



## New International Student Information Packet

*(Please read over all of this information carefully)*

**Arrival Information—Orientation begins on Thursday, August 18th at 8:30 am! This is required for all new students!** Once you have received your F-1 visa, please purchase your air travel tickets as soon as possible in order to ensure availability of flights (which are limited). The airport serving Vincennes University is located in **Evansville, Indiana**. The airport code is: **EVV**. **You should make plans to arrive on Tuesday, August 16th or Wednesday, August 17th**. We are happy to provide a free courtesy pick up ride, however we must receive your travel information *at least two weeks in advance*. Please send your airline name, flight number, arrival date and time to:

Mr. Daniel Whitmer (International Student Advisor)

Email: [dwhitmer@vinu.edu](mailto:dwhitmer@vinu.edu)

Office phone: +1.812.888.4204

If we cannot receive your travel information in at least two weeks in advance, you should be prepared to take a taxi from the Evansville airport which will cost approximately US\$100.00 (cash only). **Please note: we only provide airport pickups from the Evansville Airport**. If you fly into a different airport you will need to arrange your own transportation. Bus service is available from Indianapolis. ([www.greyhound.com](http://www.greyhound.com))

### Arriving on the VU campus

If you are making your own arrangements for transportation to the VU campus, please use the following address information:

If you are arriving during regular business hours, go straight to the International Office:  
Beckes Student Union (2nd Floor, Room #210)  
1101 North Second Street  
Vincennes IN 47591

If you arrive in the evening or after hours, you will need to check into to a temporary dorm room for the night:  
Godare Hall  
3 E. Locust Street  
Vincennes IN 47591

The next morning, please report at 8:30 am to the International Student Office in the Beckes Student Union.

### New Student Orientation

Orientation is **required** for all new students and begins on **Thursday, August 18th at 8:30 am**. Please be sure that you have arrived on campus by Wednesday, August 17th (and no earlier than Tuesday, August 16th). Please note: we can't accept late arrivals. If you want to visit friends or relatives in the U.S. before coming to school, you cannot enter the U.S. more than **30 days** before the start date on your I-20.

### Health Insurance

Health insurance is for at least one year is **\*\*\*required\*\*\*** for all international students. We will assist you with purchasing insurance on the internet when you arrive. Students who do not buy insurance will not be allowed to register for classes. You must bring money with you to buy this insurance—it will not be included on your school bill. **If you are age 24 or younger, you should prepare \$350.00 to bring with you to buy insurance**. If you purchase your own insurance before coming, or if you are covered by your government or your parent's employer, the policy must meet our minimum requirements. For additional details, please see <http://www.vinu.edu/international>

### Immunization Requirement

Indiana State law requires that all students show proof of basic immunizations (see insert). You need to see your family doctor before departing your home. Information about immunization requirements will be sent separately. **Please bring copies of your immunization records**. If you do not have proper records, the school nurse will assist you in receiving the immunizations once you arrive. Please note, if you wait and get your immunizations here, it will be expensive (approximately \$250.00). You must complete all required immunizations in order to continue with class attendance.

### ESL Requirement

If you did not submit a satisfactory TOEFL score you may be required to complete an ESL course at VU. In that case, you will be given an English Proficiency Test upon arrival. If you do not achieve a satisfactory score (equal to 527 Paper TOEFL) you will be required to take at least one semester of full-time ESL classes (16 credit hours). You must pass the ESL program successfully before being allowed to take any regular college courses related to your major. If English is your native language, or if you submitted a satisfactory official TOEFL score, your admission letter should indicate your exemption from this requirement.

## Housing/Dormitory Information

Included with your VU acceptance letter is dormitory information and a Housing Contract. Please take time now to familiarize yourself with our housing options. All students who are first year and under age 21 are required to live on campus for their first year. Private rooms are available but limited. In addition, to be considered for a private room, a pre-payment of \$400.00 is required. Please note that the university does not assist students in finding off campus housing. If a student is in their second year or over age 21 and wishes to live off campus they will need to be responsible for their own apartment contract for any off campus housing. Dormitory contracts are for one full academic year and require a deposit of \$150.00. Private rooms are available but very limited (first come first serve). Once you have received your F-1 Student Visa, please send your housing deposit information—**see the last page of this packet**. Additional information about VU Housing, including costs, can be found at: <http://www.vinu.edu/housing>

## Full Time Status

International students are required by U.S. Customs and Immigration to be enrolled as full-time students. This means taking a minimum of 12 credit hours per each semester. One semester hour refers to one hour per week of classroom instruction. The average course is three credit hours. Full-time status does not have to be maintained during the optional summer sessions.

