

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 summer semester is Tuesday, May 31, 2011. The latest date you can arrive for fall semester is Thursday, August 18, 2011. You must attend New International Student Orientation scheduled as follows:

Summer Orientation

June 1 **2:00 p.m. – 3:30 p.m.** **Bicentennial Education Center, Room 122**

Fall Orientation

August 19 **Part 1— 8:30 a.m. – 11:30 a.m.** **Kirschman Hall Atrium**
Break— 11:30 a.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
- Placement Exams
- Special Procedures for Students Currently in the U.S.

PRIOR TO DEPARTURE

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>.

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/visa/temp/types/types_1268.html

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

- http://travel.state.gov/visa/temp/types/types_1267.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://ucc.uno.edu/accounts/index.cfm> and scroll down to "Students."

Arrange for Permanent Housing:

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 websites at <http://housing.uno.edu/> and www.privateerplaceUNO.com. **Please take 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 contact Privateer Place via email to make payment arrangements. Please read the housing contract very carefully. Pontchartrain Hall requires all semester fees (tuition, fees, and on-campus housing costs) to be paid in full by May 31 (summer) or August 18 (fall). If you have not registered for classes and paid in full, you will not be allowed to move in.**

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 move in date for all students into Privateer Place is **June 1, 2011** for summer semester and **August 18, 2011** for fall semester. 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 peter.saloukas@clvusa.com or joel.roussell@clvusa.com. Please include the date you would like to move in. Privateer Place will notify you by email if your early arrival request has been approved or denied. There is an additional charge for early move in which is \$75.00 per week prior to June 1 or August 18. If you are not approved for early move in, you will need to make hotel arrangements at your own cost until June 1 or August 18, 2011. For more information see the Privateer Place homepage at www.privateerplaceUNO.com

Pontchartrain Hall

The official move in date for Pontchartrain Hall is **May 31, 2011** for summer semester and **August 18, 2011** for fall semester. 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 \$25.00- \$40.00 per day 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 May 31 (summer) or August 18 (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 May 31 or August 18, 2011. For more information see the Pontchartrain Hall homepage at <http://housing.uno.edu/>.

Hostels and Hotels

Information about hostels and hotels may be found on our website at

<http://oiss.uno.edu/docs/Youth%20Hostels%20and%20Hotels%20Summer%202011.pdf>

Late Night or After Hours Check-in

Privateer Place

Privateer Place front office is open from 8:30 a.m. – 6:00 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 in advance at peter.saloukas@clvusa.com or joel.rousell@clvusa.com to make arrangements to check in to your apartment and get your keys. Be sure to include the approximate time of your arrival. For more information see the Privateer Place homepage at www.privateerplaceUNO.com.

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, and that the staff is aware of what time you plan to check-in, especially if it will be over night.

Register for Classes:

As preparation to register for classes, please view the PowerPoint presentation at

<http://nso.uno.edu/docs/International%20Students%20-%20Advising%20and%20Registration.pdf>.

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.	Ms. N. Benko-Hakim	rnbekoh@uno.edu
	M.S. & Ph.D.	Dr. P. Chirlian	pchirlia@uno.edu
Biological Sciences	B.S.	Dr. W. Schluchter	wslchluch@uno.edu
	M.S. & Ph.D.	Dr. B. Rees	brees@uno.edu
Chemistry	B. S.	Dr. R. Sweany	rsweany@uno.edu
	M.S. & Ph.D.	Dr. M. Tarr	mtarr@uno.edu
Computer Science	B.S.	Dr. A. DePano	adlai@cs.uno.edu
	M.S.	Dr. S. Tu	shengru@cs.uno.edu
Earth & Environmental Sciences	B.S.	Dr. K. Derstler	kderstle@uno.edu
	M.S.	Dr. M. O'Connell	moconnel@uno.edu
Mathematics	B.S.	Dr. C. Jensen	cjensen@uno.edu
	M.S.	Dr. L. Li	Lli1@uno.edu
Physics	B.S.	Dr. O. Griffith or Dr. C. Seab	ogriffit@uno.edu cseab@uno.edu
	M.S.	Dr. K. Stokes	klstokes@uno.edu
Psychology	B.S.	Dr. C. Weems	cweems@uno.edu
	Ph.D.	Dr. L Scaramella	lscaram@uno.edu
College of Business Administration	BS Business degrees: 1. Accounting 2. Entrepreneurship 3. Finance	Ms. P. Gaffney	mjgaffne@uno.edu

