

PRE-ARRIVAL INFORMATION

Dear New International Student:

We look forward to welcoming you to the University of New Orleans. You should plan to arrive a few days before orientation. The latest date you may arrive for the summer semester is Thursday, June 1, 2017. The latest date to arrive for fall is Friday, August 11, 2017. You must attend the New International Student Orientation scheduled as follows:

Summer Orientation

June 1 2:00 p.m. – 3:30 p.m. International Center Room 125

Fall Orientation

August 14 Part 1— 9:00 a.m. – 12:00 p.m. University Center Ballroom
Break— 12:00 p.m. –1:30 p.m. Lunch on your own
Part 2— 1:30 p.m. – 4:00 p.m. Homer Hitt Alumni Center, 2nd Floor

Please plan to arrive at each session at least 10 minutes before the scheduled start time.

As you prepare to travel to UNO, it is important that you be aware of what to expect — and of what will be expected of you. This letter will provide you with information on:

- Obtaining your Visa, Preparing for your Departure, and Preparing for your Arrival
- Orientation and Registration
- Special Procedures for Students Currently in the U.S.

PRIOR TO DEPARTURE

Visit the Study in the States Website: The website at <http://studyinthestates.dhs.gov/> is a central location to find resource information from many U.S. government agencies as you plan your education.

Pay SEVIS Fee: Your I-20 or DS 2019 will be sent via regular postal mail. New students and exchange visitors with an **initial entry** I-20 or DS-2019 are required to pay a SEVIS I-901 fee (\$200 for F-1 students and \$180 for J-1 students). Students transferring from another U.S. institution do not need to pay this fee. The SEVIS fee offsets the expenses associated with Student and Exchange Visitor Information System (SEVIS). The fee must be paid before your visa interview. Instructions and answers to all your questions can be found at <http://www.fmjfee.com>. Please be sure to print out a copy of your receipt after paying the fee.

Apply for Your Visa: Contact the nearest U.S. embassy or consulate for local procedures, processing times, application forms and fees. To locate an embassy or consulate go to <http://usembassy.gov>. In order to obtain the appropriate visa, you must present form I-20 or DS-2019, your SEVIS fee receipt, evidence of financial support, and your letter of acceptance to the nearest U.S. Embassy or Consulate. Security screening procedures may cause significant delays in visa issuance. Please take steps to obtain your visa as soon as it is reasonably possible. Do not make your travel plans until your visa has been approved. You may enter the U.S. up to 30 days before the start date on your I-20 or DS-2019.

For more information specific to applying for an F-1 student visa, please visit:

- <http://travel.state.gov/content/visas/en/study-exchange/student.html>

For more information specific to applying for a J-1 visa, please visit:

- <http://travel.state.gov/content/visas/en/study-exchange/exchange.html>

WARNING: Do NOT travel to the U.S. on a B-1/B-2 visa or on the visa waiver program. You will not be able to attend classes until you have re-entered on an F-1 or J-1 student visa.

UNO E-mail: UNO e-mail is the University's official means of communication with students. Please activate your UNO e-mail account as soon as possible and make sure to check it regularly.

For more information on how to activate your e-mail account, please visit <http://www.uno.edu/ucc/email.aspx>.

Arrange for Permanent Housing:

The University of New Orleans has an on-campus residency requirement for all students. For more information on UNO's Student Housing Policy and how to apply for an exemption, please visit <http://www.uno.edu/housing/residency-requirement.aspx>. Registration for classes is blocked until students either obtain on-campus housing or are approved for an exemption so it is important that you attend to this as soon as possible.

ON CAMPUS - If you plan to live in university housing, send in your deposit and application as soon as possible **before** you arrive. **On-campus housing will probably not be available if you wait until you get here to apply.** For questions or applications about on-campus housing please visit the housing website at <http://www.uno.edu/housing/index.aspx>.

PLEASE NOTE: Upon applying for housing, you will be assigned to Privateer Place. If you choose to not live in Privateer Place, you will be required to sign a rejection form which will allow you to be assigned to Pontchartrain Halls. If you qualify for Lafitte Village, you may also apply to reside there.

Privateer Place

The official summer move in date is May 20, 2017 and the official fall move in date is August 11, 2017. Privateer Place offers apartment style living with 3 floor plans. Each apartment has a fully equipped kitchen and select units are fully furnished. For additional information, please see the Privateer Place homepage at <http://www.mystudentvillage.com/us/privateer-place/>.

