

Webster

UNIVERSITY

EXTENDED CAMPUSES

International Student Pre-Arrival Packet
Academic Year 2007-2008

IT IS VERY IMPORTANT TO READ ALL THIS INFORMATION

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Letter from the Director of International Services

TO: International Students and Scholars

FROM: Bert Barry, Director of International Services

DATE: June 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 INS 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.

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 and any change in the legal name of your dependents.

Report to the Office of International Services any change in your U.S. address and/or any change in the U.S. address of your dependents.

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 intlserv@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.

IMPORTANT: YOU MUST READ ALL OF THE INFORMATION IN THIS PACKET and return the YELLOW PAGE (page 12) as soon as possible.

Dear International Student,

Congratulations on your acceptance to Webster University! We look forward to your enrollment at Webster University. As you know, the university has a significant and sincere interest in serving our international students. We are here to help you receive a quality education in a pleasant and welcoming environment.

Upon your arrival, you are required to go to:

- Your Site Director's Office (They will photocopy your documents and send them to the main campus in St. Louis, Missouri to the Director of International Services).

Your acceptance letter will tell you if you have been “**fully accepted**” or “**provisionally accepted**” into your degree program. If you are *fully accepted*, you have submitted *all* the proper application documents for admission to Webster University. If you are *provisionally accepted*, you have *not* submitted all the proper admissions documents. You will have two terms (one semester) to submit the necessary admissions documents. You will not be able to register for classes past those two terms if you have not turned in those missing documents. Your acceptance letter will tell you what documents we need from you in order to change your admission status from provisionally accepted to fully accepted.

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 6 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.

SEVIS Fee

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 their International Student Advisors as soon as they 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. Please consult your site Director for information about on-campus employment opportunities.

CHANGE OF ADDRESS OR PHONE NUMBER:

You must inform Dr. Bert Barry, the Director of International Services and your site Director, 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 with your site Director.

MODEL BANK LETTER FORMAT

Please note: This letter must be printed on original bank letterhead paper and it must also 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 INFORMATION

Undergraduate Students

	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

Graduate Students

	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 contact your site director to be assigned an academic advisor.

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.

2007-2008 Student Health Insurance Premiums

Annual	\$1990.00
Fall	\$875.00
Spring/Summer	\$1190.00

For details information for the cost of coverage please contact the Student Health Services.

Useful Web Sites

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've 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.isoaf.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 onsulates

1. www.embassy.org
2. www.state.gov
3. www.embassyworld.com
4. www.travel.state.gov/links.html

Currency Conversion

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

CHECKLIST OF BASIC NEEDS

BRING WITH YOU

Clothes	ID/Passport	(International) Driver's License
Toiletries	Towels	Pen & Pad of paper
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, etc.

**laundry bag, laundry soap, fabric softener sheets, etc.

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

WHAT TO TAKE

What you take to the U.S. will, of course, be a matter of personal needs and preference. Consult your International Student Advisor and recently returned alumnae if possible about climate, social customs, and the availability and cost of clothing. Here are some helpful hints:

CLOTHING

In general, campus wear is very casual. Jeans, slacks, casual shirts, T-shirts and jackets are common. 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.

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

As you will probably find yourself invited to the home of an American family, it is a good idea to take several inexpensive, but typical gifts from your country. Generally, small, light gifts are most practical.

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. In addition, most universities have linen agencies from which you can rent out necessary items.

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.

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.

SOME COSTS

ITEMS	AMOUNT FOR ONE ACADEMIC YEAR
Books: The price of books is not covered in tuition and fees; for every class you take, there are several required books, manuals, etc. Campus bookstores stock all required class 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.	\$700 - \$1500+
Rent: On-campus dormitory housing is 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.	\$200 - \$800
Spring Break: Spring Break is a week-long holiday built into the school year, and most students plan trips well in advance. Depending on where your school is located and what travel plans you make, 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

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 TO SEND MONEY TO THE U.S. TO PAY BILLS

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 cashier's check must show the name and the address of the U.S. bank and have routing numbers. Have the cashier's 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).

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 12.***

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:

Taxpayer ID Number: 43-0662529

Name: Webster University

Contact Person: Vickie Fredrick

Checking Account Number: 003476392996

Telephone Number: (314) 968- 5911

Address: 470 East Lockwood Avenue

St. Louis, Missouri 63119-3141

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

\$ U.S. Amount here: _____

BENEFICIARY BANK:

PAYING BANK:

Name: Bank of America

Your bank's information here

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

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.**

CHECKLIST

COMPLETE THE FOLLOWING CHECKLIST PRIOR TO ARRIVAL

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

Secure an F-1 or J-1 (student) Visa from your local U.S. Embassy or Consulate (see page 2).

Complete and return your Health insurance packet to the Health Services Office (see page 4).

Contact Susan Wilborn (**health@webster.edu**) in the Health Services Office for the specific requirements to waive the Webster insurance policy (see page 4).

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

I will attend Webster University as indicated on my I-20 for the (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 understand all the provisions and requirements contained in the Webster University International Student Information Packet.

Print Name

Signature

Date