	4. Management 5. Marketing 6. Business Adm 7. Business Adm with CSCI Option 8. Hotel Rest & Tourism		
College of Business Administration	Master in Business Administration (MBA)	Ms. J. Guerrero	jequerr1@uno.edu
Department of Accounting	Pre-CPA MS in Accounting MS in Accounting with Taxation Option	Dr. G. Hosch	gahosch@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	nmaroney@uno.edu
School of Hotel Restaurant & Tourism Administration	MS in Hospitality and Tourism Mgmt.	Dr. H. Chacko	hchacko@uno.edu
Early Childhood, Elementary, or Secondary Education	B.A. or B.S.	Mr. K. Ovella Ms. R. Laiche	kmovella@uno.edu rlaiche@uno.edu
Curriculum and Instruction	Master's and Ph.D.	Dr. J. Kieff	jkieff@uno.edu
Educational Leadership PK-12	Master's and Ph.D.	Dr. J. Haydel	jbhaydel@uno.edu
Counseling	Master's and Ph.D.	Dr. R. Dufrene	rdufren1@uno.edu
Higher Education	Ph.D.	Dr. M. Del Favero	mdelfave@uno.edu
Special Education	Master's and Ph.D.	Dr. R. Scott	rlscott@uno.edu
Interdisciplinary Studies	IDS	Mr. D. Harper	dharpe1@uno.edu
Interdisciplinary Studies	IDS	Mr. G. Williams	gwilliam@uno.edu
Liberal Arts Undecided	BA	Ms. C. Cannon	ccannon@uno.edu
		Ms. B. LeBlanc	ealeblan@uno.edu
Anthropology	BA	Dr. D. Beriss	dberiss@uno.edu
English	BA	Dr. A. Boyd Rioux	aeboyd@uno.edu
Film, Theatre, & Comm. Arts	BA	Ms. D. Daniel	ddaniel@uno.edu
Fine Arts	BA	Mr. C. Saucedo	csaucedo@uno.edu
Foreign Languages (SPAN)	BA	Dr. J. Mondada	jmondada@uno.edu
Foreign Languages (FREN)	BA	Dr. J. Starr	jestarr1@uno.edu
Geography	BA	Ms. J. Ibanez	jibanez@uno.edu
History	BA	Mr. A. Goss	agoss@uno.edu
International Studies	BA	Dr. J. Hazlett	jhazlett@uno.edu
Music	BA	Dr. J. Hammann	jhammann@uno.edu
Philosophy	BA	Dr. E. Johnson	erjohns1@uno.edu
Planning and Urban Studies	BS	Dr. P. Haughey	pmhaughe@uno.edu
Political Science	BA	Dr. E. Chervenak	echerven@uno.edu
Sociology	BA	Dr. D. Allen Dr. S. Mann	hallen@uno.edu samann@uno.edu

REMINDER: Registration after May 31 for summer and August 18 for fall will result in late fees. The last day to register for any classes is June 6 for summer and August 26 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	\$8,062 (estimated)
* temporary accommodations	\$200-1000 (1-7 days)
* first month rent, security deposit & utility deposits	\$1,500-1,800
* Pontchartrain Hall	\$3513 (4 bedroom + required meal plan)
* health insurance	\$400
* books	\$500

Two bedroom apartments in the university area rent for approximately \$950 – \$1,200 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 pay ahead online go to <http://bursar.uno.edu/payments.cfm>.

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/UNOinsuranceeq2.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 the third class day for summer semester and no later than the fifth class day for fall semester.** There are no exceptions to the waiver deadline. Health insurance through the UNO policy costs about \$800 per year for students under 35 years of age (students pay half at the beginning of each semester).