Please note: Privateer Place requires all applicants to have a guarantor with a valid U.S. Social Security identification number. If you do not have a guarantor, you must make an additional refundable deposit of \$375 (in addition to a \$200 non-refundable administrative fee), and first rental installment. Please read the housing contract (and Privateer Place Apartments lease) very carefully. Please bring all essentials or plan to purchase them upon arrival as Privateer Place does not offer bedding or utensil packages. UNO is a tobacco free campus, which includes housing.

OFF CAMPUS – Upon your arrival OISS staff will provide advice on finding suitable housing.

To browse some available off campus housing options, please visit:

- <http://realestate.nola.com/for-rent>
- <http://neworleans.craigslist.org/>

It is your responsibility to have your housing arrangements made before you arrive at the University. We recommend that you print and bring any documents associated with your housing arrangements with you in case of any problems. This includes email correspondence, lease agreements, and receipts for payments. If you are unable to complete your housing arrangements prior to your arrival, you will need to make hotel arrangements at your own cost. Please carefully read the following information.

Early Arrivals

Privateer Place

The official summer move in date is May 20, 2017 and the official fall move in date is August 11, 2017. If you plan to arrive before the official move in date and would like to request early move in, **you are required to email your request** to: info@privateerplaceuno.com or to Gregory White at Gregory.white@clvusa.com. Please include the date you would like to move in. Please also allow 72 hours for Privateer Place to notify you by email if your early arrival request has been approved. There may be an additional daily charge of \$26 for a two bedroom and \$19 for a four bedroom for move-ins prior to May 20 (summer) or August 11 (fall). For more information see the [Privateer Place](#) homepage.

Pontchartrain Hall

For Pontchartrain Hall the official summer move in date is Friday June 2, 2017 and the official fall move in date is Friday, August 11, 2017. If you plan to arrive before the official move in date and would like to request early move in, **you are required to email your request** to studenthousing@uno.edu. Be sure to include the date you would like to move in as well as your name and room number. Your request will be evaluated on a situation by situation basis. Pontchartrain Hall employees will notify you by email if your early arrival request has been approved or denied. There is an additional charge for early move in ranging from \$40.00- \$60.00 per day (costs subject to increase) before the official move in date and prices vary according to room size and type. **All semester fees (tuition, fees, and on-campus housing costs) must be paid in full by June 2 for summer and August 11 for fall, or you will not be allowed to move in.** If you are not approved for early move in, you will need to make hotel arrangements at your own cost until the official move-in dates. For more information see the Pontchartrain Hall homepage at <http://www.uno.edu/housing/index.aspx>.

Lafitte Village

UNO's married and family housing facility leases to married, single parent(s) or non-married couples in domestic partnerships. Lafitte Village is now also open to graduate students (one-bedroom unit only, single occupancy) but priority will go to students who are married or have children living with them. Leases begin at the 1st of the month. Any arrivals other than the 1st will be on a pro-rated basis. A deposit and application fee of **\$350** must accompany the completed application. Leases are by the semester, academic year and full year. The primary lessee must be a registered full time student. Lafitte Village is unfurnished with the exception of a refrigerator and stove. You must obtain your own furniture. For more information please go to the UNO housing homepage at <http://www.uno.edu/housing/index.aspx>.

Hostels and Hotels

Information about hostels and hotels may be found on our website at:
[http://oiss.uno.edu/Youth Hostels and Hotels Fall 17.pdf](http://oiss.uno.edu/Youth%20Hostels%20and%20Hotels%20Fall%2017.pdf)

Late Night or After Hours Check-in

Privateer Place

Privateer Place front office is open from 8:30 a.m.-8:00 p.m. Monday through Friday, 10:00 a.m. – 4:00 p.m. Saturday, and 12:00 – 4:00 p.m. Sunday. If your arrival in New Orleans is not during business hours, you must email Privateer Place at least 72 hours in advance at info@privateerplaceUNO.com or Gregory White at Gregory.white@clvusa.com to request arrangements to check in to your apartment and get your keys. Be sure to include the approximate time of your arrival. Check-ins after **May 20, 2017 (summer) and August 11, 2017 (fall)** will still owe the May or August installment (in full). For more information see the [Privateer Place](#) homepage.

Pontchartrain Hall

The front desk of Pontchartrain Hall is staffed continuously throughout the day and night. Be sure you have made arrangements to check in before the official move in date if you plan to arrive early. Please confirm via email with student housing the time you plan to check-in.

Lafitte Village

There is no late night or after hours check in. Keys are only obtained during normal working hours of 8:00 a.m.-4:30 p.m. Monday – Friday. Please make hotel arrangements at your own cost if you arrive during the weekend or off hours.