## Employment

Students should not rely on employment as a source of income. International students are permitted to find a part-time job (no more than 20 hours per week) on campus. However, students should understand that on-campus jobs are very limited and competition for these jobs is tough.

## Financial Aid/Scholarships

Financial aid for U.S. college students comes from the U.S. government and therefore is not available to international students. Vincennes University does not generally provide special scholarships for international students. All students however are eligible to apply and compete for academic scholarships in their second year at VU. These scholarships are typically awarded to the top performing students within a certain major and can range from \$500-\$1000 per semester.

## School Payments & Money Issues

Please note that payment for all tuition, fees, room and board is due at the beginning of school. First time international students register for classes once they arrive and complete placement testing. After class registration, the student will be able to get their school account balance from the Financial Service Department or online.

There are two options for paying your school bill:

1. Pay in full—due no later than the end of the second week of school.
2. Payment plan—this costs an extra \$30 for the semester. Full payment of the student account must be made by the mid-semester break (8 weeks).

These instructions should be used for sending wire payments directly to Vincennes University for credit to the student's account.

<b>Bank Name:</b>	Regions Bank	<b>Account name:</b>	Vincennes University
<b>Bank address:</b>	302 Main Street	<b>Address:</b>	1002 North First Street
<b>City:</b>	Vincennes	<b>City:</b>	Vincennes
<b>State:</b>	Indiana	<b>State:</b>	Indiana
<b>Postal Code:</b>	47591	<b>Postal Code:</b>	47591
<b>SWIFT code:</b>	UPNBUS44	<b>Reference:</b>	<i>Student's full name</i>
<b>Routing # (R/T):</b>	062005690		<i>Student's birth date</i>
<b>Account #:</b>	4800010588		

Each student will have the opportunity to open a bank account at a local bank in Vincennes. Students will be able to receive international wire transfers into that account as well. If you prefer to send payments to the student's own personal bank account, please contact your student for the wire instructions. Students will have the option to pay here on campus with their own bank card.

Please *do not carry large amounts of cash* while you travel. This is very unsafe. Instead, bring **international traveler's cheques**, (be sure to declare this money on the U.S. customs form). You can also send money by Western Union or international bank transfer.

## How to Pay the SEVIS Fee

The SEVIS Fee is charged by the U.S. Department of Homeland Security and costs \$200.00. It is generally a one-time fee (see exceptions, below) and is required of those who are applying for an F-1 visa based on an I-20 issued for "initial attendance" or "change of status". 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 and a completed copy of Form I-901. Proof of fee payment must be presented at the visa interview. Currently, there are three payment methods:

- Payment in U.S. dollars by credit card over the internet, OR
- Payment via Western Union Quick Pay (available in more than 130 countries) OR
- Payment in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank, and mailed to an address in the United States (not recommended).

## Procedure for Paying the SEVIS Fee

- Once you have received your I-20, you can make the fee payment online using a bank/credit card. The web address is <http://www.fmjfee.com> (called "Form I-901")
- To pay by Western Union Quick Pay (you can also pay by sending a payment in the mail) see: <http://www.ice.gov/sevis/i901/>

**Note:** in order to pay your SEVIS fee, you must enter the Vincennes University School Code of **CHI214F10470000** if you have been sent an I-20. You must also enter your SEVIS ID number, which is printed at the top right of the I-20, above the bar code. It starts with the letter "N."

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.

Before paying the fee on the internet, **be sure that your printer is ready to print.** Do not exit the receipt page until you have successfully printed the receipt. You will not be able to return to the receipt page.

**You must be able to show proof that the SEVIS fee has been paid when you appear for your visa interview, and when you enter the United States.** This is done by presenting a printed receipt, either from the internet if you made an on-line payment, or a mailed receipt if you paid by mail.

Visa officers and U.S. port-of entry inspectors should be able to verify SEVIS fee payment electronically three business days after payment is processed, but in case of problems, having a printed receipt is the best evidence of fee payment. If you lose or did not receive a receipt for fee payment, the U.S. government does retain an electronic record that the fee has been paid.