May 31 (Summer), August 18 (Fall): Deadline to pay and avoid late fee charge

June 6 (Summer), August 26 (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**)

For comprehensive information on procedures for traveling and arriving in the United States, visit: <http://www.educationusa.info/pages/students/travel.php>.

If Arriving By Air: Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival Departure Record Forms (I-94). These 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 Forms (CF-6059) and Arrival-Departure Record Forms (I-94) 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; Arrival-Departure Record Form (I-94); 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 SEVIS Form for duration of status (“D/S”) for F and J visa holders**
- **Stamp the Arrival-Departure Record Form (I-94) for duration of status (“D/S”) and staple it in the passport**

Make sure that you have your stamped I-20 or DS-2019 and your I-94 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 \$20. For more information, visit the website at www.airportshuttleneworleans.com. Taxis are also available, but at a higher cost. For information about the shuttle or taxis, go to the baggage claim area. Please note, shuttles do not run between the hours of 2:00 a.m. – 6:00 a.m. 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 Bicentennial Education Center Room 122. You will also sign up for a required Welcome Session.

Mandatory Check-In Hours:

Summer

- **Wednesday, June 1** 9:00 a.m.-12:00 p.m.

Fall

- **Monday, August 8** 10:00 a.m.-12:00 p.m. and 2:00 p.m.-4:00 p.m.
- **Tuesday, August 9-Friday, August 12** 9:00 a.m.-12:00 p.m. and 2:00 p.m.-4:00 p.m.
- **Monday, August 15-Thursday, August 18** 9:00 a.m.-12:00 p.m. and 2:00 p.m.-4:00 p.m.

During check-in, OISS staff will inspect and photocopy your immigration documents. Information about academic registration, housing, banking, and other concerns will be provided at the Welcome Session.

Please bring the following items:

- ✓ Form I-94 (small white card given to you upon arrival in the U.S.)
- ✓ 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 \$800.00 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.

PLACEMENT EXAMINATIONS FOR UNDERGRADUATE STUDENTS

English All new freshman, new non-traditional students, and transfer students entering without transfer credit in English composition will be placed into the appropriate level of English through the English Placement Test. The test consists of a 40-minute writing sample. ACT/SAT I scores cannot be used for English placement. However, the SAT II Writing Subject Test is acceptable for determining placement (the SAT II Literature Subject Test is not).

Transfer students with more than 12 credits who have not previously taken an English course must also take the placement exam. Students with transfer credits in English should consult their college counselors upon arrival.

Students who successfully complete UNO's Intensive English Language Program "IELP" may undergo placement testing as a part of their IELP studies. For clarification, contact IELP at 280-5530.

Wednesday, April 20 **Summer** Undergraduate English Placement Exam
11:00 a.m.-12:00 p.m. Education Building, Room 205
and
Tuesday, May 31 Liberal Arts Building, Room 140
9:30 a.m.-10:30 a.m.

Monday, August 15 **Fall** Undergraduate English Placement Exam
10:00 a.m. – 11:00 a.m. Liberal Arts Building, Room 140

For additional information regarding the English Placement Exam, please e-mail ept@uno.edu.

Math All new students or transfer students without credit in Mathematics will be placed into the appropriate UNO mathematics course according to their ACT or SAT Math scores. If you do not have an ACT or SAT score, you will be required to take the Math Placement Exam before you are permitted to register for classes. For additional information, call the Math Department at 504-280-6331.

Tuesday, May 31 **Summer** Undergraduate Math Placement Exam
11:00 a.m. – 1:00 p.m. Math Building, Room 111

Tuesday, August 16 **Fall** Undergraduate Math Placement Exam
and
Thursday, August 18 Math Building, Room 111
11:00 a.m. – 1:00 p.m.

Students must bring a pen, 2 pencils, and picture ID (Passport) to the placement tests. All tests begin promptly at the time stated above. See <http://www.english.uno.edu/englishplacementtest.cfm> for more information or call the Math Department at 504-280-6331.

Please note that these tests must be taken before the student is advised on or registers for any English, math, or science courses.

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, which is June 2 for summer and August 22 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, which is June 2 for summer and August 22 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.

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>