

Webster

UNIVERSITY

ST. LOUIS CAMPUS

International Student Pre-Arrival Packet
Academic Year 2007-2008

IT IS VERY IMPORTANT TO READ ALL THIS INFORMATION

TABLE OF CONTENTS

<i>Letter from the Director of International Services</i>	3
<i>Immigration Information</i>	4
Visa Applications.....	4
Immigration Requirements.....	5
Model Bank Letter.....	6
<i>Arrival in St. Louis</i>	7
Arrival Information.....	7
International Student Orientation.....	7
Transportation and Hotels.....	8
Housing Information.....	9
<i>Academics and Insurance</i>	10
Academic Advising.....	10
English Language Placement Testing.....	11
International Student Health Insurance.....	12
<i>Miscellaneous Information</i>	13
Contact Information.....	13
Useful Websites.....	13
Checklist of Basic Needs.....	14
<i>Getting Ready</i>	14
What to Bring With You.....	14
What to Leave Behind.....	15
<i>Getting Settled</i>	16
The First Few Days.....	16
Planning your Finances.....	16
U.S. Banking and Financial System.....	17
Options for Sending Money to the U.S.	18
Climate and Clothing.....	20
<i>Sheets to Return</i>	20
Webster University Arrival Information.....	21
Checklist to be Completed.....	22

Letter from the Director of International Services

TO: International Students and Scholars

FROM: Bert Barry, Director of International Services

DATE: January 2007

On December 11, 2002 the U.S. Immigration & Naturalization Service (INS)* published Final Regulations to implement the Student and Exchange Visitor Information System (SEVIS). This system is designed to provide the federal government with instant internet access to a variety of records of those non-immigrants on F, J, and M visas.

Because colleges and universities are required by law to report any and all visa status violations to the government, it is more critical than ever before that you comply fully with every U.S. law. The Department of Homeland Security (DHS) has no tolerance for a student who fails to maintain lawful status.

IN ORDER TO MAINTAIN LAWFUL STATUS YOU MUST:

- **Enroll full-time, except during official vacation periods**
Undergraduate Students: 12 credits or more each semester
Graduate Students: 6 credits each nine-week term
ESL Students: as determined by your ESL advisor
- **Attend all classes faithfully**
- **Pay all charges on billing statements from the Business Office in a timely manner (*international students are expected to pay their tuition in full prior to the start of classes unless other arrangements have been made*)**
- **Report to your academic advisor any change of academic program or academic level**
- **Report to the Office of International Services any change in your legal name or the legal name(s) of your dependent(s) and any change in your U.S. address and/or any change in the U.S. address of your dependent(s)**
- **Apply through the Office of International Services for work authorization before beginning any work on-campus, off-campus, with or without pay**

Constant communication with the Office of International Services is vitally important. While SEVIS introduces many new regulations, other rules will be implemented as well. Therefore, it is not merely for the sake of SEVIS compliance that you should keep the university well informed of your local address, telephone number, and e-mail address but also for your own protection. If you have questions, please send an e-mail to barrybe@webster.edu.

Webster University remains fully committed to international educational exchange. It is the goal of the Office of International Services to make the new government regulations as light a burden for you as possible.

- The responsibilities of the INS have been assumed by various bureaus in the U.S. Department of Homeland Security (DHS).

Immigration information

VISA APPLICATIONS



F-Status

The vast majority of international students in the United States hold F-1 student visas. The focus of this visa category is education. Full-time enrollment is mandatory, unless the individual is engaged in Post-Completion Optional Practical Training (described below).

A successful F-1 visa application requires the following:

1. A current, valid passport
2. *SEVIS Form I-20*
3. Receipt Notice showing payment of the SEVIS fee
4. A letter of acceptance from Webster University
5. Documented evidence of financial support for at least one full year of educational and living expenses in the United States. A “Model Bank Letter Format” is on page 7 of this packet. Take this model letter to your bank official and ask him/her to include the information as shown – this is a **requirement** of the United States Government.
6. Passport-type photos (as described on the U.S. Department of State website)
7. Form DS-156 Non-Immigrant Visa Application
8. Form DS-157 Supplemental Non-Immigrant Visa Application
9. *Form DS-158 Supplemental F, M, J Visa Application*

International Students may bring their spouse and dependent children to the United States with them. Spouses and children receive F-2 visas, which do not allow them to work.

J-Status

The United States Department of State sponsors the Exchange Visitor Program (J program). The goal of the program is to encourage intercultural understanding by means of educational exchange. There are many categories of Exchange Visitors; currently Webster University holds authorization for five of them: Student, Professor, Research Scholar, Short Term Scholar, and Trainee.

A successful J-1 visa application requires the following:

1. A current, valid passport
2. *SEVIS Form DS-2019*
3. Receipt Notice showing payment of the SEVIS fee
4. A letter of acceptance from Webster University
5. Written documentary evidence of financial support for at least one full year of educational and living expenses in the United States. A “Model Bank Letter Format” is on page 7 of this packet. Take this model letter to your bank official and ask him/her to include the information as shown – this is a **requirement** of the United States Government.
6. Passport-type photos (as described on the U.S. Department of State website)
7. Form DS-156 Non-Immigrant Visa Application
8. Form DS-157 Supplemental Non-Immigrant Visa Application
9. *Form DS-158 Supplemental F, M, J Visa Application*

An individual who wishes to be a J-1 professor or research scholar must contact both the academic department in which he/she is interested and the Office of Academic Affairs. If the applicant is qualified, a contract will be prepared and will be sent along with form DS-2019.

