. may not be compatible with the power supply here (120/240A/60 cycles).

**TRANSPORTATION FROM THE AIRPORT**

After you clear immigration, your luggage will be inspected at Customs and you can then proceed to ground (local) transportation. It is best to have at least $100 in U.S. currency to pay for transportation and initial expenses. There are banking kiosks at the airports but it is best to have some cash on hand. When in the airport, taxi or limousine, do **not** leave your baggage unattended at any time, and beware that not all taxicab and limo drivers are honest. Try to act like you know where you are going and be aware of your surroundings!

**For New York City Students:**
The easiest way to get anywhere from the airport is by taxicab. The yellow cabs with a medallion on the hood signifies those that are licensed by the City of New York. The driver is required to charge the exact amount that shows on the meter, and it is customary to add a 15% tip. There should be no extra charge for luggage or additional people.

There is a “flat rate” of $35 (plus tolls & 15% tip) for taxi rides from John F. Kennedy Airport to Manhattan. Note that the flat fee applies only to Manhattan, so taxi rides to Brooklyn, Queens, the Bronx, and Staten Island are metered and may cost from $35-$50. Taxi rides from LaGuardia Airport to any of the five boroughs are metered and range from $10-$45. If you will be living on campus, ask the taxi driver to take you to Pace University, the Office of Housing & Residential Life at 106 Fulton Street, 2nd Floor, in Manhattan two blocks from the main building of Pace University at 1 Pace Plaza.

A more economical way from JFK or LaGuardia into the city is to take the New York Airport Service “Express Bus” for about $15 from JFK and about $12 from LaGuardia. It leaves the airport every half hour to the Port Authority Bus Station or to Grand Central Terminal in Manhattan, from where you can then take a taxi or train to your final destination. From Newark Airport, take the Olympia Airport Express bus, which departs every half an hour and costs about
This bus will also take you to the Port Authority Bus Station or to Grand Central Terminal in Manhattan, from where you can then take a taxi to your final destination.

*For Westchester Students:*
Students going to either the Pleasantville or White Plains campuses from Kennedy or LaGuardia Airports can take the Connecticut Limousine Service to the Holiday Inn Crowne Plaza Hotel in White Plains. The cost is about $40. From Newark, students should take this limousine service to the Rye Town Hilton in Rye, NY for about $50. No reservations are required, and you can request this service at the airport’s ground transportation area. They will tell you the schedule and limousine boarding location. A tip of 15% is suggested and expected by the limo driver. Once you have arrived at the Crowne Plaza Hotel or the Rye Town Hilton, the Bell Captain can call you a taxicab to take you to your final destination. From the Crowne Plaza to the White Plains campus costs approximately $3. From the Rye Town Hilton, the cost to the White Plains campus is $15. From either hotel to the Pleasantville or Briarcliff campuses the cost is about $30-$35 (plus 15% tip).

**ARRIVAL ON CAMPUS**

All Pace University offices are open Monday through Friday from 9:00 a.m. to 5:00 p.m., with some offices staying open until 6:00 or 7:00 p.m. The Pace University Security Department is open 24 hours a day. If you need to arrive on campus after office hours or on a date other than the arrival date indicated in the pre-arrival letter for your campus, call the Office of Admission or Office of International Programs and Services (or ELI) on your campus. After business hours, call the Security Department. Tell the staff when you plan to arrive and ask them for arrival instructions. Helpful telephone numbers and addresses are available here.

**HEALTH CARE INFORMATION**

All students in New York State are required to submit proof of immunity for measles (rubeola), German measles (rubella), and mumps. Receipt of this information by Pace University is necessary for you to attend classes. You should have already received a blue immunization card with your acceptance letter to Pace. It is important that you complete the form and return it by mail or bring it with you, along with any accompanying documents in English. If necessary, you can obtain the required vaccinations at the Pace University Health Care Unit upon arrival.

Health care in the United States is *very expensive*. Because of this, Pace University has a mandatory health insurance policy for all full-time international students. All full-time international students (regardless of visa status) are automatically enrolled in the University’s international student health insurance program. For the 2003-2004 academic year, the cost is $676 per year if you enter in Fall 2003 and $455 if you enter in Spring 2004, with pro-rated costs for entry during the 2004 summer sessions. For Pace graduate and undergraduate students, the policy runs from August 15, 2003 to August 25, 2004 (or from January 1, 2004 if you enter mid-year). For Pace law students, the policy runs from August 15, 2003 to August 15, 2004. If you are planning to enter the U.S. before those dates, you should buy short-term health insurance to
cover you until your Pace coverage begins. Please note that the cost of health insurance will be added to your bursar fees and should be paid with your tuition.

Detailed information on the coverage, cost and term of this policy can be found on our website at [www.pace.edu/international](http://www.pace.edu/international) (click on Services for International Students & Scholars, then Health Insurance Information), and is also available from the Office of International Programs and Services. If you possess comparable insurance coverage under another policy, you *may* be able to waive the Pace international student health insurance. You must submit a completed waiver form and attach a copy of your insurance policy *in English* for consideration of the waiver before the deadline of September 19, 2003 for fall enrollment and February 7, 2004 for spring enrollment (please contact OIPS for summer waiver deadlines).

