

Office of International Students and Scholars (ISS)
Purdue University
475 Stadium Mall Drive
Schleman Hall of Student Services, Room 136
West Lafayette, IN 47907-2050

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Email: iss@purdue.edu
ISS web site: <http://www.iss.purdue.edu/>

PRE-ARRIVAL BROCHURE

Please read all sections carefully.

Please note Section 3: The U.S. Student and Exchange Visitor Information System (SEVIS) Check-in is required by law.

Section 1 Applying for a Student Visa

Your Form I-20 (for F-1 students) or Form DS-2019 (for J-1 students) is included in this mailing. If another agency will provide the Form I-20 or DS-2019 to you, or you have another visa type such as E, L, H or TN, you will not receive an immigration document from Purdue.

Students who have the Form I-20 or DS-2019 for "Initial Entry" to the U.S. must pay the SEVIS fee before their visa appointment. See the enclosed pamphlet "Applying for Your Student Visa" for details about paying the SEVIS fee and making an appointment for a student visa. You can view the pamphlet online at: <http://www.iss.purdue.edu/Resources/Docs/Orientation/ApplyingStudentVisa.pdf> After paying the SEVIS fee online, print out and take the SEVIS fee receipt and other required items listed in the pamphlet to a U.S. Embassy or U.S. Consulate closest to you to apply for an F-1 visa with Form I-20 or a J-1 visa with Form DS-2019.

Carry all documents on your person when you come to Purdue; do not place documents in luggage to be checked on the plane. You should also carry original financial documents as proof to support the funding listed on your Form I-20 or Form DS-2019. A United States immigration 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 both the I-20 or DS-2019 and I-94 Arrival /Departure card with a notation F-1 D/S or J-1 D/S. (Dependent documents should be stamped & notated F-2 D/S or J-2 D/S.)

Section 2 Traveling to Purdue

Immigration law limits arrival into the U.S. to no earlier than 30 days prior to the Program Start Date listed on Form I-20 or Form DS-2019.

Be certain your travel arrangements are made to **Lafayette, Indiana**, USA, since there are several cities named Lafayette across the United States.

If you fly into **Indianapolis, Indiana**, we recommend that you take the Lafayette Limo, a mini-van service, to Purdue campus. The Lafayette Limo leaves Indianapolis International Airport every two hours, from 6:30 a.m. until 10:30 p.m. Travel time from Indianapolis to Purdue is about 1½ hours.

If you plan to travel through **Chicago, Illinois**, you may either schedule a connecting flight to Indianapolis or reserve a seat on Express Air Coach, a mini-van service from Chicago's O'Hare Airport to Purdue campus. Travel time from O'Hare to Purdue is about 2½ hours.

There is currently no direct bus, train, or mini-van service from Detroit, Michigan to the Purdue campus.

Location	Company	Phone Number	Website
Indianapolis	Lafayette Limo	765-497-3828	www.lafayettelimo.com
Chicago	Express Air Coach	765-743-3120	www.expressaircoach.com

The Purdue Memorial Union is the drop-off location for the Lafayette Limo, and the Purdue Airport is the drop-off location for the Express Air Coach. (The Purdue Airport is a training facility and does not have commercial flights.) Reservations are required to board either shuttle.

When you arrive at Purdue, call a local taxi to take you to your residence. Local taxi services are 4-Star Taxi: 765-742-8400, and City Cab: 765-447-1234. Or, contact an international student group listed on the Dean of Students website for assistance: <http://www.purdue.edu/ODOS/>

Section 3 ISS "SEVIS Check-in" (Mandatory)

SEVIS Check-in at your university is required by law for international students, scholars and visa holders. **You cannot obtain a Purdue photo ID card until you complete the SEVIS Check-in process.** Report to Schleman Hall, room 136, when you arrive at Purdue. The entire process will take about 30 - 45 minutes. Bring your passport, Form I-20 or Form DS-2019, I-94 arrival/ departure card and all immigration documents from previous schools if you are transferring from another U.S. institution. You will receive a detailed Orientation schedule and University information packet.

Students leaving another U.S. educational institution to attend Purdue must also complete the check-in process (including transfer procedures) with the ISS office during the first two weeks of their first semester at Purdue. Failure to do so may lead to loss of legal nonimmigrant status and interruption of studies.

If you are transferring from another educational institution in the U.S. to Purdue, you must notify your current institution that you will attend Purdue by requesting a SEVIS transfer. This will allow the other institution to release your SEVIS record to Purdue so that we can issue you a new "transfer pending" I-20 or DS-2019. You must then bring your immigration documents to Purdue's SEVIS Check-in to complete the transfer process.