Form DS-2019 is the basic J-1 document, analogous to form I-20 for F-1 visa holders. The DS-2019 is used to obtain a J-1 visa outside of the U.S. and to maintain status within the U.S.

Exchange Visitors may bring their spouse and dependent children to the United States with them. Spouses and children receive J-2 visas. In some cases, work permission may be granted to J-2 dependents.

It is important to note two potential J visa restrictions. First of all, many people who receive J visas must fulfill the two-year home country physical presence requirement after completion of their Exchange Visitor program. These individuals face many limits on their ability to obtain another U.S. visa until they have resided in their home country for at least twenty-four months. Secondly, J-1 professors must wait twelve months after teaching in the U.S. on a J-1 visa before returning to teach in a new J-1 program. These restrictions have caused many people significant difficulties.

The U.S. Department of Homeland Security (DHS) charges a \$100 fee for students to use the Student and Exchange Visitor Information System (SEVIS). This fee is separate from the visa fee. Before you apply for your first F-1 or J-1 visa, you must pay the SEVIS fee. Please go to: <http://www.fmjfee.com> for more information on the fee payment process.

Forms and instructions are available from the U.S. Department of State website, www.state.gov (general DOS website) and <http://www.unitedstatesvisas.gov/studying.html> (website for studying in the US). In many countries, it also is possible to schedule visa appointments via this website.

It is critically important that people applying for a U.S. non-immigrant visa prove to the Visa Officer that they will return to their home country. Student visa applicants need to demonstrate strong family, economic, and social connections to their home countries. In addition, student visa applicants should be able to show a clear, strong connection between their course of study and their future plans in their home country. Visa Officers are trained to assume that every visa applicant is an intending immigrant to the United States. Consequently, the more evidence an applicant can provide that demonstrates the strongest possible ties to his or her home country, the better.

IMMIGRATION REQUIREMENTS

For immigration information, and for employment regulations (paid or unpaid), please contact Dr. Bert Barry.

Dr. Bert Barry (barrybe@webster.edu) – Director of International Services

538 Garden Avenue

(314) 968-7049

(314) 968-7122 Fax

US immigration law requires that all international students must report to the International Recruitment and International Services Office (538 Garden Avenue) as soon as you arrive to complete USCIS requirements.

When you come, please bring the following:

- **Signed I-20 (if you have an F-1 visa) or DS-2019 (if you have a J-1 visa) document**
- Passport, including I-94 card

The following conditions must be met in order to maintain legal status as an F-1 student, if applicable:

You must register and attend school full time, attend classes every day (if you are taking English Language – ESL – classes), and be enrolled in 12 or more credit hours per semester if you are an undergraduate student, or 6 credit hours per 9-week term if you are a graduate student.

EMPLOYMENT:

As an F-1 student, you **are not allowed** to work off-campus, unless and until you have studied full-time in the United States for one academic year. There is no exception to this U. S. immigration policy. You must secure appropriate authorization BEFORE you begin any work.

On-campus employment is permitted once a student has enrolled in classes. Information about on-campus employment opportunities can be found at the following web site:

<http://www.webster.edu/homecampus/homes/studentEmployment.html> . Please note that international students are limited to jobs that are “**Budget.**” If you have a Webster Work-Study award, you are able to apply to jobs listed as “Work-Study” as well. Additionally, you will need to obtain a Social Security Number. Information about this process will be available upon your arrival.

CHANGE OF ADDRESS OR PHONE NUMBER:

You must inform Dr. Bert Barry, the Director of International Services, whenever you move to a new residence or change your phone number.

TRAVEL OUTSIDE THE US:

You must have your I-20 or DS-2019 signed before you leave the United States if you plan to return!

The time before school breaks is a very busy time. Please plan ahead and schedule to have your I-20 or DS-2019 signed 2 weeks before your scheduled departure.

BANK MODEL LETTER FORMAT

Please note: *This letter must be printed on original bank letterhead paper and must be less than six months from the commencement of studies.)*

Date: _____

(**Sponsor’s name or student’s name if the account is held in the student’s name**) is a customer in good standing of (**Name of Bank**). To the best of our knowledge and belief, he/she is capable of meeting all educational expenses for (**Name of Student**) while he/she is studying at Webster University.

This letter of reference is given with no responsibility on our part.

Name of Bank Official: _____

Title of Bank Officer: _____

Signature of Bank Official: _____

Bank Name: _____

Bank Address: _____

Arrival in saint Louis

ARRIVAL INFORMATION

8 WEEK/16 WEEK FORMAT (UNDERGRADUATES, MAT, MSN, MM, ED.S)

	START OF CLASSES	YOU SHOULD ARRIVE BY
Fall 1, 2007	Monday, August 20, 2007	Thursday, August 16, 2007
Fall 2, 2007	Monday, October 22, 2007	Thursday, August 18, 2007
Spring 1, 2008	Monday, January 14, 2008	Thursday, January 10, 2008
Spring 2, 2008	Monday, March 17, 2008	Thursday, March 13, 2008
Summer 2008	Monday, June 2, 2008	Thursday, May 29, 2008

9-WEEK FORMAT GRADUATE STUDENTS (MA, MBA, DMGT)

	START OF CLASSES	YOU SHOULD ARRIVE BY
Fall 1, 2007	Monday, August 13, 2007	Thursday, August 9, 2007
Fall 2, 2007	Monday, October 15, 2007	Thursday, October 11, 2007
Spring 1, 2008	Monday, January 7, 2008	Thursday, January 3, 2008
Spring 2, 2008	Monday, March 17, 2008	Thursday, March 13, 2008
Summer 2008	Monday, June 2, 2008	Thursday, May 29, 2008

***Please note that some graduate classes begin the Friday or Saturday before the start of classes listed above. Please check with Ms. Bethany Keller (bethanys@webster.edu), International Academic Advisor, for more information.**

Depending on availability, the hours a Webster University representative can pick you up from the airport are:

Monday – Friday, 8:00am – 10:00pm, and Saturday – Sunday, 12:00pm – 9:00pm.

