

# Information for International Admitted Students

## CONGRATULATIONS ON YOUR ACCEPTANCE TO PACE UNIVERSITY!

Please take note of the submission deadlines provided in this brochure. The information on these pages will help ensure your smooth transition to the United States.

If you require and have not received a Certificate of Eligibility for a student visa Form I-20, please return the 2017–2018 Financial Affidavit, official bank documents, a copy of your passport, and the Transfer Recommendation Form (if necessary) to the Office of Graduate Admission on the campus to which you have been accepted. Please visit [www.pace.edu/gradaccepted](http://www.pace.edu/gradaccepted) and click on the “International Students” link to retrieve the forms. Upon receipt of all necessary financial documentation, the Office of Graduate Admission will issue a Certificate of Eligibility for a student visa (Form I-20) and send it to the mailing address you provided on your application.

## INTERNATIONAL STUDENT ORIENTATION

As a new international student at Pace, you represent a unique and valued addition to our student community. In order to provide you with the tools and information for a successful transition to the United States and Pace University, the International Students Services conducts an International Student Orientation (ISO) for new students before the beginning of each fall and spring semester. You can register for ISO by visiting [www.pace.edu/accepted](http://www.pace.edu/accepted) and clicking on the “Graduate Student” link, followed by the “International Students” link to find the online registration link. Additional information about ISO is available online at [www.pace.edu/prepareforentry](http://www.pace.edu/prepareforentry).

### **What to bring to Orientation:**

In addition to your enthusiasm, please bring your Form I-20, your passport, and I-94 electronic arrival record. You are required to check in with International Student Services before or at Orientation.

## INTERNATIONAL STUDENT SERVICES (ISS)

The ISS is available to assist you during your initial transition to Pace University and in the years to come. ISS staff seek to create an ongoing relationship with each international student throughout his or her time at Pace University. We also assist visiting professors and scholars coming to Pace from overseas to lecture, teach, or engage in research. ISS strives to be the primary resource and advocate for the international population on campus by providing a variety of services including:

- Information for international students and scholars prior to arrival at Pace
- An international Orientation program at the beginning of each semester
- Advising on immigration and employment matters, legal rights and responsibilities, health insurance, adjustment issues, and personal concerns
- A variety of programs and activities throughout the year

## UNDERSTANDING YOUR IMMIGRATION STATUS

Most international students enter the United States on an F-1 student visa. In order to obtain such a visa, a student should have a Form I-20 issued by the University. If you have not received your appropriate immigration form, please contact the Office of Admission immediately. If you are transferring to Pace from another US institution, request your SEVIS record to be transferred to Pace and obtain your transfer I-20 from Pace within 15 days from the starting date of the semester. F-1 immigration statuses have detailed regulations and responsibilities that regulate a student’s full-time enrollment in classes, eligibility for employment, transfer from one US institution to another, and various other areas. Although it is the responsibility of students to maintain their immigration status, the ISS provides advisement and explanation of these regulations and responsibilities. In addition to the information provided during the mandatory International Student Orientation, students may meet individually with advisers or refer to the international website: [www.pace.edu/F1J1status](http://www.pace.edu/F1J1status).

## OBTAINING YOUR STUDENT VISA

After being accepted to Pace University and submitting documentation of financial support, you should receive an I-20 form from the Office of Admission. This form, along with other applicable visa paperwork (more information at [travel.state.gov](http://travel.state.gov)), qualifies you to apply for a student visa. If you have a spouse and/or children who will be entering the United States with or after you, they may apply for the F-2 dependent visa at the same time. Please take a few minutes to review your I-20 form. Make sure all information printed about you and your program of study is correct. 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 (Line 5 of the Form I-20). This is the date by which you should report to Pace University. By law, you are allowed to enter the United States with your I-20 up to 30 days prior to this date.

If you discover an error on the form, please contact the Office of Graduate Admission immediately by phone, fax, or e-mail [intlgradadmission@pace.edu](mailto:intlgradadmission@pace.edu) to discuss the situation. Do not return your I-20 by mail unless you are instructed to do so. In addition to your I-20, you will need to take your passport, your Pace University acceptance letter, and financial documentation to the American embassy or consulate from the country of your citizenship. Some exceptions apply. Check with your local American consulate. Prior to applying for the visa, you must also pay the SEVIS fee (also called the I-901 payment). You should have received information regarding the fee payment with your I-20. This information is also available online at [www.pace.edu/prepareforentry](http://www.pace.edu/prepareforentry) under the paragraph “Step 2: Pay SEVIS I-901 Fee”. It is strongly recommended that you bring the receipt of the I-901 payment with you to the consulate. Complete the online DS-160 visa application ([travel.state.gov](http://travel.state.gov)). Print the application form confirmation page and bring it to the visa interview. (Canadian students are not required to obtain a visa, but need to obtain a Form I-20 and an I-94 arrival record annotated as “D/S F-1 admission.”) The amount of time needed to obtain a student visa varies. All questions should be directed to the embassy or consulate. For more information about visa application, please visit [www.travel.state.gov/content/visas/en.html](http://www.travel.state.gov/content/visas/en.html).