Section 4 Registering for Classes

I. Academic Advising

Degree-seeking students will work with an academic advisor in their academic unit (School/College). 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. Schools may hold registration sessions the week before classes begin; however, we encourage you to contact your School's advising office for registration instructions before you arrive at Purdue for the most choices of classes.

For Advising Offices contact information and locations, see the list on page 4 of this brochure or follow the link: <http://www.iss.purdue.edu/Resources/Docs/Orientation/AdvisingContacts.pdf>

You are encouraged to contact your Academic Advising Office before you arrive at Purdue to schedule a phone or email appointment with your assigned counselor. Your academic advisor will give you an access code for your *MyPurdue* account and guidance regarding choosing and registering for classes.

Each student will register for their own class schedule, in real time, using their *MyPurdue* account.

NOTE: As an F-1 or J-1 student, you are required to register for and complete a minimum of 12 credit hours each Fall & Spring semester. Summer enrollment is not required unless the Summer term is your 'first' or 'final' term. Since you are entering Purdue in a Summer term, you are required to register for and complete 6 credits in your first Summer term.

III. Paying Your Tuition / Confirming Your Registration

Tuition, fees and campus housing invoices will be sent to your @purdue.edu email account and are available online at *MyPurdue*. You may pay tuition, fees and campus housing via wire transfer, certified check or electronically online with Mastercard, Discover or American Express credit card (Visa is not accepted at the Bursar office). It's fast, easy and secure!

Even if your amount due for tuition, fees and campus housing on the invoice is \$0.00 you must confirm your registration electronically by going to *MyPurdue*. Select the "Finances" tab and click on "Registration Status/Enrollment Confirmation". No paper invoices will be sent.

Payment options are available by visiting <http://www.purdue.edu/bursar/faqs.htm> Search Keywords "pay my fees."

IV. Purdue ID Card

You cannot obtain a student photo ID card until you complete the SEVIS Check-in Process. After SEVIS Check-in, take your SEVIS Compliance Print-out to the Purdue Memorial Union (PMU), Room 130 to have your photo taken. Your ID card will be ready within a few minutes. Your student ID will allow you to use many university facilities including the university libraries, the recreational gymnasium, and most food services. In addition, your ID card can be used as a "debit card" at many campus locations and to ride the City Bus System for free. Your PUID card is an important piece of identification both on campus and in the surrounding community. **Be sure to obtain your PUID card!**

V. Advance Credit/ Transfer Credit Evaluation

Advance or transfer credit may be possible at Purdue for university-level study either in the U.S. or in another country, for A-Levels, for International Baccalaureate, or by Purdue examinations.

To allow you to register for appropriate classes at Purdue, 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 admission. You may also view your credit evaluation on your *MyPurdue* Account by logging into Self Service Banner, click on the Student Tab then click on Student Record. Click on Academic Transcript and then click submit. Finally, click on Transfer Credit. Your Academic Advising Office will also receive this information.

No credit will be added to your permanent Purdue record until a final official transcript or attested copy of your Examination Certificate has been received by ISS. You must request that your university or Examination Board send these documents to the Office of International Students and Scholars 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 ISS 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.

All final transcripts or certificates must be submitted for credit evaluation before the end of your first term at Purdue. No credit will be granted for documents presented after the first term unless prior special arrangements have been made with your admission counselor.

If you wish to attempt to establish advance credit by taking Purdue examinations, your academic advisor can arrange for you to take placement examinations in math, sciences, foreign languages, and other academic areas to meet some degree requirements.

VI. Social Security Number (SSN) **

**Only registered students with proof of employment such as a graduate assistantship offer letter or hourly on-campus employment may apply for a Social Security Number. Additional information will be available at Orientation.

ISS Emergency Telephone Numbers
8:00 a.m. to 5:00 p.m. weekdays: (765) 494-5770
Saturday, Sunday, and after 5:00 p.m. Monday-Friday: (765) 427-4401

Section 5 ISS Orientation Program (Required)

Friday, June 12th 9:00 a.m. ~ 12:00 noon Armstrong Hall, room 1103 (see enclosed map)

ISS Orientation includes required SEVIS regulations, employment and insurance information sessions on Friday, June 12th from 9:00 a.m. – 12:00 p.m. in the basement of Schleman Hall, room B-38. An optional lunch will be provided. Orientation will cover important topics designed to help students adjust to life at Purdue and in the U.S. A detailed schedule will be available at SEVIS Check-In.