Like most U.S. insurance plans, treatment of dental or eye care is not covered. If you wear contact lenses or glasses, it is a good idea to bring an extra pair with you and bring a copy of your prescription. We recommend that you take care of needed dental work before you come to the U.S. You should also plan to purchase health insurance for any family members accompanying you to the U.S. The company that insures Pace international students can also provide coverage for a spouse and/or children.

All J-1 students and J-2 dependents are required to prove that they have the minimum health insurance as described in the federal immigration regulations (see below). The Pace University international student health insurance policy meets these requirements, which include:

1. Medical benefits of at least $50,000 per accident or illness
2. At least $10,000 in benefits for medical evacuation (to cover the cost of travel expenses if someone must be sent home because of serious illness or injury)
3. At least $7,500 in benefits for repatriation of remains (to cover the cost of shipping the body of someone who has died back to his or her home country)

The J-1 student may purchase this plan for his or her J-2 dependents, or may choose to purchase coverage for family members from another company. Some J-1 program sponsors will provide health insurance for both the J-1 and the J-2 dependents. Failure to carry health insurance for yourself and your family are grounds for termination from the J-1 program.

*Please scroll down to continue…*
A CHECK LIST OF THINGS TO REMEMBER
BEFORE COMING TO PACE

___ I have a valid passport with a valid U.S. visa stamp (F-1 or J-1).
___ I have my Form I-20 from Pace (for F-1 students).
___ I have my Form DS-2019 from Pace or other program sponsor (for J-1 exchange visitors).
___ I have my original financial documents to show at the port of entry.
___ I have copied all of the above documents for safekeeping.
___ I have made housing arrangements.
___ I have packed sheets and blankets.
___ I have had a medical, dental, or vision check-up recently.
___ I have copies of my immunization documents.
___ I have prescription medicines with me (if needed).
___ I have $100 in U.S. currency and at least $500 in Traveler’s checks.
___ I have read the directions to my Pace campus.

Please scroll down to continue…
PACE UNIVERSITY
OFFICE OF INTERNATIONAL PROGRAMS & SERVICES

**Jenifer J. León**
Director of International Students & Scholars

**Juleen M. Morford**
International Student Advisor

**Jan N. Spears**
Director of Study Abroad

**To Be Announced**
Study Abroad Coordinator

**Mira Krasnov**
Staff Assistant - New York City

**New York City Campus:**
1 Pace Plaza, Suite W-100
New York, NY 10038
Tel: (212) 346-1368
Fax: (212) 346-1948
intlnc@pace.edu

**Pleasantville Campus:**
Kessel Campus Center, 2nd Floor
861 Bedford Road
Pleasantville, NY 10570
Tel: (914) 773-3447
Fax: (914) 773-3783
intlplv@pace.edu

**White Plains Campus:**
Graduate Center, Room 331
1 Martine Avenue
White Plains, NY 10606
Tel: (914) 422-4432
Fax: (914) 773-3783
intlwp@pace.edu

**Scott B. Campbell**
Director of International Admission
Tel: (212) 346-1225
DEPARTMENT DIRECTORY

New York City:

Office of Undergraduate Admission
1 Pace Plaza
New York, NY 10038
Tel: (212) 346-1323
Fax: (212) 346-1040
ugnyc@pace.edu

Office of Graduate Admission
1 Pace Plaza
New York, NY 10038
Tel: (212) 346-1531
Fax: (212) 346-1585
gradnyc@pace.edu

English Language Institute
Pace University
1 Pace Plaza
New York, NY 10038
Tel: (212) 346-1562
Fax: (212) 346-1301
E-mail: eli@pace.edu

Health Care Unit
Lienhard Hall, Room 29A
861 Bedford Avenue
Pleasantville, NY 10570
Tel: (914) 773-3760

Housing Office
861 Bedford Road
Pleasantville, NY 10570
Tel: (914) 773-3777
Fax: (914) 773-3766

Security Department:
Pleasantville (914) 773-3400
Briarcliff (914) 923-2600

White Plains:

Office of Graduate Admission
1 Martine Avenue
White Plains, NY 10603
Tel: (914) 422-4283
Fax: (914) 422-4287
gradwp@pace.edu

School of Law Admission
78 North Broadway
White Plains, NY 10603
Tel: (914) 422-4210
Fax: (914) 422-4248
calexander@law.pace.edu

Health Care Unit
78 North Broadway
White Plains, NY 10603
Tel: (914) 422-4108

Student Life Office/Housing
78 North Broadway
White Plains, NY 10603
Tel: (914) 422-4149
Fax: (914) 422-4174

Security Department:
White Plains (914) 422-4300

Pleasantville/Briarcliff:

Office of Undergraduate Admission
861 Bedford Road
Pleasantville, NY 10570
Tel: (914) 773-3746
Fax: (914) 773-3851
ugplv@pace.edu

Health Care Unit
861 Bedford Road
Pleasantville, NY 10570
Tel: (914) 773-3820
Fax: (914) 773-3822
eliwc@pace.edu

Security Department:
Pleasantville (914) 773-3400
Briarcliff (914) 923-2600