Register for Classes:

As preparation to register for classes, please view the PowerPoint presentation at:
http://www.uno.edu/nso/docs/International_Orientation_Fall_2017.pdf

Any student entering UNO with less than 24 credit hours of college coursework will be advised by a First Year Advising (FYA) Staff member. For First Year Advising (under 24 credit hours), e-mail fy@uno.edu.

If you have more than 24 credit hours, you will be advised by your College.

Due to advising holds placed on new student accounts, you must contact your academic advisor prior to registering for classes. Please see contact information for your academic advisor on the list below.

International exchange students should contact Mary Hicks at mhicks@uno.edu or John Hazlett at jhazlett@uno.edu for assistance.

Department/Program**	Degree	Name of Advisor	E- mail address
College of Engineering	B.S. Students A-L Students M-Z Miscellaneous	Mr. J. Cross Samoa Hempfling Ms. N. Benko- Hakim	jecross@uno.edu scwilli1@uno.edu rnbenkoh@uno.edu
Dept. of Electrical	M.S. & Ph.D.	Dr. R. Azzam	razzam@uno.edu
Dept. of Civil & Environmental Engineering	M.S. & Ph.D.	Dr. M. Ghose Hajra	mghoseha@uno.edu
Dept. of Mechanical Engineering	M.S. & Ph.D.	Dr. M Guillot	miguillo@uno.edu
Naval Architecture and Marine Engineering	M.S. & Ph.D.	Dr. B. M. Taravella	bmtarave@uno.edu
Computer Science Mathematics Physics Science – Undecided Biology – Students L-P	BS	Ms. M. Bourque	msbourqu@uno.edu
Earth & Environmental Science Psychology Biology – Students Q-Z	BS	Ms. H. Dossey	hdossey@uno.edu
Chemistry Pre-Professional Biology – Students A-K	BS	Ms. N Dugar	nmdugar@uno.edu

Biological Sciences	M.S. & Ph.D.	Dr. B. Rees	brees@uno.edu
Chemistry	M.S. & Ph.D.	Dr. M. Trudell	mtrudell@uno.edu
Computer Science	M.S.	Dr. S. Tu	stu@uno.edu
Earth and Environmental Sciences	M.S.	Dr. I. Georgiou	igeorgio@uno.edu
Mathematics	M.S.	Dr. L. Li	Lli1@uno.edu
Physics	M.S.	Dr. L. Malkinski	gradphysics@uno.edu
Psychology	Ph.D.	Dr. L. Scaramella	lscaram@uno.edu
College of Business Administration	BS Business degrees: 1. Accounting 2. Healthcare Mgmt 3. Finance 4. Management 5. Marketing 6. Business Admin. 7. Business Admin. with CSCI Option 8. Hotel Restaurant & Tourism	Ms. A. Dunn Ms. R. Chaiban Mr. J. Burns Ms. M. Janousova	emdunn@uno.edu rlchaiba@uno.edu jburns3@uno.edu mjanous1@uno.edu
College of Business Administration	MBA	Mr. M. Hossain	mba@uno.edu mahossai@uno.edu
Department of Accounting	Pre-CPA MS in Accounting MS in Accounting with Taxation Option	Ms. B. J. Ballanco	bj.ballanco@uno.edu
Dept. of Economics & Finance	MS in Health Care Mgmt.	Dr. W. Lane	wlane@uno.edu
Dept. of Economics & Finance	PhD in Financial Economics	Dr. N. Maroney	dfiec@uno.edu
School of Hotel Restaurant & Tourism Administration	M.S. in Hospitality and Tourism Mgmt.	Dr. Kim Williams	Khwilli3@uno.edu
Education & Human Dev.: Students w/ Last Names M-Z HPPH: Exercise Physiology and Health Promotion MAT Initial Advising	B.S. / BA	Ms. M. Geiring	mageirin@uno.edu
Education and Human Development	M.A., M.A.T. & M.Ed.	Dr. L. Flynn-Wilson Dr. P. Bole Dr. J. Janz Dr. B. Burrell Dr K. Reynolds	lflynnwi@uno.edu pbole@uno.edu jqjanz@uno.edu bburrell@uno.edu kate.reynolds@uno.edu
Department of Educational Leadership, Counseling & Foundations & Human Performance and Health Promotion	M.A., M.Ed. & Ph.D.	Dr. B. Beabout Ms. A. Miller	edadmin@uno.edu almiller@uno.edu