Section 6 Housing

Whether you decide to live on-campus or off-campus, you will want to finalize your housing arrangements before your arrival. To live on-campus in university residence halls, you must apply for housing online at <http://www.housing.purdue.edu> **For preferred residence hall selection, apply as early as possible.** Please review this site for Frequently Asked Questions and information on arrival, housing options and meal plans.

The start date of university residence hall contracts is Sunday, June 14. University residences undergraduate housing will be open for early-arrival occupancy on a case-by-case basis, depending on availability and date of arrival. Early arrival fees will be charged.

If you choose to live off-campus, you will need to make your own arrangements prior to arrival or your options will be very limited. To begin your off campus housing search, go to the Office of the Dean of Students webpage: <http://www.purdue.edu/ODOS> and click on "Off Campus Housing."

If you have questions regarding on-campus housing options, contact the following office:

Smalley Center: Telephone: (765) 494-1000 Web Address: www.housing.purdue.edu FAX: (765) 494-0718
Email: HFSWeb@purdue.edu

Section 7 Health Insurance (Mandatory)

Purdue University requires all international students to purchase the University-sponsored health insurance plan unless the student falls into one of the following three categories:

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.

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

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

Please note: international graduate students with benefit-eligible graduate staff appointments (benefit-eligible TA or RA positions) will continue to have the Purdue University Graduate Staff Health Insurance option.

Individual and private insurance companies will no longer qualify for a waiver. For those in the categories described above who may be eligible for the waiver, supporting documents must be submitted by the stated deadline each semester. **Please note: Failure to enroll in the Student Health Insurance Plan or to submit a waiver by the compliance deadline will result in loss of the waiver option and cancellation of classes.**

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. Medical benefits of at least \$50,000 per accident or illness.
- * 2. Repatriation of remains in the amount of \$7,500.
- * 3. Medical evacuation coverage in the amount of \$10,000.
- * 4. An annual deductible per year not to exceed \$500 per illness (per person).
- 5. The insurance carrier must carry and maintain one of the following ratings:
 - a. A.M. Best Rating of "A-" or better.
 - b. Insurance Solvency Intl, Ltd. (ISI) rating of "A-" or better.
 - c. Standard and Poor's Claims paying ability rating of "A-" or better.
 - d. Weiss Research, Inc. rating of "B+" or better.
 - e. Backed by the full faith and credit of the home government.

**Amounts must be in US dollars (\$) and are the minimal amounts required at the time a waiver request is reviewed at the University.

Again, the waiver option is only available to individuals in one of the three categories noted above. 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.

For more information please contact the Student Insurance Representative at the Purdue University Student Health Center (PUSH), Room 340. Telephone: 765-496-3998, FAX: 765-496-2524 or visit the PUSH website at: <https://www.purdue.edu/push/>

Section 8 Finances

Be certain you arrive at Purdue with sufficient U.S. dollars or access to funds to meet your living expenses for the first month. 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. You may purchase U.S. traveler's checks, which can be cashed at most banks and stores in the U.S. **Do not place your cash, credit cards or traveler's checks in your checked luggage.** If your luggage should be misdirected or lost, you should have your money (and documents) with you. Wearing a money belt or pouch that can be kept out of sight under your clothing is recommended.

If you bring your own currency, please exchange it to US dollars upon arrival at the airport because there is no bank that is able to immediately exchange currency in Lafayette, Indiana.

Section 9 West Lafayette/Lafayette Information

For Information about Purdue and the surrounding community, including lists of area hotels, restaurants, religious institutions, events, and even information about climate and weather, you may visit the following web sites: <http://www.city.west-lafayette.in.us>, <http://www.city.lafayette.in.us/> or <http://www.lafayette-online.com/>

Section 10 Pre-paid International Long Distance Calling Plan

ISS has partnered with MobileSphere to provide competitive, high quality residential and long distance international calling options for students from abroad. Please investigate this option at the following site: <http://www.iss.purdue.edu/mobilesphere/>

On behalf of the entire Office of International Students and Scholars (ISS), congratulations on your admission to Purdue University. We are honored that you have chosen to continue your education at Purdue.

We are here to serve you!

