PREPARE TO BE WOW’ed!

A GUIDEBOOK FOR ISS WOW! Weeks Of Welcome

PURDUE UNIVERSITY

INTERNATIONAL STUDENTS & SCHOLARS
Congratulations and welcome to Purdue University!

You are joining a vibrant international student body of more than 9,000 and a total Boilermaker student population that is close to 40,000 strong.

By choosing Purdue, you are choosing excellence. Excellence in academics, research, student services, and campus life. Purdue has a prestigious reputation and ranks consistently well in national and international rankings.

However, what those rankings cannot tell you is what it means to be a Boilermaker. A Boilermaker is a leader in his field. A Boilermaker makes a difference in her community. A Boilermaker makes a global impact, makes culture, makes discoveries . . .

You are joining a university tradition that includes over 22 astronauts, the chief engineer of the Hoover Dam, the inventor of fiberglass, the creator of C-SPAN, winners of the Nobel, World Food, and Pulitzer prizes, and leaders in all areas of the corporate world, academia, and government.

Being an international student at Purdue, you will have the opportunity to get to know people from many different cultures. I strongly encourage you to get involved in your new community and take advantage of opportunities as they are presented to you.

The Office of International Students and Scholars (ISS) strives to provide the best services, outstanding programs and events, and exceptional support. If you ever have any questions or concerns about your non-immigrant status, adjusting to American customs, or whatever the issue might be, please feel free to visit our office.

Again, welcome to Purdue! Boiler Up!

Christine Collins
Director of International Student Services,
International Students and Scholars
# Table of Contents

International Students & Scholars (ISS) Information 4  
Purdue Vocabulary 5  
Important Dates 6  
Obtaining Your Certificate of Eligibility 7  
SEVIS Fee and Visa Application Process 8  
Required Pre-Arrival Task 9  
Port of Entry 10  
Traveling to Purdue 11  
Required Post-Arrival Task (I-94) 12  
Mandatory International Student Check-in (MISCI) 13  
Purdue ID Card 14  
myPurdue 15  
Course Registration 16  
Credit Transfer 17  
Paying Tuition 18  
Housing 19  
Health Insurance 20  
What to Bring 21  
Culture Shock 22  
Greater Lafayette Area Information 23
International Students & Scholars (ISS) Information

International Students & Scholars (ISS) Office
Schleman Hall, Room 136
Website: www.iss.purdue.edu
Email: iss@purdue.edu
Phone: 765-494-5770
Fax: 765-494-6859

Hours of Operation
Monday - Friday: 8:00 AM to 5:00 PM

Walk-in Counselor Availability
5 to 10-minute, face-to-face appointments with an Immigration Counselor.

Morning Hours:
Mondays, Tuesdays, Wednesdays, Fridays: 9:00 AM - 11:30 AM
Afternoon Hours:
Mondays, Tuesdays, Wednesdays, Thursdays, Fridays: 1:30 PM - 4:00 PM

Phone Counselor Availability
Access to an Immigration Counselor by phone to answer basic questions.

Morning Hours:
Mondays, Tuesdays, Wednesdays, Fridays: 8:00 AM - 12:00 PM
Afternoon Hours:
Mondays, Tuesdays, Wednesdays, Thursdays, Fridays: 1:00 PM - 5:00 PM

General Appointments
Thirty-minute, face-to-face appointments with an Immigration Counselor.
Call for availability

Emergency Contact Number
This number is for use by international students, faculty, and staff who have an emergency situation that occurs outside the normal ISS hours of operation.

Emergency Phone: (765) 491-6759
Please use this number for emergencies only!
As a student at Purdue, you may hear or see some Purdue-specific vocabulary for activities, programs, and even locations. To help you decipher some of those terms, below you will find a mini-dictionary especially for international students.

**myISS**
myISS is Purdue University's web portal to immigration services, requests, and benefits for our international student, scholar, and employee community. Your myISS account can be accessed at: [connect.iss.purdue.edu](http://connect.iss.purdue.edu)

**Mandatory International Student Check-in (January 4-5)**
The Office of International Students and Scholars holds sessions for Mandatory International Student Check-in (MISCi) twice annually for incoming undergraduate and graduate international students. All new international student are required to sign up for a MISCi session.

**WOW! - Weeks of Welcome**
During your first couple of weeks at Purdue, we'd like to welcome you and make sure that you are able to adjust to life at Purdue. We have MISCi and many social events through CILMAR for you to enjoy before classes start.

**Center for Intercultural Learning *Mentorship*Assessment*Research (CILMAR)**
Within the International Programs Office, CILMAR promotes and assesses curricular and co-curricular international learning options for Purdue students, faculty and staff. CILMAR hosts lots of fun and welcoming events for our new students!

