



Review the Admission Packet Forms and Information

Letter of Admission

Please review the wording of your admission letter to learn whether you have been granted full, conditional, probationary, non-degree, or special student status. You are encouraged to discuss your admissions status with the OISS (Office of International Student Services) if you have questions or concerns.

- IU South Bend cannot issue a Certificate of Eligibility for F-1 status (I-20) until a student is fully admitted to the University, whether in degree-seeking or non-degree status.
- Students who are non-native English speakers will not be granted admission to IU South Bend until establishing, through documentation, a required level of English language proficiency (non-native English speakers must meet a post-admission language proficiency requirement, as well).
- Students seeking admission to graduate degree programs in the Leighton School of Business and Economics or the College of Liberal Arts and Sciences must officially submit any required GMAT or GRE scores before full admission.

Submitting Official Transcripts and Exam Results

If you have not yet done so, please arrange to officially submit your transcripts. These should be sent to the Office of International Student Services directly from the issuing institution whenever possible.

Transfer Credit Process

You must submit official transcripts before transfer credit can be assigned. If you wish to obtain the maximum number of course-to-course transfer credit from a non-US institution for which you earlier submitted official transcripts, we recommend that you submit any supporting syllabi, catalogs, bulletins, course descriptions, or other relevant materials **before you arrive here to IU South Bend**. Supporting materials may be submitted by scanned email attachment.

English and Math Placement Exam Preparation Materials

Your admission packet includes important information and online links that will help you to prepare for any required placement exams, such as those in English and business.

UNDERGRADUATES: If required to, you should take the ALEKS placement exam online before arriving for orientation. You can find the links for this exam by typing "Math Placement Exam" into the search bar of the IU South Bend website.

Obtain a Student Visa

Certificate of Eligibility: I-20 or DS-2019

Before you can obtain an initial entrance visa, the OISS must issue for students seeking F-1 status a Form I-20, or for J-1 students a Form DS-2019. Please review this form to ensure that the information is correct. Alert the OISS immediately if your name is misspelled, or the degree program, funding, start date, birth date or any other detail is incorrect. The OISS will make corrections and send you the corrected form before you apply for the entrance visa. **Please Note:** The OISS cannot issue an I-20 or DS-2019 until you have met all terms and conditions for full admission.

Passport and F-1/J-1 Entrance Visa

You are required to have a valid passport to obtain a visa for entry into the United States, and you are responsible for maintaining the Certificate of Eligibility (Form I-20 or Form DS-2019) you received from Indiana University South Bend or from a U.S. sponsoring agency. **Your passport must remain valid for at least six months into the future following your entry into the U.S.**

Before you apply for your F-1 or J-1 Student visa, you will need to **file a Form I-901 and pay an administrative fee** for the Student and Exchange Visitor Information System (SEVIS). The Web site with options and instructions for filing the form is: www.fmjfee.com. You will need to show your I-901 receipt of payment at the U.S. Consulate or Embassy when you apply for your student visa.

When you go to the Consulate or Embassy to apply for a visa, you should take the I-20 or DS-2019 with you, along with your passport, I-901 SEVIS Fee Receipt, and the documents certifying the sources and amounts of your financial support for study at IU South Bend. If you are receiving financial support from IU South Bend or any other financial sponsor, carry with you the letters, affidavits, and documentation that list this funding. If the visa application is approved, a visa stamp will be placed in



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your passport and the documents returned to you. **If you have difficulty obtaining a visa, contact the OISS immediately. Our e-mail address is: oiss@iusb.edu.**

Prepare and Gather Important Documents

Immigration Documents for Travel and Entry into U.S.

When travelling, carry your passport with the visa stamp, the I-20 or DS 2019, the I-901 SEVIS Fee Receipt, and the financial support documents on your person. You must present them at the U.S. Port of Entry (usually the airport). **DO NOT PUT THEM IN YOUR CHECKED LUGGAGE!**

Home Country License and International Driver's License

If you plan to drive a motor vehicle in the U.S., you will need to bring your valid driver's license (officially translated into English) from your home country. Further details about applying for an Indiana driver's license can be found at the Bureau of Motor Vehicles Web site: www.in.gov/bmv/. You encouraged to obtain an International Driver's License before departing your home country.

Proof of Date of Birth (for self, spouse and dependents); Marriage Certificate

If your passport is less than one year old, it is a good idea to bring a certified true copy of your Birth Certificate or other documents that can verify your date of birth. A second form of identification is required to apply for a U.S. Social Security card. Married students should have a marriage certificate at the ready.

Health and Immunization Records

Be sure to bring any health records, such as immunization records, medicine prescription information, etc. with you. Before the start of your second semester of enrollment, you will be required to complete an online form that requests you provide the dates of specific immunizations. You will also be required to review information about meningitis and how you can take steps to prevent contracting meningitis.