Undergraduate Advising Offices, Locations and Contact Information:

<p>COLLEGE OF AGRICULTURE Agricultural Administration Building (AGAD) Tel: (765) 494-8481 FAX: (765) 494-8477 E-mail: goecker@purdue.edu</p> <p>COLLEGE OF CONSUMER AND FAMILY SCIENCES Stone Hall (STON) Tel: (765) 494-8533 FAX: (765) 496-1168 E-mail: cfsundergrad@purdue.edu</p> <p>SCHOOL OF EDUCATION Beerling Hall of Liberal Arts and Education (BRNG) Tel: (765) 494-7962 FAX: (765) 494-0587 E-mail: education-advising@purdue.edu</p> <p>FIRST YEAR ENGINEERING Armstrong Hall of Engineering (ARMS) Tel: (765) 494-9713 FAX: (765) 494-5819 E-mail: enr-info@purdue.edu</p> <p>AERONAUTICAL AND ASTRONAUTICAL ENGINEERING Armstrong Hall of Engineering (ARMS) Tel: (765) 494-5137 FAX: (765) 494-0307 E-mail: williams@purdue.edu</p> <p>AGRICULTURAL AND BIOLOGICAL ENGINEERING Agricultural & Biological Engineering Building (ABE) Tel: (765) 494-1172 FAX: (765) 496-1115 E-mail: hardebey@purdue.edu</p> <p>CHEMICAL ENGINEERING Forney Hall (FRNY) Tel: (765) 494-4050 FAX: (765) 494-0805 Email: vaschirm@purdue.edu</p> <p>CIVIL ENGINEERING Civil Engineering Building (CIVL) Tel: (765) 496-2379 or (765) 494-2161 FAX: (765) 494-0395 E-mail: bhull@purdue.edu</p>	<p>ELECTRICAL & COMPUTER ENGINEERING Electrical Engineering Building (EE) Tel: (765) 494-3390 FAX: (765) 494-3393 (FAX ATTN: <u>Undergraduate Counseling Office</u>) E-mail: eceugo@ecn.purdue.edu</p> <p>INDUSTRIAL ENGINEERING Grissom Hall (GRIS) Tel: (765) 494-5434 FAX: (765) 494-1299 E-mail: jwb@purdue.edu</p> <p>INTERDISCIPLINARY ENGINEERING Armstrong Hall of Engineering (ARMS) Tel: (765) 494-7422 FAX: (765) 496-1904 E-mail: cpekny@purdue.edu</p> <p>MATERIALS ENGINEERING Armstrong Hall of Engineering (ARMS) Tel: (765) 494-4100 FAX: (765) 494-1204 E-mail: vicline@ecn.purdue.edu</p> <p>MECHANICAL ENGINEERING Mechanical Engineering Building (ME) Tel: (765) 494-5691 FAX: (765) 496-7485 E-mail: tabrick@purdue.edu</p> <p>NUCLEAR ENGINEERING Nuclear Engineering Building (NUCL) Tel: (765) 494-5749 FAX: (765) 494-9570 E-mail: grad@ecn.purdue.edu</p> <p>COLLEGE OF LIBERAL ARTS Beerling Hall of Liberal Arts and Education (BRNG) Tel: (765) 494-3670 FAX: (765) 496-1910 E-mail: bowlingd@purdue.edu for advising questions or jsilotto@purdue.edu for admission questions.</p> <p>SCHOOL OF MANAGEMENT Krannert Building (KRAN) Tel: (765) 494-4343 FAX: (765) 496-1479 E-mail: saraj@purdue.edu</p>	<p>COLLEGE OF HEALTH SCIENCES Civil Engineering Building (CIVL) Tel: (765) 494-8102 FAX: (765) 496-1377 E-mail: hterrell@purdue.edu</p> <p>SCHOOL OF PHARMACY & PHARMACAL SCIENCE Heine Pharmacy Building (RHPH) Tel: (765) 494-1357 FAX: (765) 496-1875 E-Mail: jdubes@pharmacy.purdue.edu</p> <p>COLLEGE OF SCIENCE Mathematical Sciences Building (MATH) Tel: (765) 494-1771 FAX: (765) 496-3015 E-mail: ScienceAdvisors@purdue.edu</p> <p>COLLEGE OF TECHNOLOGY Knoy Hall of Technology (KNOY) Tel: (765) 494-4935 FAX: (765) 496-1924 E-mail: info@tech.purdue.edu</p> <p>UNDERGRADUATE STUDIES PROGRAM Young Hall (YONG) Tel: (765) 494-0843 FAX: (765) 496-1139 Email: usp@purdue.edu</p> <p>*****</p> <p>Contact your Academic Advising Office to set up a phone or email appointment for instructions about registering for classes. Your advisor will give you a code to access your <i>MyPurdue</i> account, and you will register online, in real time, for your classes.</p> <p>Remember: an F-1 or J-1 undergraduate student must register for and complete 12 credits every Fall and Spring semester. Those entering Purdue in the Summer must register for and complete 6 credits the first summer term.</p> <p>See enclosed map for locations. Visit your academic advisor when you arrive on campus to finalize your class schedule, and go to Schleman Hall, room 136 for SEVIS Check-in.</p>
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