You must schedule a pick up appointment at least two weeks before your arrival by filling out and returning the Webster University Arrival Information sheet (enclosed on page 26). If we do not receive your arrival information, if you arrive before or after scheduled pick up times, or, if you do not receive confirmation from the Coordinator, you will have to take a taxi to the university. If you do receive confirmation, someone will meet you in the Baggage Claim area with a sign that says “**Webster University welcomes....**”

INTERNATIONAL STUDENT ORIENTATION

There will be an international student orientation offered by the staff of the Multicultural Center and International Student Affairs on the **Friday** before the start of your classes or within the first two weeks of classes. After you arrive, please sign up for the orientation in Loretto Hall #57. Before your arrival, you will be notified by email the dates of the Orientation Session.

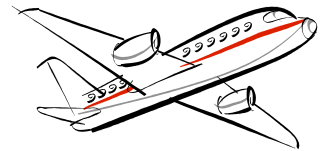
TRANSPORTATION AND HOTELS

St. Louis Lambert Airport is online at <http://www.lambert-stlouis.com>. Their web site includes information on nearby hotels, rental cars, and taxis. The rental car companies that operate out of Lambert Airport are as follows:

Alamo	(800) 462-5266	www.alamo.com
Avis	(800) 831-2847	www.avis.com
Budget	(800) 527-0700	www.budget.com
Dollar	(800) 800-4000	www.dollar.com
Hertz	(800) 654-3131	www.hertz.com
National	(800) 227-7368	www.nationalcar.com
Enterprise	(800) 325-8007	www.enterprise.com
Thrifty	(880) 367-2277	www.thrifty.com

Rental car counters are located at Lambert St. Louis Airport between Exits MT17 and MT12, lower level, Main Terminal. There are phones located near exits MT17 and MT12 in the Main Terminal.

Students who arrive earlier or later than anticipated in St. Louis will need to arrange for temporary housing at a motel/hotel near the airport or near campus (It is suggested that you reserve a hotel room before you leave your country to avoid any inconveniences.). The following hotels offer special Webster University discount rates. Please contact the hotel directly in order to make reservations and check the current prices.



Recommended Hotels

These rates are subject to change depending on the time of year.

- Best Western – Kirkwood Inn**
 1200 S. Kirkwood Road (Intersection of I-44 and Highway 67)
 (314) 821-3950 or 1-800-435-4656 www.bestwestern.com
 Approximately 4 miles from Webster University, outdoor pool, restaurant
 Rates: \$83.00 per night + taxes- 2-beds room (on November)
 You must mention Webster University’s VIP account #7000 when making reservations.
- Holiday Inn – Southwest Viking**
 10709 Watson Road (Near I-44 and Highway 67)
 (314) 821-6600 or 1-800-682-6338 www.sixcontinentshotels.com/holiday-inn
 Approximately 4 miles from Webster University, indoor pool, restaurant
 Rates: \$99.00 per night (Standard Rate)
 You must mention you are visiting Webster University when making reservations to get listed rates.
- Holiday Inn – Forest Park**
 5915 Wilson Avenue (Intersection of I-44 and Hampton)
 (314) 645-0700 www.sixcontinentshotels.com/holiday-inn
 Approximately 4 miles from Webster University, outdoor pool, restaurant, 10 minutes to downtown.
 Rates: \$99.00 (lowest rate for student)
 You must call the hotel directly and ask for the “Webster University rate” when making reservations.
- Drury Inn – Union Station**
 201 South Market Street (Intersection of 20th and Market Streets in downtown St. Louis)
 (314) 231-3900 or 1-800-378-7946 www.druryhotels.com
 Approximately 10 miles from Webster University, indoor pool, restaurant, free breakfast, free parking, fast speed internet
 Rates: \$89.99 - \$119.99
 You must mention you are visiting Webster University when making reservations to get the listed rate.
- Residence Inn by Marriot – Galleria**
 1100 McMorro Avenue (near I-170, across from the Galleria Mall)

(314) 862-1900

www.residenceinn.com/stlrh

Toll Free: 1800-331-3131

Approximately 4 miles from the Webster University, full kitchen, complimentary continental breakfast

Rates: \$89.00 plus tax (2nd Nov to 15th Jan) per night. The rate per night decreases if you stay longer.

You must mention that you are from Webster University when making reservations.

- **Embassy Suites Hotel – Downtown**

901 North First Street (on Laclede's Landing)

(314) 241-4200 ext. 40

www.embassysuites.com

Rates: \$79.00 - \$139.00 depending on availability.

Approximately 11.5 miles from the Webster University, complimentary breakfast, indoor heated pool

You must mention that you are from Webster University when reserving a room.

- **Fairfield Inn Marriot – Fenton**

1680 Fenton Business Park

(636) 305-1500

<http://marriott.com/property/propertypage/STLFN>

Rates: \$89.00 (General Rate)

Approximately 7.8 miles from the Webster University, continental breakfast, free local calls, indoor pool

You must mention that you are from Webster University when reserving a room.