- **These documents should be accompanied by an English translation. You will be asked to upload a copy of these documents to complete the Immunization Compliance.**

TB Screen Required after entry to the U.S.

All students in F and J status will be required to undergo a TB screening after arrival to the United States. These screenings will be available through IU South Bend's Health and Wellness Center and offered as part of orientation.

Students with Dependents

Please indicate at the time of admission or confirmation of admission whether you will require immigration documents for a spouse or child dependent. In addition to submitting the I-20 dependent form, please note the following requirements:

Married Students – Documentary evidence of a dependent's relationship to an F-1 student must be presented (marriage license in original language with English translation), together with adequate financial resources before the OISS may issue a supporting I-20 for F-2 dependents. In addition, please submit a copy of your spouse's passport page.

Students with Dependent Children – Documentary evidence of a dependent's relationship to an F-1 student must be presented (birth certificate, adoption certificate or guardianship certificate in original language with English translation), together with adequate financial resources before the OISS may issue a supporting I-20 for F-2 dependents. In addition, please submit a copy of each child's passport page. **If you will be enrolling your child in the U.S. educational system, please bring proof of attendance at the school in your country (i.e. report cards), detailed course descriptions of their academic work, and immunization records.**

Pack Other Important Items

Cultural information and artifacts

People in the U.S. are very interested in learning more about your country, and you will have many opportunities to make cultural presentations on campus and in the community. Please try to bring examples of your country's culture and



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traditions, such as traditional clothing, musical instruments, pictures of your country and family, and other artifacts that are special to your culture or family life.

- Family photos and mementos**
- Small home country souvenirs**

It is nice to be able to present small tokens to hosts and new friends.

- Prescription medication, clearly labeled, and eyeglass prescription; spare pair of eyeglasses** *Remember to check with U.S. Customs if you have questions about the kinds of medication that can be brought into the U.S.*
- A variety of clothing, but you will be able to buy bulky, cold-weather clothing and boots in South Bend**

✪ **Traveling to the U.S.**

Please note that you may only enter the U.S. 30 days prior to the initial start date listed on your I-20 or DS-2019.

Arrival at the Port of Entry

There will be an immigration "inspection" upon your arrival to the U.S. About an hour before landing, you will receive a Customs Declaration form. Complete this form as instructed by the flight attendant and put the completed form with your passport, I-20 or DS-2019, I-901 SEVIS fee receipt, and financial documentation. The border official/immigration inspector will check your passport, entrance visa, I-20 or DS-2019, I-901 SEVIS fee receipt, and financial documentation upon arrival.

Form I-94 Arrival/Departure Record

The I-94 is the Arrival/Departure Record. Although this record will still be issued as a small, white card at land ports, seaports and airports will no longer issue this document on paper. Rather, the record will be updated online at time of entry by a border official. **It is important that you ensure that your passport has been stamped for arrival and includes the date of admission, class of admission (F-1, F-2, etc.) and the date until which you are admissible. For F-1 and J-1 students and their dependents, this should be noted as D/S for duration of status.** We suggest that you print out a copy of the I-94 record from one of the computer kiosks available to you just after leaving the border official's station at the air or sea port. You may also access the I-94 record online at: www.cbp.gov/I94.

Customs Declaration

After going through immigration at the first point of entry into the U.S., you will need to claim all of your checked luggage and carry it through Customs. The Customs official will check your customs declaration and may inspect your luggage. If you have a connecting flight, you will be able to recheck your luggage after you have gone through the customs inspection process. In order to make this a stress-free experience, be sure to review the regulations surrounding items that may and may not be brought into the U.S. from abroad! Take special care with food, medications, animal products, and electronic equipment.

Connecting to South Bend

By Air: South Bend is well connected by air to South Bend Regional Airport from most major ports of entry in the U.S.

Bus Service from Chicago to South Bend: Daily bus service is available to and from Chicago/South Bend by Coach USA/United Limo (<http://www.busville.com/>). They operate 7 days a week, including weekends and holidays. The schedule and fares are listed at the Web site above. The service is available from both O'Hare and Midway airports; however, Midway is not an international airport. You can pick up Coach USA/United Limo service at two locations. The first location is within the so-called domestic terminals on the lower level in the Shuttle Bus Center. Follow the arrows! The second stop location is curbside in front of Terminal 5. There are two South Bend bus service-drop offs: South Bend Regional Airport and Notre Dame Avenue.

Bus Service from Other Cities to South Bend: Please check the Greyhound Bus schedule for travel from other cities to South Bend: <http://www.greyhound.com/>

South Shore Train: You may also opt to take the city train from the airport into Chicago's Randolph Street Station, and then board a South Shore train which stops at the South Bend Regional Airport. This can be an inexpensive and pleasant way to ride into South Bend if you plan to overnight or spend some time in Chicago before arriving in South Bend. The Web site is here: <http://www.nictd.com/>.