**Callout**
A callout is usually an informational or introductory meeting sponsored by a student club or organization to gain new members. If you are interested in joining a particular interest group, club, or organization attending a callout is a great way to get information.

**PUSH - Purdue University Student Health**
PUSH refers to the Purdue University Student Health Center -- the building where students can obtain medical services and ask questions about health insurance. Visit the [PUSH website](http://push.purdue.edu) for more information.
## Important Dates

**Dates to Know**

Below you will find some dates that may be important to you. You may need to check with your college, school, department, or major for important dates specific to your program.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Residence Halls Open*</td>
</tr>
<tr>
<td>January 4-5</td>
<td>Mandatory International Student Check-in</td>
</tr>
<tr>
<td>January 8</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King Jr. Day - No Classes</td>
</tr>
<tr>
<td>March 12 - 17</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 5</td>
<td>Last Day of Spring Semester Final Exams</td>
</tr>
</tbody>
</table>

*Meal Plans begin January 8*

Please Note: Attending Mandatory International Student Check-in is REQUIRED for all international students.
What is a Certificate of Eligibility (COE)?

A certificate of eligibility (COE) is either the form I-20 or DS-2019 and it is issued by the school you will attend. If you have accepted your admission and paid your deposit, you will receive information about completing the online Notification of Intent (NOI) through myISS. You will receive your COE after you have completed the online NOI through myISS. The COE document is required when applying for a US student visa.

- If you are going to apply for an F-1 visa, you will receive form I-20.
- If you are going to apply for a J-1 visa, you will receive form DS-2019.
- If another sponsor or agency will provide the I-20 or DS-2019 to you, or if you have another visa type such as E, L, H or TN, you will not receive a COE from Purdue.

Incoming students are responsible for the costs associated with receiving the documents required to obtain their U.S. visa. After we receive your completed Notification of Intent, you will be invited to create and pay for an express shipping label through our online vendor service. You will receive more information and instructions about creating your label from our office.

Do not make a visa appointment until you have received your Certificate of Eligibility!
How do I pay the SEVIS Fee and apply for my visa?

Students who have the designation “Initial Entry” on their I-20 or “To Begin Program” on their DS-2019 must pay the SEVIS fee before their visa appointment. The SEVIS fee should be paid online at www.fmjfee.com.

See the guide “Applying for Your Student Visa” for details about paying the SEVIS fee and making an appointment for a student visa.

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

PLEASE NOTE:
All questions regarding paying the SEVIS fee also known as the I-901 fee should be directed to the SEVIS Fee FAQ. Click here for assistance or call 703-603-3400.

Do NOT pack your immigration documents in your luggage!
You will have to use them to pass through the Port of Entry before you can collect your checked bags.
How do I complete the required pre-arrival e-form?

Before traveling to Purdue, new international students are required to complete a pre-arrival e-form through myISS.

1. Go to myISS at connect.iss.purdue.edu
2. Click on the blue login button
3. Enter career account and password
4. Click on the + next to Pre-Arrival and Orientation
5. Click on New Student Check in (PWL) and complete the following:
   - Passport Information and Upload
   - Upload I-20 or DS-2019
   - Visa Information and Upload
   - Personal & Emergency Contact Information
   - Local Address Information
   - Dependent Information (if applicable)
6. Submit Request

You will receive an email confirmation once the form is submitted. ISS will review and approve your e-form during your MISCi appointment.
What should I expect at the Port of Entry?

When you reach the immigration officer, you will need to be able to provide the following forms:

- Your passport, with your visa attached
- Your COE: I-20 or DS-2019
- Your I-901 SEVIS Fee Receipt
- Your Customs Declaration Form

The officer may also ask to see:

- Proof of funding or financial support as listed on your COE
- Your Purdue University admission letter

The officer may ask you questions about what you will be studying at Purdue, where you will be staying, and what your plans are for returning to your home country.

You may be fingerprinted and have your photo taken by the immigration officer. This is a normal procedure and is nothing to be worried about.

Your passport will be stamped with your visa status and “D/S,” which stands for Duration of Status. **Having your documents correctly stamped is very important!**

You will submit the Customs Declaration Form to the customs officer after you have picked up your luggage and are ready to leave the secured immigration area of the airport.

Per US immigration regulations, you CANNOT enter the US more than 30 days prior to the start date on your COE.
Will Purdue pick me up at the airport?
No, it is your responsibility to get from the airport to the Purdue campus in West Lafayette, Indiana. The two major cities nearest West Lafayette are Chicago, Illinois and Indianapolis, Indiana. It is recommended that you fly to one of these cities and then secure transportation to West Lafayette by one of these shuttle services.