HOUSING INFORMATION

On-Campus Housing



The housing system at Webster University accommodates 700 students in traditional suite-style residence halls and apartments. All new international students, both undergraduate and graduate, enrolling in classes at the Webster Groves campus will be required to live on-campus. All first time, first year students are required to live on campus for the first two years. If you are a first time freshman, you will live in West Hall or Loretto Hall. All upper-class transfer students and graduate students are required to live on campus for the first year. If you are an upper-class transfer student or graduate student, your housing options are Webster Village Apartments, East Hall or Loretto Hall.

It is important that you return the application form as soon as possible. You may download this file from our website www.webster.edu/housing. If you have been accepted academically, it is essential to return your housing forms and deposit now! Delay could prevent receiving your first choice of on-campus housing. Since on-campus housing fills quickly, it is important to return the application before our priority deadline Friday, April 15, 2007. Thereafter, your space will be confirmed on June 1 and July 1 if available. Deposits are refundable until May 1, 2007.

The Housing Application must be returned with a check or money order for \$175.00 (US Dollars), made payable to Webster University. This amount (\$175.00) includes a non-refundable application fee (\$25.00) and a damage deposit (\$150.00).

The Housing Application is a downloadable PDF document. Use Adobe Acrobat Reader to download and print the application form. To apply you may go to the following link:

<http://www.webster.edu/studlife/reslife/applyonline.htm>

Each resident is provided with the following items in the residence halls and Webster Village Student Apartments: desk, desk chair, bed, dresser, closet, mini-blinds on the windows, public laundry facilities, a small kitchen with a stove (apartments), and a small kitchenette for each floor (residence halls). You may borrow linens from Residential Life until you can purchase your own. Please refer to the Checklist of Basic Needs enclosed on page 18 for items you will need to bring from home and items you will need to buy after you arrive. If you think you may need to have the temporary use of linens please contact:

Kelly Malone(housing@webster.edu) – Coordinator, Housing & Residential Life
West Hall (314) 246-4663

NOTE: The Westport Plaza, Winghamen, and Old Post Office (Downtown St. Louis) campuses are not located near the home campus in Webster Groves. Many graduate programs offer required courses at these locations. If you elect to take classes there, it will be necessary for you to arrange transportation to and from these sites. Again, public transportation is available; however, it is not very convenient.

Sending in an application and deposit does not guarantee that you will have your first choice of a space on-campus. You will receive confirmation from Ms. Holland Saltsman or Ms. Kelly Malone (or one of their assistants). The earlier you send this information, the better your chances are of securing your first choice of on-campus housing.

ACADEMICS AND INSURANCE

ACADEMIC ADVISING

Academic Advising is necessary in order to register for classes. You must contact the appropriate advisor or department via e-mail prior to your arrival to register for classes.

PROGRAM

CONTACT INFORMATION

MA Counseling (call for appointment)	Academic Advising Center	(314) 968-6972
MA: Media Communications, Advertising, Public Relations, Media Literacy, Communications Management	Any one of the following: Paula Aguilar, aguilar@webster.edu Cindy Ochonicky, ochonick@webster.edu Barb Finan, finanba@webster.edu Academic Advising Center	(314) 968-6972
MAT/Undergraduate Education	Tasha London, eisele@webster.edu School of Education	(314) 968-6930
Masters in Computer Science	Dean Leftridge (deanl@webster.edu) Downtown Campus	(314) 968-5966
Masters in International Relations	Tahmineh Entessar (entessar@webster.edu) (314) 961-2660 ext. 7621	

For all other programs not listed above (Graduate and Undergraduate):

International Academic Advisor Bethany Keller (bethanys@webster.edu)
(314) 961-2660 ext. 7568



If you do not contact the appropriate advisor to register before you arrive, the classes you need to take may be full, and you will not be able to register for them. You must be registered full-time to maintain your legal visa status.

Note: The Westport Plaza and Downtown campuses are not located near the home campus in Webster Groves. If you elect to take classes there, but live on-campus or nearby, it will be necessary for you to arrange transportation to and from these sites. Again, public transportation is available; however, it is not very convenient.

ENGLISH LANGUAGE PLACEMENT TEST

Please refer to your acceptance letter. **If your acceptance letter contains the following statement:**

“International students whose first language is not English will have their English language proficiency assessed after arrival on campus. This assessment will consist of an in-house TOEFL test, a test of written English, and an oral interview. The results of this assessment will be used to place you in appropriate university-level English as a Second Language (ESL) courses and/or undergraduate or graduate level coursework.”

⇒ **Then you will need English language testing upon arrival.**

If you need English language testing upon arrival, you will take **three placement tests**. They are:

1. A written test (You may bring a dictionary to use for this section of the exam only.):
8:30AM – 9:40AM
2. The TOEFL Test: 9:50AM – 12:15PM

Testing is scheduled to take place in the Emerson Library, Room 110. Please call to confirm the location beforehand. You must arrive for the test no later than 8:15am. The test starts promptly at 8:30 a.m. The cost of the test is US\$40.00, this must be paid the morning of the test. You will need to bring a photo ID, passport, and a #2 pencil. You may use a dictionary for the written portion of the test. Please contact Mary O’Donnell to reserve your test space, or if you have other questions.