## Who Has to Pay the SEVIS Fee?

- You must pay the SEVIS fee if you are seeking an initial F-1 visa from an embassy or consulate abroad for initial attendance.
- 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 (contact your nearest U.S. Embassy for more information and to find out if you will need a new visa).
- You must pay the SEVIS fee if you are a Canadian citizen, even though you are exempt from the U.S. visa requirement. Be sure to bring your payment receipt with you for entering 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.
- You do NOT need to pay the SEVIS fee if you are transferring to VU from another college or university in the U.S., assuming that you have maintained your F-1 status.
- Applicants for F-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 prior to 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.
- For detailed information on the SEVIS fee payment process and for a list of frequently asked questions, visit: <http://www.ice.gov/graphics/sevis/i901/index.htm>

### **Applying for an F-1 Visa**

For applying for an F-1 visa, please contact your nearest U.S. Embassy. Or go online to: <http://travel.state.gov/visa>  
Be sure to ask for the requirements for documentation as each embassy may request additional information. Prepare for your interview. Be ready to clearly explain the following:

- Why do you want to study in the U.S.?
- Why are you going to take this program of study?
- Why did you choose Vincennes University (lower cost, major, transfer program, etc.)?
- Where do you plan to transfer to after you finish your two years at Vincennes University?
- What career will your studies prepare you for back home?

### **Additional Tips:**

- Be ready to convince the consul that you will return home permanently after you complete your studies. Present any proof that shows you have "ties" to your country, which are so strong, they force you to return.
- Vincennes University is primarily a two-year college. This means that most students come and complete their two year *associate's* degree, then transfer to a four year college/university to complete their *bachelor's* degree. Be sure that you can explain your long-term educational plans, and your plans for transferring to a four year school after finishing at VU.
- If your program of study is in great demand in your country, get a letter from a possible employer saying that they are interested in hiring people with degrees like the one you will get.
- If your family owns a business, take a letter from a bank describing it. If they own property, take the deeds.
- If you have a brother or sister who studied in the U.S. and then returned home, take a copy of his or her diploma and a statement from his or her employer.
- Do not emphasize any ties you have to the U.S. or family members in the U.S.
- Practice your English. Unless you are going to study English at your school, you are expected to be able to speak it and show your TOEFL, SAT, or other record of English proficiency to the consul.
- Do not talk about working in the U.S. You are required to prove that you can support the costs of studying and living in the U.S. Employment is strictly controlled by the Immigration service and is not guaranteed.
- If you already began your studies in another nonimmigrant status and you received a change of status to F-1, be prepared to discuss how your original purpose for being in the U.S. changed to that of a full-time student. Take transcripts.

### **Have Questions?**

Questions about your application or admissions status: [intstudent@vinu.edu](mailto:intstudent@vinu.edu)

Questions about travel, visa, and all others: [dwhitmer@vinu.edu](mailto:dwhitmer@vinu.edu)

<http://www.vinu.edu/international>



## International Student Housing Deposit

In order to secure a dorm room, please complete the information below and fax it (or scan and email it) to the VU Housing Office. Please send this **AFTER** you have received your F-1 Student Visa. Be sure to include your signed Housing Contract. The contract was included with your VU acceptance letter. If you don't have this, please download and print the Housing Contract from our website: <http://www.vinu.edu/housing>

Dormitory contracts are as follows:

Students enrolling in the fall—contracts are for one full academic year (August to May)

Students enrolling in the spring—contracts are for one semester only (January to May)

A deposit of \$150.00 is required. Please do not send your contract without paying the deposit. No contracts will be processed without a deposit. Private rooms are available but limited.

To: Vincennes University Housing Office

Re: Housing Deposit

Fax: +1-812-888-2731

Scan/email: [dbrewer@vinu.edu](mailto:dbrewer@vinu.edu)

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***Please PRINT clearly!***

From: \_\_\_\_\_ e-mail address: \_\_\_\_\_  
(Family name, given name)

Date of birth: \_\_\_\_\_

Bank Card Number: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Card type:       3-digit security code on back of card: \_\_\_\_\_

Signature of card owner: \_\_\_\_\_

Payment amount (choose only one):

Room Deposit Only—AMOUNT: **\$150.00**

Room Deposit plus pre-payment for private<sup>1</sup> room—AMOUNT: \$150+\$400 = **\$550.00**

If you have a friend who can write a check for you, you can also mail your Housing Contract and deposit payment. All checks should be payable to "Vincennes University." The check must be issued from a U.S. bank. Mail to:

Vincennes University  
Attn: Housing Office  
1002 N First Street  
Vincennes IN 47591

<sup>1</sup>Making a deposit for a private room is not a guarantee that a private room will be available (your name will be placed on a waiting list). If a private room is not available, the extra \$400 will be credited to your housing bill.

**Don't forget to fax your signed Housing Contract with this form!**