If you have been accepted to Pace University but have not yet received your I-20 and there is little time left before school starts, do not enter the United States with a regular B-1 or B-2 visitor’s visa, as there is no guarantee that tourist status can be changed to student status once in the United States. However, if you are already in the United States with a visitor’s visa, an adviser in the ISS can provide a consultation in regard to your options.

**Keep in mind the following:** Do NOT enter the United States on a visitor’s visa or under the Visa Waiver Program! Use only the I-20 issued by Pace University. Your Form I-20 is very important — **DO NOT** lose it!

## ENTERING THE UNITED STATES

When you arrive at the airport in the United States, your luggage will be inspected, as will your passport and your Form I-20. The following documents should be carried with you in person and never be left with your checked baggage:

- Passport
- I-20
- Copies of your financial support documentation
- Admission letter
- Pace contact phone numbers
- This pamphlet, which contains travel instructions

Once you have entered the US, you will be able to access your I-94 admission record and information online through the following link: [www.cbp.gov/travel/international-visitors/i-94-instructions](http://www.cbp.gov/travel/international-visitors/i-94-instructions). You will be required to enter your passport and entry information in order to obtain your I-94 electronic record. Once you are able to access your I-94 record on the CBP website, you should review all information and ensure that it is correct. Your record should indicate the day you entered the US, the class of entry (F-1 visa), and the duration of stay, which should be annotated as “D/S” (duration of status/studies). If all information is correct, print the record and have it with you at the mandatory International Student Orientation for copying for your file.

This record will continue to be available to you while you remain in the US. Once you depart the United States, this online record will no longer be available for you to view.

Please note, the record is very important for your legal status in the US. For more information about obtaining your electronic arrival record I-94, please visit the ISS website at [www.pace.edu/I94arrivalrecord](http://www.pace.edu/I94arrivalrecord) and read the chapter “Admission for Duration of Status”.

## 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 p.m. 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, contact the Office of Graduate Admission:

- NYC Campus: (212) 346-1531
- Westchester (Pleasantville) Campus: (914) 422-4283

OR

International Student Services:

- NYC Campus: (212) 346-1368
- Westchester (Pleasantville) Campus: (914) 773-3425

After business hours, call the Security Department:

- NYC Campus: (212) 346-1800
- Westchester (Pleasantville) Campus: (914) 773-3400

Inform the staff when you plan to arrive and ask them for arrival instructions.

## TRANSPORTATION FROM THE AIRPORT

There are many ways to get to campus from all three New York metro area airports. Please visit your airport's website to learn about your transportation options and cost associated. We also recommend using Uber.

## HEALTH INSURANCE

Like most colleges and universities in the United States, Pace University has a mandatory health insurance policy for international students. The fee will automatically be added to your student invoice and must be paid with tuition. If you have comparable insurance coverage under another policy, you may be able to waive the Pace University international student health insurance. The insurance policy, instructions on applying for a waiver, and the waiver form are posted at [www.pace.edu/healthinsurance](http://www.pace.edu/healthinsurance).

## TRANSFERRING FROM ANOTHER US SCHOOL

If you have attended another school in the United States as an F-1 student, request your SEVIS record to be transferred to Pace and obtain your transfer I-20 from Pace. This "immigration transfer" procedure is required even if you graduated from your former school. You are required to carry over same SEVIS ID number for notifying the US government that you have changed schools. Please carefully read the transfer-in procedure at [www.pace.edu/gradaccepted](http://www.pace.edu/gradaccepted) and click the "International Students" link. This process must be completed within 15 days of the start of the semester.

## FINANCIAL ARRANGEMENTS

Prior to the start of each semester, you will receive a bill for your tuition and fees. Please visit [www.pace.edu/payment](http://www.pace.edu/payment).

Please note tuition and fees can also be paid by check or money order drawn from a US bank and made payable in US 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.**

## IF YOUR PLANS CHANGE

We very much hope that you will enroll at Pace University, but if for some reason you do not or you wish to defer your admission to a later semester, please inform the Office of Graduate Admission via e-mail at [intlgradadmission@pace.edu](mailto:intlgradadmission@pace.edu) in writing so that we may provide you with a new Form I-20 for the appropriate semester.

## QUESTIONS

If you have questions, please feel free to contact the ISS on your campus. We wish you a safe trip and look forward to welcoming you soon.

### New York City Campus

163 William Street, 16th Floor  
New York, NY 10038  
Tel: (212) 346-1368  
[intlnyc@pace.edu](mailto:intlnyc@pace.edu)

### Westchester Campus

Kessel Student Center  
861 Bedford Road  
Pleasantville, NY 10570  
Tel: (212) 346-1368  
[intlwest@pace.edu](mailto:intlwest@pace.edu)