Mary O’Donnell (odonnema@webster.edu)

Department Associate, International Languages & Cultures
Webster Hall 334

(314) 968-7047

Fax: (314) 963-6926

3. An oral interview: 1:00PM – 4:00PM (sign up for a 15 – 20 minute appointment after the written exam)

UNDERSTANDING YOUR ENGLISH PLACEMENT

The results of your TOEFL test, written test, and oral interview will determine the classes for which you can register. Please review the following explanation of the possible testing results:

- **Full Program:** If your test results indicate you need a Full Program of English as a Second Language (ESL) classes, you will register for a maximum of 11 credits in the ESL program. This fulfills your visa requirements as long as you are an ESL student. You may be required to take up to 2 semesters of a full ESL program until you are partially or wholly released, based on testing at the end of each semester. More information on the ESL program can be obtained at http://www.webster.edu/depts/artsci/forlang/esl/esl_default.html. Diana Pascoe will advise you on the classes that you can take once your test results have been evaluated.

Carolyn Trachtova, (ctrachtova77@webster.edu) – ESL Advisor and Instructor

Webster Hall 408

(314) 961-2660 ext. 7757

(314) 963-6926 Fax

- **Partial Release:** If your test results indicate you scored a Partial Release, you will register for five credits of ESL classes. You are then partially released from ESL to take up to 9 credit hours in your degree program (for undergraduates) and up to 3 credit hours in your degree program (for graduates), as determined by the ESL department. Carolyn Trachtova will start your registration process by filling in the ESL section of your registration form. After you meet with Carolyn Trachtova, then Bethany Keller (the International Academic Advisor) will complete your registration in your degree program.
- **ESL Seminar:** If your test results indicate you need to take an ESL Seminar, you will register for three credit hours of ESL classes. Carolyn Trachtova will start your registration process by filling in the ESL section of your registration form. After you meet with Carolyn Trachtova, Bethany Keller (the International Academic Advisor) will complete your registration in your degree program.

If you have any questions about ESL, please contact Carolyn Trachtova.

INTERNATIONAL STUDENT HEALTH INSURANCE

Health Insurance: All international students holding F-1 and J-1 visas at Webster University ***must*** have ***mandatory*** health insurance including those on Optional Practical Training (OPT). Beginning in fall 2007 (August 2007), students will be required to enroll in the Webster University UnitedHealthcare plan. You will be automatically enrolled in the UnitedHealthcare plan at the time of registration and the appropriate charge will appear on your student account.

United States has a privatized health care system, which means that each individual has to pay for his/her health care by buying health insurance. Remember, health insurance requirements are for your own protection and safety because health care in the U.S. is very expensive

For more information please refer to the Student Health Services website at:

<http://www.webster.edu/studlife/health/healthinsurance.html> and to UnitedHealthcare website at:
<http://www.uhc.com/>.

If you have any question about the health insurance requirements, please contact:

Susan Wilborn (health@webster.edu) – Health Services Office Department Associate
Loretto Hall 112 Phone: (314) 968-6922 Fax: (314) 963-6099

Immunization: Your immunization record and health history are required to live on-campus.

US immunization regulations and requirements are often different than those in other countries, and you may need additional immunizations. Any proof of your immunization record must be in English.

Student Health Packet: All students must submit annually a complete Student Health Packet. Please check for forms and deadlines on the Student Health Services website. A student who ***does not*** provide a complete Student Health Packet by the deadline will have a ***hold*** placed on his or her student account, which will inhibit him or her to register for classes.

MISCELLANEOUS INFORMATION

CONTACT INFORMATION

Dr. Bert Barry
Director, International Services

barrybe@webster.edu
(314) 968-7049

(314) 968-7122 Fax

Bethany Keller
International Academic Advisor
bethanys@webster.edu
(314) 961-2660 ext. 7568

(314) 968-7166 Fax
Wenceslaus O. P'Oryem
Director, International Student Affairs

wporyem01@webster.edu
(314) 961-2660 ext. 7649
(314) 963-6132 Fax

USEFUL WEBSITES

Some of the web sites require you to register with them. Please research these web sites **BEFORE** you come to the United States. Keep in mind that it is more difficult to receive financial aid after you have arrived in the United States.

Scholarship Sites just for International Students:

1. <http://www.webster.edu/finaid/information.html>
2. <http://www.webster.edu/finaid/scholarships/scholarship.html>
3. www.iefaf.org
4. www.isoa.org → Financial Aid → The List
5. www.free-4u.com/index.html (click on “Minority Students” or “For All”)
6. http://www.rotary.org/foundation/educational/amb_scho/index.html
(Pay attention to the restrictions!)
7. www.fordfound.org → use the search option → type “International Fellowships Program”
8. <http://www.internationalscholarships.com/> → click on “Scholarship Search”
9. <http://www.scholarshipexperts.com/> → click on the “Start Here” button

Scholarship Sites for U.S. & International Students:

1. www.edupass.org
2. www.srnexpress.com
3. www.collegenet.com
4. www.scholarships.com
5. www.iie.org/fulbright/

Other useful Web Sites:

1. www.embark.com
2. http://usinfo.org/study_e.htm
3. www.half.com

Embassies and Consulates

1. www.embassy.org
2. www.state.gov
3. www.embassyworld.com

Currency Conversion

1. <http://www.xe.com/ucc>
2. www.oanda.com/converter/classic
3. www.jeico.co.kr/currency1.html

CHECKLIST OF BASIC NEEDS

BRING WITH YOU

Clothes	ID/Passport
Driver's License (International)	
Toiletries	Towels
Backpack	Native Language – English Dictionary

BUY HERE

Fan	alarm clock	all laundry supplies**
Batteries	all school supplies*	bed linens (twin size), etc.
Umbrella	all kitchen supplies	International Student Card
Hangers	all cleaning supplies	toilet paper (in apartments)
Lamp		

*notebooks, pens, dictionary, tape, stapler, highlighters, ruler, scissors, pencils, thesaurus, rubber bands, index cards, calculator, thumbtacks, paper clips, stationary, envelopes, computer disks.