✪ **First Arrival in South Bend**

Students must make every effort to arrive in South Bend by the date of International Student Orientation, as noted in the admission letter. This date is prior to the beginning of classes each semester or summer session. Since University offices are closed on Saturdays, Sundays, and holidays, it is wise to avoid arriving on these days.

If circumstances arise which prevent you from arriving in South Bend by the date specified, you MUST contact the OISS by e-mail, fax, or telephone for advisement. Keep in mind that if you are not able to arrive by the date specified on your I-20 or DS-2019, you must postpone your admission until a later semester.

Once your travel plans are confirmed, please send your arrival information to the OISS via email (oiss@iusb.edu), including the date and time of your arrival, airline, and flight/bus/train number. If your travel plans are subsequently changed, you should notify the OISS immediately.

Should you require EMERGENCY assistance upon your arrival in the U.S. or South Bend, telephone the OISS at (574) 520-4419 Monday through Friday between the hours of 8am and 5pm. If unable to reach the OISS, please notify the IU South Bend Campus Police office at (574) 520-4239.

All international students, research/scholars, and visitors MUST register at the OISS by the next working day after they arrive. The office is open 8am until 5pm Monday through Friday. We are located in the Administration Building, first floor, and our telephone number is (574) 520-4419. Bring all of your admission and travel documents with you including those of any dependents who are traveling with you. At this time, we will answer your questions and give you information about orientation. An orientation period is planned at the beginning of each semester to help you make the adjustment to IU South Bend and American living.

✪ **Expenses**

It is important that you realistically estimate your educational and living expenses at IU South Bend. Make certain that you will have sufficient funds available through your proposed stay to meet all of your needs. The possibility of obtaining financial assistance at IU South Bend is extremely limited, although you are encouraged to apply online for the IU South Bend scholarship packet by March 1 of each year. You should not expect to receive a scholarship award in the first year after initial enrollment, unless you have already been notified of financial assistance in your admission letter or a subsequent First-Year Award letter. Estimated minimum expenses for an academic year of study at IU South Bend are based upon projected tuition and living costs. Please note that these estimates do not include the cost of tuition, books, or room and board during the summer sessions. Additional funds must be available for these expenses.

International Student Fee Remission Scholarship

Students may apply for the International Student Fee Remission Scholarship in the second semester of enrollment. Students who meet the eligibility requirements may be awarded up to 40 percent of the out-of-state tuition rate.

Traveling and Temporary Housing Expenses

Review your itinerary from start to finish so you can plan for expenses related to meals and transportation along the way. The travel section outlines options and estimated costs for local travel between airports and South Bend. If you are not able to move into your permanent housing, you should also plan for the costs associated with a temporary stay in a hotel.

Money for Immediate Expenses/Exchanging Foreign Currency

Students should be able to access approximately \$6000.00 upon arrival to IU South Bend. Those renting off-campus apartments will likely need to pay the first month's rent, together with a deposit. You will also need to purchase food and some clothing, as well as household and school supplies. Books, insurance, and local transportation and temporary lodging will also figure into your first expenses. **It is a challenge to exchange foreign currency once in South Bend. If you seek to make an exchange, you are best served in the larger cities as you pass through the airport.**

Transfer of Funds

If you expect to receive money from outside the United States while at IU South Bend, be sure that all the necessary



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arrangements have been made for the transfer of these funds **before you depart** your home country. To determine the necessary procedure, consult a bank or currency exchange official in your home country.

If your government requires an official university certification of your enrollment before they will approve the transfer of funds, you may obtain this certification from the Office of the Registrar after you have registered for classes.

Tuition, Fees, and Educational Expenses

Tuition fees are due the same day you register for classes. If you cannot pay the full amount right away, please go to the Bursar's office to make payment arrangements. A payment plan in which you make scheduled payments throughout the semester may be arranged. Here is a link to the Bursar's Web site explaining payment options:

https://www.iusb.edu/bursar/billing/payment_plans.php Educational expenses may include special laboratory fees or compensation for music accompanists. Books and supplies for classes must be purchased separately and may cost U.S. \$400-\$600 per semester.

📍 Housing

Temporary Housing

If you are not able to move in immediately to your permanent housing, please arrange for a temporary stay at the hotel you find most convenient to campus or local transportation. There is a hotel near the South Bend airport with bus service into the city. Likewise, there are several hotels in downtown South Bend near bus lines that pass by IU South Bend's campus. Costs can range from \$60.00 to \$100.00 a night.

Students who are contracted to live in on-campus housing prior to arrival should discuss terms and costs of an early arrival with Housing and Residence Life staff: housing.iusb.edu

On-Campus Housing

Apartment-style, University-sponsored student housing is available on campus. One- bedroom, two-bedroom, and four-bedroom units are available. Further information regarding housing amenities, move-in dates, and cost, together with an application form are included with this admissions package.