Click on the links below to make a reservation with a shuttle service. If your flight is delayed, it might be possible to get on the next shuttle, but check with your shuttle company about available seats.

From Chicago to West Lafayette:
Express Air Coach Shuttle Service: [http://www.expressaircoach.com/](http://www.expressaircoach.com/)
Reindeer Shuttle: [http://reindeershuttle.com/](http://reindeershuttle.com/)

From Indianapolis to West Lafayette:
Reindeer Shuttle: [http://reindeershuttle.com/](http://reindeershuttle.com/)

Once I get to West Lafayette, how do I get to my residence hall?
On certain days, the shuttles listed above have added extra stops around campus. Check their websites for exact drop-off locations.

International StudentCourtesy Van to your residence hall:
Volunteers from CILMAR can pick you up from the Purdue Memorial Union (PMU) and take you to your residence hall or off-campus apartment.

How can I get a seat on the International Student Courtesy Van?
Please complete the [online form](http://www.cilmar.org) so that arrangements can be made upon your arrival at PMU.

Are there other ways to get to my residence hall or off-campus housing?
There are several taxi services in the Greater Lafayette area. The Union Club Hotel can assist you.
City Cab: 765-477-1234 • Four Star Taxi: 765-742-8400 • Hey Taxi: 765-743-1047 • On Time Taxi: 765-742-1841
What is my I-94 Arrival Record?

The I-94 is a record of your entry date, your status, and your “admit until” date. U.S. Customs and Border Protection has an automated form I-94 at air and sea ports. After entering the U.S., you can go to www.cbp.gov/I94 to produce a printed version of your electronic I-94 arrival record. You may need the printed version when dealing with other agencies in the U.S., such as the Bureau of Motor Vehicles, the Social Security Administration, and when completing employment documents such as E-Verify and the I-9 system. Students entering at a land border will receive a printed I-94 card instead. If you have any questions, please review the CBP website at www.cbp.gov/I94.

How do I complete the required post-arrival e-form?

After arriving in the U.S. and BEFORE your MISCi appointment, new international students are required to complete a post-arrival e-form through myISS.

1. Go to myISS at connect.iss.purdue.edu
2. Click on the blue login button
3. Enter career account and password
4. Click on the + next to Pre-Arrival and Orientation
5. Click Upload I-94 Arrival Record (After US Arrival)
6. Complete form and upload visa stamp and electronic I-94
7. Submit Form

You will receive an email confirmation once the form is submitted. ISS will review and approve your e-form during your MISCi appointment.
ISS Mandatory International Student Check-in (MISCi) is Thursday, Jan. 4 and Friday, Jan. 5.

Completing a MISCi session at Purdue is required by federal law for international students. **You cannot obtain a Purdue photo ID card until you complete a check-in session.** We suggest you make an appointment for your MISCi session AFTER you have made and confirmed your travel plans.

The entire MISCi session takes about 1 ½ hours. Report to the 2nd floor of Stewart Center at your session time.

**If you are late to your MISCi session OR if you have not completed your required pre-arrival and post-arrival e-forms, you will have to reschedule to another available session time.**

When you come to your MISCi session, please bring the following ORIGINAL documents with you:

1. Your Passport

2. The U.S. Visa you used on your most recent entry to the United States

3. Your COE: I-20 or DS-2019

4. Your I-94 Arrival Record*

*It is important to bring your I-94 to your MISCi session so we can see if there are any errors in the record. However, if you are unable to print the I-94, please still come to your MISCi session without it.*

Please note: If your dependents (spouse and/or minor children) traveled to the U.S. with you, please bring the documents in items 1-4 above for each accompanying dependent to your MISCi session.

Within 15 business days of submitting your completed NOI, you will receive an email with instructions for signing up for your Mandatory International Student Check-in session.
You cannot obtain a Purdue ID Card until you have completed a Mandatory International Student Check-in (MISCi) session.

Your Purdue ID Card proclaims you as a member of the Purdue community and is your key to access essential campus services.

One card does it all. From on-campus dining to free bus rides to great discounts, your Purdue ID Card (sometimes also called your PUID or photo ID) gets you access to many special features of being a Boilermaker. Even better -- once you unlock your Purdue ID Card's potential with BoilerExpress eAccounts you have cash-free buying power for food, laundry and much more. It’s as easy as GET IT, LOAD IT, and USE IT!

