

# International Student Guide

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### Contact

**Center for International Education  
International Admissions**

Northern Arizona University  
PO Box 5598  
Flagstaff, AZ 86011

Phone: +1-928-523-2409

Fax: +1-928-523-9489

Email: [studynau@nau.edu](mailto:studynau@nau.edu)

Website: [international.nau.edu](http://international.nau.edu)



## SEVIS Fee

[www.fmjfee.com](http://www.fmjfee.com)

The SEVIS fee must be paid before you schedule your visa appointment. This fee is non-refundable. Please remember to keep your receipt/payment coupon after you pay this fee.

1. Go on-line ([www.fmjfee.com](http://www.fmjfee.com)) to fill out the Form I-901.
2. Pay your SEVIS Fee one of the following ways:
  - a. by credit card or debit card
  - b. Submit the Form I-901 with a money order and mail this to:

**901 Student/Exchange Visitor  
Processing Fee  
1005 Convention Plaza  
St. Louis, MO 63101  
United States**

**Phone Number: 1-314-418-8833  
(United States Country Code 001)**

When you pay your fee, you will receive a receipt. You will need this receipt when you make your visa appointment and enter the US.

Please note that if you are a Canadian citizen, you do not need a visa, but you are required to pay the SEVIS fee. You must pay this fee before you enter the country as it cannot be paid at the US port of entry.

## Getting a Visa

[educationusa.state.gov/usvisa.htm](http://educationusa.state.gov/usvisa.htm)

A visa allows you to enter the United States. The I-20 or DS-2019 form allows you to stay in the US during your studies.

Students with an I-20 must obtain an F-1 student visa and students with a DS-2019 must obtain a J-1 exchange student visa before leaving your home country. To make an appointment and locate a Consular Office go to the Department of State website [www.usembassy.gov](http://www.usembassy.gov).

To apply for a student visa, you must submit the following documents to the visa official at the US Embassy or Consulate:

1. A receipt for the SEVIS fee
2. A receipt showing payment of your visa application fee (if applicable)
3. An I-20 or DS-2019 form from Northern Arizona University
4. Your admission letter from Northern Arizona University
5. A completed Form DS-156 Select Nonimmigrant Visa Application (available on-line at [travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html) or at any US Embassy or Consulate).
6. Male students only: A completed Form DS-157 (available on-line at [travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html) or at any US Embassy or Consulate)
7. A completed Form DS-158 (available on-line at [travel.state.gov/visa/frvi/forms/forms\\_1342.html](http://travel.state.gov/visa/frvi/forms/forms_1342.html) or at any US Embassy or Consulate)
8. A passport valid for at least 6 months beyond your intended date of entry into the US



9. Two recent passport-size photographs
10. A bank letter showing sufficient funds to study in the USA

In addition, many US Embassies require additional documents such as school transcripts, proof of English proficiency and/or test scores (such as the TOEFL, IELTS, SAT or ACT, etc.).

Requirements for visa applications can be different in each country. Please contact the embassy or consulate for specific visa application information.

## Helpful Tips for Applying for a Visa

Many students are concerned about applying for a visa. Here are some useful tips to remember when you apply for your visa:

- You must have a “strong tie” to your home country. The ties should provide you with a strong incentive to return home after you have completed your studies. Examples of a “strong tie” include a job that will be waiting for you when you return; ownership of a business, house or property; a family to return to; or a bank account. Students who cannot prove a “strong tie” to their home country will be denied a visa.
- Be honest when completing your visa application.
- Be prepared to speak in English. Practice your English, but do not prepare a speech. If you are coming to learn English, be prepared to explain how English will be useful to you in your home country.
- Speak for yourself. Do not bring family members or friends with you to the interview.

- Be brief. There is little time for the interview, maybe 2-3 minutes. Impressions can be made in the first minute of the interview. Keep your answers short and answer the officer’s questions.
- You must know your educational goal and why you have chosen Northern Arizona University and major/degree of study.
- You must prove you have enough money to pay for your first year of study. You should bring bank records, letters from your parent’s employers and other financial documents to prove your financial status.
- If you are denied a visa, the visa official will give you the reason in writing. Do not be discouraged. You can reapply for the student visa and submit the needed items or documents.
- Remember that you are coming to Northern Arizona University to study, not for the chance to work before or after graduation.
- Stay positive and remember to smile and dress appropriately. Do not argue with the officer. If there is something you do not understand, ask the officer to give you written instructions.

**Please note that your visa will be issued no more than 120 days before the report date listed on your I-20.**

## Housing & Meal Plans

It is not mandatory to live on campus, but it is a popular option and on-campus housing can fill up quickly. We encourage you to apply immediately if you want to live on campus.

### On-Campus Housing

**Deadline: May 1 for Fall**  
[nau.edu/reslife](http://nau.edu/reslife)

Northern Arizona University offers on-campus housing for students. There are many types of residence halls available. We encourage you to visit the NAU Office of Residence Life website for more information about living on campus. The following information will be particularly helpful for international students.