Interdisciplinary Studies	IDS	Ms. J. Archibald Ms. S. R. Hayes	jarchib2@uno.edu srhayes@uno.edu
English History Philosophy Music	BA	Ms. C. Kenney	ckenney@uno.edu
Film, Theatre, & Comm. Arts Romance Languages COLAEHD - Undecided	BA	Ms. L. Deming	lldeming@uno.edu
Anthropology Political Science International Studies Sociology Fine Arts: Art History and Studio Arts	BA	Mr. D. Crowell	dwcrowell@uno.edu
Education & Human Dev.: Students w/ Last Names A-L Education Undergrad HPHP: Exercise Physiology and Health Promotion MAT Initial Advising	BS/BA	Ms. A. Miller	almiller@uno.edu
Planning and Urban Studies	BA	Dr. D. Lambour	dmlambou@uno.edu
Planning and Urban Studies	MPA		gradmpa@uno.edu
Creative Writing Workshop	MFA	M.O. Walsh	cww@uno.edu

**Please Note: The University is in the process of adjusting their advising system. We will send out updates as we receive them.

REMINDER: Registration after June 2 for summer and August 11 for fall will result in late fees and schedule being cleared for non-payment. The last day to register for any classes is June 7 for summer and August 22 for fall (late fees will apply). Tuition, fees, and on-campus housing costs must be paid in full before you will be allowed to move in to Pontchartrain Hall.

Arrange Finances:

When bringing money to the United States, it is safer to carry U.S. \$ Traveler's Checks. Initial settling-in costs are *estimated* as follows (**please note that University tuition and fees are subject to increase without notice**):

* Tuition & fees	\$7,000 (estimated)
* Temporary accommodations	\$200-1000 (1-7 days)
* First month rent, security deposit & utility deposits	\$1,500-2,500
* Pontchartrain Hall	\$4,515 (4 bedroom + required meal plan)
* Health insurance	\$866
* Books	\$650

Two bedroom apartments in the university area rent for approximately \$1,000 – \$1,500 per month.

Please note that tuition, fees, and on-campus housing costs for Pontchartrain Hall must be paid before you move in. Check the actual amounts for tuition and fees at the Bursar's Office website:

<http://bursar.uno.edu/>. To find out how to pay ahead online go to <http://www.uno.edu/bursar/Payments/>.

Please note that a fee of 2.5% will be charged to those using credit or debit cards to pay for tuition and fees. The Bursar's office prefers that payments be made online through the WebSTAR site, rather than over the phone.

Insurance Coverage: Medical insurance coverage is required for international students and the fee will be automatically placed on your bill. You may apply for a waiver of this fee by printing the Insurance Coverage Evaluation Form from <http://oiss.uno.edu/UNOinsurancereq2.cfm> and having it completed by your insurance company. Insurance coverage must begin no later than the first day of classes and extend at least through the end of final exams. **Requests for insurance waivers must be submitted to OISS no later than 4:30 p.m. on June 7 for summer and August 22 for fall.** There are no exceptions to the waiver deadline. Health insurance through the UNO policy costs about \$1,700 per year (cost is divided and paid at the start of each semester).

June 2 (summer), August 11 (fall): **Deadline to pay and avoid late fee charge and schedule being cleared for non-payment**

June 7 (summer), August 22 (fall): **Final Deadline for payment of all tuition and fees**

IMPORTANT NOTE: Few on-campus jobs or graduate assistantships are available. Do not plan on income from a campus job to supplement personal, family, or scholarship funds.

WHAT TO EXPECT FROM IMMIGRATION AND CUSTOMS UPON YOUR ARRIVAL

Do not place following documents in your checked baggage. Carry them with you. If your baggage is lost or delayed, you will be unable to present the documents at the port of entry. As a result, you may not be able to enter the United States.

1. **Your passport, valid for at least six months into the future, and**
2. **Your I-20 or DS-2019 Form.** If you receive your documents from the Consular Officer in a sealed envelope, you should not open it! Instead, give the sealed envelope to the Customs and Border Protection (CBP) officer at the U.S. Port of Entry.

In addition, it is strongly recommended that you also hand carry the following documentation:

1. Evidence of financial resources;
2. Evidence of student/exchange visitor status, such as UNO's acceptance letter
3. Paper receipt for the SEVIS fee, and
4. Name and contact information for the Office of International Students and Scholars, including a 24-hour emergency contact number at our school. (**UNO Police: 504-280-6666**)

If Arriving By Air: Flight attendants will distribute a Customs Declaration Form (CF-6059). This must be completed prior to landing.

If Arriving By Land or Sea: The CBP Officer at the port of entry will provide the necessary Customs Declaration Form (CF-6059) to be filled out upon your arrival.