For more information, visit the website for the Purdue ID Card Office.
MyPurdue is an Internet portal system where students can access academic and financial account information. Your information is stored in a program called Banner, so you may hear faculty and staff members refer to it by that name as well.

You will need your career account login and password to log in to myPurdue. Some of the benefits of myPurdue include:

- Access the University Course Catalog
- Immediately register for courses online
- Use a credit card to pay your tuition
- Access and update your personal information, such as emergency contacts and mailing address
- Find out who your academic advisor is (undergraduate students)

Click on the following links for assistance:

- How do I log into myPurdue?
- Why am I getting a strange error when trying to log into myPurdue?
- Why can’t I access myPurdue?
- What is myPurdue and what issues might a student encounter when using it?
- How do I reset my Purdue Career Account password?
Undergraduate Students:

All incoming international undergraduate students and students transferring to Purdue from another U.S. institution will receive an email from their academic advisor. Your academic advisor will assist you with the registration process. Please be patient with the process, remember that there are over 8,000 freshman that need help.

Your academic advisor will give you a registration access code (PIN) for your myPurdue account, a day and time, and guidance regarding course selection. When it is your turn to register for courses it is advisable to start early so you have the best selection of courses. As the semester approaches, more and more classes will become full, reducing your options.

Note: All F-1 and J-1 international undergraduate students are required by law to enroll in a full course load. At Purdue, this means registering for and completing 12 credit hours every fall and spring semester.

Graduate Students:

Graduate students should contact the Registration Secretary or Graduate Coordinator in their departments for information about registering for classes.

Note: All F-1 and J-1 international graduate students are required by law to enroll in a full course load. For students without an assistantship, this means registering for and completing 8 credit hours every fall and spring semester. Graduate students with assistantships must register for and complete 6 credit hours every fall and spring semester.
Transfer Credits for Undergraduate Students:

In general, credits earned in courses at non-U.S. post-secondary (post-high school) institutions that have equivalent courses at Purdue for which a grade of C or better has been earned, are transferable as credit. However, not all transferable credits are counted toward a degree program. Specific recommendations are made by ISS admissions staff. The final decision is made by the student’s academic advisor.

Original transcripts and certified copies (attested true copies) translated into English must be submitted in order for a credit evaluation to be completed.

**Purdue Transfer Credit Course Equivalency Guide** - Use this system to view how Purdue undergraduate courses compare to those of other institutions across the United States and in some cases, internationally.

If you wish to obtain advance credit by taking Purdue examinations, you must pre-register with your academic advisor to take undergraduate placement examinations in math, sciences, foreign languages, and other academic areas.

More information about transferring college credit is available at the [ISS Admissions](#) page.

---

Transfer Credit for Graduate Students:

Graduate-level credits from other institutions must be evaluated by your graduate department to determine if they will meet Purdue’s graduate degree requirements.
Paying Tuition

How will I pay my tuition?

You can now use Western Union to pay your tuition and fees quickly and easily. Click here to see more information and get instructions: [http://www.purdue.edu/bursar/payment/wireTransfers.html](http://www.purdue.edu/bursar/payment/wireTransfers.html)

Notification of your tuition and/or housing invoice will be sent to your @purdue.edu email address. It will also be sent to the email address of any authorized users that you have set up.

[http://www.purdue.edu/bursar/faqs/tutorials.html](http://www.purdue.edu/bursar/faqs/tutorials.html)

Invoices for each semester are available approximately 6 weeks before the semester begins. Tuition is always due the first day of classes for each semester. We cancel classes for non-payment the following Monday at 5 pm.

You can access your fee statement through MyPurdue / Financial Tab/ Manage My Account.

We strongly discourage students from traveling with large amounts of cash. Purdue will not accept cash payments for tuition, fees and housing. More information on banking and convenient methods of payment is available on the Bursar website.

[http://www.purdue.edu/bursar/payment/international.html](http://www.purdue.edu/bursar/payment/international.html)
Where will I live?

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:
Be sure to visit the Housing and Food Service webpage for answers to frequently asked questions, information on residence hall options, meal plans, and much more.

University residences will be open:
January 3: Students may move in and have room-only service.
January 8: Contracts will begin with meal plans.

On-campus housing for students with families (not residence halls): Purdue Village is another university housing option. They can be reached at 765-494-2090 or pvill@purdue.edu.

To live off-campus:
You will need to make your own arrangements prior to your arrival or your options will be very limited. Begin your off-campus housing search by visiting the Off-Campus Housing section of the Office of the Dean of Students website. You can also contact Off-Campus Housing Services at 765-494-7663 or offcampushousing@purdue.edu.