**laundry bag, laundry soap, fabric softener

NICE TO HAVE

TV	mattress cover	basic tools
Stereo	small mirror	small refrigerator
Music	first aid kit	sewing kit
Bathrobe	camera	iron/ironing board
Raincoat	computer	microwave oven

Getting READY

WHAT TO BRING WITH YOU

CLOTHING

In general, campus wear is very casual. Jeans, slacks, casual shirts, T-shirts and jackets are common. Winters (November – February) in St. Louis often bring very cold weather that requires a heavy coat and boots that are best purchased after you arrive. Clothing is readily available in a wide price range in the U.S. You may want to bring some of your native clothing as well for international celebrations and programs.

BOOKS

Take books, manuals, or journals that you think may be difficult to obtain in the U.S. Specific and general information about your country will be helpful to share with new friends.

CONTACT ADDRESSES

Take the name and address of the individual at Webster who should be contacted in case of a travel delay or an emergency. Also take the name, address and telephone number of a contact person at home. Please make sure the person you have identified as an emergency contact is aware of this.

MEDICINES

If you take medication regularly, bring a sufficient supply, along with a copy of the prescription. If you wear glasses, it is a good idea to bring an extra pair and your prescription, if possible. You may feel more comfortable using non-prescriptive medicines you are familiar with for headaches, colds, upset stomachs, etc. However, aspirins, ointments, and remedies are widely available in the U.S.

GIFTS, ETC.

As you will probably find yourself invited to the home of an American family, it is a good idea to bring several inexpensive, but typical gifts from your country. Generally, small, light gifts are most practical and appropriate. You may also want to bring pictures from home of your family and special places.

WHAT TO LEAVE BEHIND

ELECTRICAL GOODS

The U.S. uses a flat parallel two-pin plug on a 110 to 120 volt power supply (not commonly used in other countries) so your electrical goods will not work without a suitable adapter. Many electrical goods such as hairdryers, cassette player/radios, irons, etc., can be purchased in the U.S.

BEDDING

Bulky items of bedding can be purchased inexpensively in the U.S. If you are staying in an assigned room on-campus, and you arrive late, there may not be a place open to buy linens. So, you may want to contact Kelly Malone (housing@webster.edu) Coordinator of Housing and Residential Life about getting temporary use of linens (see page 11) if you know your flight will be arriving after 8:00pm.

BAGGAGE

AIRLINE BAGGAGE ALLOWANCE

Make sure that you are aware of the baggage allowances of the airline prior to departure. The number, size, and weight of your baggage determine the limit. Although each airline's rules vary slightly, generally you will be allowed to check two standard shaped bags (suitcases, travel-bags, rucksacks, etc.) which do not exceed 64 inches, and one small bag that can be carried onto the plane that should not exceed 45 inches. Some airlines are stricter on weight allowances than others although the average is 70 lbs. per checked item. Keep in mind that many airlines do not allow you to lock your bags. As a result, check with your airline carrier(s) before leaving your home country.

In some particular cases, it may be necessary to bring more than the allowed amount of baggage to the United States. If you are in such a circumstance, there are several ways to get your possessions to the U.S.:

ADDITIONAL BAGGAGE SHIPPED BY THE AIRLINE: Packing your other possessions in boxes and paying the additional fee for shipping is quite possibly the cheapest method of getting your goods to the U.S. The same restrictions apply to additional baggage; contact the airline for their particular regulations regarding additional baggage.

UNACCOMPANIED BAGGAGE: If you need to send unaccompanied baggage, choosing the most suitable method (via surface or airmail) will depend on size, weight, and content of what you plan to send. You will need to have a confirmed address in the U.S. where you know someone can receive your baggage.



SENDING BY SURFACE MAIL is probably the cheapest way to ship unaccompanied baggage if you do not have a large quantity and have a U.S. address to ship it to. Packages shipped by surface mail are insurable through the post office, but there are disadvantages to this method of shipment. Delivery can take as long as two months and shipments are not trackable, which means it is not possible to find where your package is at any time during transit.

SHIPPING BY AIRMAIL is more expensive than surface mail but is much quicker – 7 to 14 days. Airmail is not trackable either.

DHL is a delivery service that does express international delivery that ranges anywhere from 2 to 8 days depending on how close you live to a major city. All packages are insurable and trackable. DHL can be expensive compared to airmail but becomes cheaper than airmail when it comes to delivering heavier packages.

Getting Settled

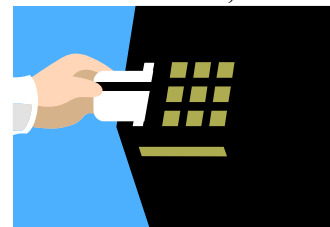
THE FIRST FEW DAYS

During the first few days, you may wish to begin exploring your new environment. You should also come to orientation or visit the International Student Advisor (Loretto Hall 57) or the International Recruitment and International Services Office (538 Garden Avenue). Explore the area immediately surrounding your accommodations. Visit the nearest post office, bank, supermarket, etc. that you will need to use in the future. To avoid getting lost, look for landmarks such as churches, stores, etc., that will help you retrace your steps. Of course, ALWAYS take a map!

PLANNING YOUR FINANCES

If you are expecting to receive funds from outside the U.S. during your studies, be sure you know what procedures are necessary for the transfer of funds before you leave home. Delays in the arrival of funds from abroad have caused much hardship and inconvenience to students in the past.