Proceed to the terminal area for arriving passengers. Have the following documents available for presentation: your passport; SEVIS Form I-20/DS-2019; and Customs Declaration Form (CF-6059).

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the CBP Officer that you will be a student at the University of New Orleans, 2000 Lakeshore Drive, New Orleans, LA 70148.**

Once your inspection is successfully completed, the inspecting officer will:

- **Stamp your passport duration of status (“D/S”) for F and J visa holders**
- **Provide you with instructions on how to retrieve your I-94 (arrival/departure record) electronically.** This information is also available when you check in at OISS.

Make sure that you have your I-20 or DS-2019 and passport when you depart the inspection area. These are all very important documents.

At the airport: Shuttle Service is available for transportation to UNO's University Center or to local hotels and hostels for \$24. For more information, visit the website at www.airportshuttleneworleans.com. Please note, shuttles are available on a continuous basis with vehicles departing approximately every 30 minutes. Having an advance reservation will ensure your timely departure to or from the Airport. Taxis are also available, but at a higher cost. For information about the shuttle or taxis, go to the baggage claim area. If you get into difficulty, please call OISS at 504-280-6021 during office hours (8:00 a.m. - 4:30 p.m.). After 4:30 p.m., you may call the UNO Campus Police at 504-280-6666.

SETTLING IN

Checking in: Upon your arrival to UNO, immigration regulations require you to check in at the Office of International Students and Scholars in the International Center Room 125. You will also sign up for a required Welcome Session.

Mandatory Check-In Hours:

Summer

- Thursday, June 1 9:00 a.m.-12:00 p.m. and 2:00 p.m. - 4:00 p.m.

Fall

- Monday, July 31 – Thursday, August 3 10:00 a.m.-12:00 p.m. and 2:00 p.m. - 4:00 p.m.
- Monday, August 7 – Friday, August 11 9:00 a.m.-12:00 p.m. and 2:00 p.m.-4:00 p.m.

Please note that OISS will be closed on Fridays from May 15 through August 4.

During check-in, OISS staff will inspect and photocopy your immigration documents as well as print a copy of your I-94 (arrival/departure record). A printed copy of your I-94 arrival/departure record can also be obtained at www.cbp.gov/I94.

Information about academic registration, housing, banking and other concerns will be provided at the Welcome Session. Please bring the following items:

- ✓ Passport
- ✓ Form I-20 or DS-2019
- ✓ Insurance Coverage Evaluation Form completed by your medical insurance company (if you have a policy) or be prepared to purchase a UNO policy--approximately \$1,700 per year.

- ✓ Name and address of someone in the U.S. and/or someone in your home country to notify in case of an emergency.

Immunization Records: You must bring immunization records with you to give the UNO Student Health Service. Check the Student Health Services website for more information: <http://studenthealth.uno.edu/>

Employment: Do not begin any on-campus employment (including assistantships) until you have completed the work eligibility form at OISS.

INFORMATION FOR STUDENTS CURRENTLY IN THE U.S.

Transfer students: If you are transferring to UNO from another U.S. institution, complete the Transfer Form with your current international student advisor and fax it to 504-280-7317. The Office of International Students & Scholars will prepare your I-20 or DS-2019 form. Please note that all transfer students are required to complete immigration transfer procedures by personally checking in with the OISS within 15 days of the start of classes (classes start: June 5, 2017 for summer and August 16, 2017 for fall). Simply obtaining an I-20 or a DS-2019 form from OISS does not complete your immigration transfer. If you fail to check in, you could violate your immigration status.

Students changing degree levels: If you are moving from one degree to another at UNO (i.e., undergraduate to graduate, intensive English language to undergraduate, etc.), you must request your I-20 or DS-2019 from OISS within 15 days of the start of classes (classes start: June 5, 2017 for summer and August 16, 2017 for fall).

Students in another immigration classification: If you currently hold F-2 or B-1/ B-2 status, please be aware that you must obtain F-1 status before beginning your course of study. You must contact OISS staff as soon as possible for assistance in filing an application to change your status.

Individuals who hold other non-immigrant classifications (H, TN, J-2 etc.) may be eligible to enroll in classes incidental to their status. Please consult with OISS staff should you have questions or concerns about your current status and your ability to study in the U.S.

Please note that OISS will be closed on Fridays from May 15-August 4.

We hope that this information is helpful as you make your plans to travel to New Orleans. Please contact us if you have questions regarding transportation, orientation, housing, or other details of adjusting to life and studies in New Orleans. We look forward to your arrival.

Warmest regards,

OISS Staff

E-mail: oiss@uno.edu Web: <http://oiss.uno.edu>