Need furniture? Cort offers rental packages for furniture and additional housewares and accessories for international students.
Purdue University Student Health Services (PUSH) is your primary site for health care on campus.

Please follow the steps below to comply with state and university requirements:

- Complete your **immunization requirements**. Indiana law requires the university to block registration of any student who does not comply with the state immunization provisions or fails to file for an exemption based on medical or religious grounds.
- Enrollment eligibility will be reinstated once immunization requirements have been met.
- Required and recommended vaccines are available at the Student Health Center.
- If an exemption based on religious or medical reasons is desired, a letter of request must be **signed by the student (if over the age of 18)**, and submitted to the Health Center Director. If under the age of 18, the request should be cosigned by both the student and a parent or guardian.
- International students are required to complete a TB test to meet all immunization requirements. To schedule an appointment for the TB test, international students should call 765-494-1723.
- You must present your insurance card at each visit to the Health Center.
- Students under 18 years of age must have the form signed by their parent or legal guardian to receive medical care at the Student Health Center. Minor consent to treat forms can be found in the patient portal under forms.
- The University sponsored health insurance plan is **mandatory for all international students**. For details and purchase information, visit the [PUSH website](https://www.purdue.edu/push).

Although full-time, fee-paying students are entitled to an unlimited number of pre-paid visits to Student Health Center providers and a limited number of consultations with staff in our Counseling and Psychological Services unit, fees are charged for ancillary services. PUSH is out-of-network for all insurance companies except Student Resources Insurance, which administers the approved Purdue student medical insurance plan. Please be sure that you have adequate health insurance coverage to meet your needs. For further information regarding healthcare or related services, please visit our web site at [https://www.purdue.edu/push](https://www.purdue.edu/push) or call 765.494.1700.

**IMPORTANT:** Failure to enroll in the Student Health Insurance Plan or to submit a valid waiver by the compliance deadline will result in loss of the waiver option, cancellation of classes, and a $200 late fee.
What should I bring with me?

You will want to pack for living in a locale that has four distinct seasons. Without a doubt, you will hear someone say, “If you don’t like the weather, wait 10 minutes.” The weather in the Greater Lafayette area can change rapidly and often. Be sure to consider this when deciding what you might need during your arrival and stay at Purdue. The chart below lists the average temperature for the year in degrees Fahrenheit, as well as the average rainfall (precipitation in general), and the average amount of sunshine per day.

![Temperature Chart]

### Initial Expenses

Plan on bringing or having access to enough 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. Wearing a money belt or pouch that can be kept out of sight under your clothing is recommended.

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

### Prepaid International Long Distance

CellularLD is a prepaid service that allows you to place low-cost domestic and international calls from a cell, residence hall and any off-campus phone throughout the continental U.S. Learn more [here](#).
What is culture shock?

Culture shock is the many reactions that a person may have when moving from a familiar environment where you easily recognize the language, symbols, smells, tastes, and sounds to an unfamiliar or new environment where everything is different.

What can I do about it?

Counseling and Psychological Services (CAPS) provides many options for support:

**International Student Support Group**: This is a confidential and supportive group for international students to explore and discuss various multicultural issues. Numerous topics may be discussed, including but not limited to, acculturation, adapting to a new educational system, coping with being away from family and friends, or breaking down language and cultural barriers.

**Counseling and Therapy**: Discuss and explore problems or feelings that are important to you. Grow towards greater freedom in making informed choices.

**Self-help**: The *Starting the Conversation: College and Your Mental Health* guide is written to provide you with important information about mental health during the college years. We encourage you to read this guide, learn from it and use it to start and continue a conversation about mental health.

**CAPS Commitment**

“Counseling and Psychological Services (CAPS) is committed to helping students benefit from their college experience. CAPS is committed to helping you achieve personal and academic success. Although CAPS works with students in crisis, our primary goal is to assist students with their concerns before they develop into more serious problems. One way that students can do this is to talk to a counselor or psychologist in a supportive atmosphere to aid self-understanding and the resolution of personal issues.”

For more information about CAPS: call 765-494-6995 or visit their website: [www.purdue.edu/caps](http://www.purdue.edu/caps)
Two Great Cities. One Great University.

Purdue University is located in West Lafayette, Indiana. West Lafayette is divided from its neighboring city of Lafayette by the Wabash River. For more Information about Purdue and the Greater Lafayette area, including lists of area hotels, restaurants, religious institutions, events, and even information about climate and weather, visit the following publications and websites:

- City of West Lafayette
- City of Lafayette
- Lafayette Online
- Home of Purdue

We can’t wait to see you on campus. Boiler Up!