Your housing application must be submitted with a housing prepayment of US \$200 made payable to Indiana University South Bend. If you make the deposit via wire transfer, there is also a fee for this service. This deposit is non-refundable. If, after your arrival you decide not to live in University-sponsored housing, your deposit will not be returned. If you pay the US \$200 deposit and live in IU South Bend housing, then the deposit will be considered a damage deposit. This is refundable when you leave, although the University may subtract costs for cleaning or repairs. Housing is assigned on a first come, first serve basis depending on the date your housing application is received.

Off-Campus Housing

You are advised to begin your search for an apartment or other permanent, off-campus accommodations before you arrive in South Bend, but you are encouraged not to sign an off-campus lease or housing contract until you have been able to inspect the property. Renting an apartment or room usually requires a damage deposit in addition to one month's rent in advance that could total U.S. \$800 or more.

Household Furnishings

Although IU South Bend River Crossing Apartments are equipped with sofa, chairs, dining table, bed, desk, stove, oven, and refrigerator, the following items are NOT included: lamps, bedding and bath linens, pots, pans, dishes. Some off-campus apartments are furnished with sofa, couch, bed, etc, and almost always include a stove, oven, and refrigerator, but any apartment advertised as unfurnished will not include beds, sofas, chairs, and dining table. If possible, you should bring at least one set of bed and bath linens with you so that you will be prepared to move into your apartment when you arrive, although you can certainly arrange to purchase other household items after you arrive in South Bend.



✪ **What's to Eat After Arrival**

There are a variety of restaurants and markets in the South Bend area that will meet most tastes and dietary needs, including a grocery store, Martin's, just across the street from on-campus housing. The OISS will provide you with a directory of local restaurants and groceries, upon request.

☑ **Attend Mandatory Orientation, Placement Exams and Academic Advising**
International Student Orientation

All newly admitted international students, are **required** to attend a special orientation program before the first Fall, Spring, or Summer II Session semester. This program provides essential, practical information concerning registration procedures, immigration benefits and responsibilities, departmental activities, university policies, campus and community services, health care, and student life. It also includes social events that offer an opportunity for newcomers to meet other students and community members.

Placement Exams

All required placement exams for international students are administered during the days of orientation. You should not reserve separate times for any of the placement exams (math, English or business) unless otherwise instructed. If required, you should plan to take the math placement exam (ALEKS) online before arrival.

Academic Advising

You will meet with your academic advisor according to the orientation schedule. The college, school, or department to which you have been admitted will be your academic "home" at IU South Bend. A designated faculty member or professional counselor will serve as your academic advisor and assist you in planning your program of studies prior to registration for classes every semester. It is very important that you consult your advisor as frequently as possible in order to assure you are making satisfactory progress toward the fulfillment of all degree requirements.

✪ **Employment**

Employment opportunities for F-1 and J-1 in the U.S. are limited before graduation from a degree or certificate program. On-campus and off-campus employment authorizations are regulated by federal law and University policy. Students on F-1 and J-1 visas may seek on-campus employment authorization as early as the first semester of study by submitting the required documents to the OISS and other stipulated University departments. Students may not be employed off-campus during the first year of study and must complete an application process, thereafter, in order to work off-campus. Failure to comply with employment regulations and policies is a serious violation of visa status and can result in severe penalties. **Employment is limited to 20 hours a week while school is in session. Full-time work is permitted during regular vacation periods if the student is eligible and intends to register for the subsequent academic term.**

☑ **Attend to Health Care Needs**

Health care, including medical treatment, eye examinations, eyeglasses, and dental work is much more expensive in the U.S. than in most other countries. Neither the University nor the government pays for your health care. You are responsible for these costs. Illness or injury requiring hospitalization may cost thousands of dollars. Since it is imperative that you have financial resources to cover the cost of possible accident or illness, Indiana University as a campus has instituted a mandatory health insurance plan for all international students and visiting scholars, which is payable in the U.S. and provides adequate coverage for both preventative medical treatment, as well as emergencies. Sponsored students/visitors are sometimes enrolled in a special insurance plan in their home country that offers full coverage. In this case, you may apply for a waiver of the mandatory health insurance plan in the days just before and after each semester begins. If you bring dependents, you are required to add them to your Indiana University health insurance plan or to provide other, comparable health care coverage. The University plan does not cover the cost of eye examinations, eyeglasses, or dental work (unless chosen as an option with additional costs). Since health care is expensive in the United States, it is prudent to visit your home physicians and dentists prior to departure.

Note that students must complete a Meningitis and Immunizations acknowledgement through their One account, and upload a copy of documentation for all immunizations except for meningitis.