When you arrive, you should have enough funds with you to cover your expenses for the first semester, approximately \$20,000-\$25,000 for tuition and initial expenses (unless you receive tuition remission from the University or have pre-paid your tuition cost). Do not bring large amounts of cash. The safest and most convenient way to bring your funds with you is by *travelers' checks* in U.S. dollars. The small fee you pay is well worth the protection such checks provide against theft or loss. When you arrive in the U.S., you should have in hand at least \$1,000 in U.S. currency and travelers' checks. At least \$100 of this amount should be in small currency and change: you will need this to pay for help with luggage and taxis.



Additional Costs

Books: The price of books is not covered in tuition and fees; for every class you take, there are several required books, manuals, etc. The bookstore stocks all required class	\$700 - \$1500+
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materials, including used books. It is always a good idea to look in used bookstores for required texts, especially for literature courses. For some classes – in particular art, pre-med, and engineering – additional materials are necessary and usually the student is responsible for purchasing them.	
Rent: On-campus residence halls are charged to your student account; on-campus apartment housing must be paid every month at the Webster Village Apartments Clubhouse. Off-campus housing must be paid every month as well.	\$3500 - \$8000+
Utilities: Utilities are usually not included with rent; this cost varies according to the number of people in the facility, climate, and roommate habits. It is also a financial factor for off-campus housing. In general, the utilities you will be responsible for in off-campus housing are: gas and electricity.	\$500 - \$1200
Fall Break and Spring Break: Fall Break and Spring Break are week-long holidays scheduled into the school year, and most students plan trips well in advance. Depending on what travel plans you make, Fall Break and Spring Break can be very expensive. Not all students leave campus during this time, and it can be used to catch up on studying.	\$0 - \$1000+
Flights Home: Depending upon your financial situation, you may or may not fly home for semester breaks. It is a cost that should be considered when deciding to study in the United States.	\$600 - \$1500+

U.S. BANKING AND FINANCIAL SYSTEM

Banking:

With a checking account, you will receive a checkbook and usually an ATM (automated teller machine) card, which allows you to withdraw cash from your account 24 hours a day. Without a Social Security Number you will be ineligible for any type of credit card or check card. Information on Social Security Numbers and eligibility will be discussed at orientation. Services and fees vary but most banks in the area offer special “Student Accounts” with minimal or very low monthly charges. Be sure to ask questions about student accounts and the stipulations for international students when you visit the banks. Also, be sure to have your passport and Form I-20 or DS-2019 with you when you go to open an account. Some banks located within walking distance of campus are:

Commerce Bank

8050 Big Bend Blvd Webster Groves, MO 63119
314-726-2255

US Bank

1400 S. Big Bend Blvd St. Louis, MO 63117
Main Phone: 314-644-3234

Bank of America

75 W. Lockwood, Saint. Louis, MO 314-284-2100

The banking system in the United States is unlike those of other countries in the global banking community. The U.S. banking system is a very complex one and performing single or individual international transactions may be difficult on occasion. Please use the following information as a guide when conducting international monetary/foreign exchange transactions:

OPTIONS FOR SENDING MONEY TO THE U.S.

1. Go to a major banking institution in your country – one that has a correspondent bank in the United States. Request a check in the required amount, drawn on the correspondent bank in U.S. Dollars; this cashiers check must show the name and the address of the U.S. bank and have routing numbers. Have the cashiers check made payable to the place in the U.S. where the money is owed; if it is to pay your tuition bill, have the bank place your name and student identification number in the upper left-hand corner of the check.
2. Go to any bank in your country and request that they transfer the necessary money to a major U.S. bank. Have the local bank instruct the U.S. bank to issue the required check with the appropriate name, address, and routing number, payable to the person, company or institution in the U.S. on your behalf.
3. Purchase U.S. travelers checks (i.e. American Express) and make them payable to the person, company or institution in the U.S.
4. Purchase a bank or postal money order and make it payable to the person, company or institution in the U.S. While U.S. postal money orders are immediately negotiable, please be advised that some banks place substantial fees on overseas money orders particularly Japanese postal money orders.
5. If you want to transfer money from your bank to the university and have any questions, please contact:

Mrs. Janice Neal – Bursar
470 East Lockwood Avenue
St. Louis, MO 63119-3141, USA
jneal@webster.edu
(314) 961-2660 Ext. 7414

NOTE: Each time you register for classes, your tuition is due two weeks before the beginning of that class. Your payment code is “PD.” As an international student, you will be required to pay your tuition before the beginning of class. If you think this may be difficult, please contact Mrs. Janice Neal to get information about the possibility of setting up a monthly payment schedule (a credit card and/or bank account will be necessary).

Please photocopy this page and take it to the bank wiring your money.

WEBSTER UNIVERSITY
STUDENT WIRE PAYMENT INSTRUCTIONS

BEFORE YOU TRANSFER MONEY, YOU MUST SPEAK TO MRS. JANICE NEAL! YOU CAN GET HER CONTACT INFORMATION ON PAGE 21.

The following information is used for Electronic Fund Transfer payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

STUDENT INFORMATION REQUIRED:

Student Name: _____

Student ID Number: _____

BENEFICIARY:

Name: Webster University

Checking Account Number: 003476392996

Address: 470 East Lockwood Avenue
St. Louis, Missouri 63119-3141

Taxpayer ID Number: 43-0662529

Contact Person: Vickie Fredrick

Telephone Number: (314) 968- 5911

U.S. \$ Amount to be wired: \$

\$ U.S. Amount here:

BENEFICIARY BANK:

Name: Bank of America

Address: 800 Market Street

St. Louis, Missouri 63101-2506

Nine-digit Routing Transit Number: 026009593

Depositor Account Title: Webster Univ. Operating
Account

Swift Code: BOFAUS3N

PAYING BANK:

Your bank's information here

Privacy Act Statement

The previous information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Electronic Funds Transfer Payment System.

*** Please note that there is a charge associated with wire transferring money that will be deducted from the amount sent.**

CLIMATE AND CLOTHING

Climate

St. Louis area experiences all four seasons (spring, summer, fall, and winter) within a year. The climate in St. Louis has a wide range of variation, with periods of cold and snow in the winter and many very hot, humid days in the summer. Spring (March-May) usually brings warm and sometimes rainy weather with temperatures rising from around 40 °F to 50 °F (4 °C to 10 °C). During summer (June-August) the temperature is very hot and humid remaining mostly between 80 °F and 95 °F (27 °C and 35 °C). In the fall, September through November, the weather cools down to around 50 °F and 70 °F (10 °C and 21 °C). While in the winter months (December-February) it gets cold, with temperatures reaching below the freezing point (32 °F (0 °C)) on some days, but rarely falling below 16 °F (-18 °C), remaining mostly in the 27 °F to 39 °F (-7 °C to 4 °C) range. Snow may also be common during these months.

Clothing

Dress on campus is informal and varied. Most men wear sport shirts, t-shirts, or sweaters with casual pants or blue jeans. Women wear shirts or sweaters, casual pants or blue jeans. In the summer months, light clothing is worn, including shorts and t-shirts. For the winter months, students will need heavy coats, gloves, hats, scarves, and warm footwear. Clothing in the U.S. may be expensive, so it is advisable to bring as much clothing as possible with you if you want to avoid clothing costs. If you traditionally wear national dress typical of your country, such clothing will be suitable for any formal or semi-formal functions you may wish to attend, and you may consider them useful for participating in campus cultural events.

SHEETS TO RETURN

- 1. WEBSTER UNIVERSITY ARRIVAL INFORMATION**
- 2. CHECKLIST**

Please photocopy this page and take it with you while you travel.

WEBSTER UNIVERSITY ARRIVAL INFORMATION

Please complete and return this form as soon as possible to:

Wenceslaus P'Oryem – Director, International Student Affairs
 Webster University
 Multicultural Center & International Student Affairs (MCISA)
 470 East Lockwood Avenue
 St. Louis, MO 63119-3141, USA
 Telephone: (314) 961-2660, ext. 7649 Fax: (314) 963-6132

STUDENT INFORMATION:

Name: _____

Telephone: _____

Fax: _____

E-mail: _____

If you are traveling by airplane, train, or bus, please provide the following information (connections and transfers, too) **at least two weeks before you arrive**, so that we can try to make arrangements for you to be picked up. However, please be prepared to take a taxi (approximately US\$50.00) to the university or a nearby hotel (see page 9) if the university is closed, or if you do not receive (e-mail, phone, or fax) confirmation from Wenceslaus P'Oryem. **Pick up hours** (with prior notice and availability) are: **Monday – Friday, 8:00am – 10:00pm**, and **Saturday and Sunday, 12:00pm – 9:00pm**.

Flight 1	From:	To:
	Date:	Date:
	Airline:	Flight Number:
	Departure Time:	Arrival Time:
Flight 2	From:	To:
	Date:	Date:
	Airline:	Flight Number:
	Departure Time:	Arrival Time:
Flight 3	From:	To:
	Date:	Date:
	Airline:	Flight Number:
	Departure Time:	Arrival Time:

**If you will live on-campus and arrive after 4:30pm Monday – Friday, or on the weekend, and have not given prior notice of such, you must talk to Public Safety (or call 314-968-6900) on the bottom floor of Maria Hall.*

CHECKLIST

COMPLETE THE FOLLOWING CHECKLIST PRIOR TO ARRIVAL

Please **FAX** or **MAIL** this checklist to International Recruitment and Services **when complete**.

- Secure an F-1 or J-1 (student) Visa from your local U.S. Embassy or Consulate.
- Complete and return the Airport Arrival Information form to Wenceslaus P'Oryem (wporyem01@webster.edu).
- If your acceptance letter indicates that you require English testing, send e-mail to Carolyn Trachtova (ctrachtova77@webster.edu) to register for the in-house TOEFL, written test, and oral interview.
- OR**
- If your acceptance letter DOES NOT indicates that you require English testing, e-mail Bethany Keller (bethanys@webster.edu) to register for classes.

- Complete and return your dormitory housing contract and US \$175.00 deposit to Kelly Malone (housing@webster.edu) in Housing and Residential Life.
- OR**
- Complete and return your Webster Village Student Apartment housing contract and US \$175.00 deposit to Holland Saltsman in Webster Village.

- Complete and return your health insurance packet to the Health Services Office.
- Contact Susan Wilborn (health@webster.edu) in the Health Services Office for the specific requirements for the Webster health insurance policy and requirements.

I will not attend Webster University because: _____
(Optional)

I will attend Webster University as indicated on my I-20 or DS 2019 for the terms (please check one):
____ *August (Fall 1, 2007) Term* ____ *October (Fall 2, 2007) Term* ____ *January (Spring 1, 2008) Term*
____ *March (Spring 2, 2008) Term* ____ *June (Summer 2008) Term* ____ *August (Fall 1, 2008) Term*

I have read and understood all the provisions and requirements contained in the Webster University Pre-Arrival Packet and agree to be held responsible for the information contained herein.

Print Name

Signature

Date