Four of NAU's residence halls are particularly recommended for international students: Gabaldon Hall, Pine Ridge Village, McKay Village and Tinsley Hall. These halls are open all year (even during mid-semester breaks). Other halls are closed in between semesters and require students to leave their rooms until classes resume. If you choose to live in one of the year-round halls, you will be able to move into the room you have been assigned at the International Student Orientation.

It is not possible to move into your hall before orientation. If you arrive before the International Student Orientation, or if you choose to live in any of the other Residence Halls, you will need to arrange temporary housing.

Prices for on-campus residence halls include your room and all utilities. Utilities are heat, water, electricity, gas, internet access, and cable TV. Residence Hall contracts generally run for a complete academic year. Only students who begin their studies in the Spring semester may opt for a one-semester/four month contract. Year-round contracts often require additional rent for the winter and summer breaks.

Students living in traditional halls share a room with one other person. Suite-style halls have two rooms with a bathroom between them which four students share. Apartment-style halls have a kitchen and bathroom in the unit.

If you are interested in living on-campus, please complete the Residence Life Housing Application/Contract, and submit it with the non-refundable application fee. Please choose to use either the on-line application or to mail your application: do not submit both. Once you submit the housing contract, it is a legally binding document. It is not possible to break the contract once you check into your residence hall.

*We strongly encourage you to apply early to better your chance of an assignment to the hall of your choice. University housing is popular: you may not get a room if you wait too long to apply.*

It is mandatory for first year or freshman students who choose to live on-campus to purchase a Meal Plan from Dining Services. See "Dining Services" for more information.

Please note that students living on-campus during orientation will have these extra nights added to their housing fees and bill.



### **Off-Campus Housing**

**[www.apartmentfinder.com](http://www.apartmentfinder.com)  
[class.azdailysun.com/rentals/](http://class.azdailysun.com/rentals/)**

Many students choose to live off campus. It is recommended that you arrive early if you want to live off campus so that you have time to find an apartment to rent. There are many apartment buildings within walking distance to campus. Rent prices for apartments are between \$800-1200 a month. You must pay a security deposit before renting an apartment and for utilities each month. Utilities may include heat, gas, electricity, water, telephone, and cable. These costs will add \$150-300 a month to your living expenses. Students often choose to share apartments and costs with others. Some apartments offer students the option to rent a single room in a 2, 3 or 4-bedroom apartment.

### **Temporary Housing**

International students who have been assigned a room on campus will not be able to move into university housing until New International Student Orientation. If you arrive before this time and plan to live on campus, you will need to make arrangements for a place to stay off-campus. Students who plan to live off-campus or who have not arranged on-campus housing before coming to NAU will need to arrange temporary housing. There is a hostel near the university that welcomes international students. Please email or phone them for reservations at:

**Grand Canyon International Hostel**

9 1/2 South San Francisco Street  
Flagstaff AZ 86001

Website:

<http://www.grandcanyonhostel.com/GCindex.htm>

Email:

[info@grandcanyonhostel.com](mailto:info@grandcanyonhostel.com)

Phone:

1-928-779-9421 (USA country code is 001)

There are several hotels near the Northern Arizona University campus. You can find more information on hotels and restaurants at [www.flagstaff.az.us](http://www.flagstaff.az.us).

NAU cannot arrange temporary housing for you. Many students who plan to live off-campus arrive early so they don't have to try to conduct their housing search during orientation week. These students often choose to stay in a hostel while they look for off-campus housing arrangements.

### **Dining Services**

**[nau.edu/dining](http://nau.edu/dining)**

Meal Plans allow students to eat on campus without carrying cash. You will use your student ID card. Meal plans are an excellent value: students who buy Meal Plans do not pay sales tax on their meal purchases.

First-year or freshman students living on campus are required to purchase one of three Meal Plan contracts. Like housing contracts, Meal Plan contracts run for a complete academic year. Only students who begin their studies in the spring semester may opt for a one-semester/four-month contract.

Students who do not live on campus and students who are in at least their second year are not required to purchase a meal plan, but may choose one. They may also purchase food at all campus dining venues and pay with cash or “Dining Dollars” added to their student ID cards.

Each of the university’s dining locations offers an assortment of menus, including Asian, Italian, Mexican, American, and vegetarian, along with year-round salad bars and many other tasty, nutritious choices.

In addition, students may use Meal Plans to purchase food at one of several retail locations that offer made-to-order sandwiches as well as pizzas, soups, salads, and a variety of snacks.

The Dining Services office does its best to accommodate everyone; students with special dietary needs should investigate all food options before choosing a Meal Plan.

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## **Health Insurance**

[nau.edu/fronske/insurance.htm](http://nau.edu/fronske/insurance.htm)

It is mandatory for all international students to buy the university health insurance. The fee for insurance will be charged on your university bill. Even if you already have health insurance, you will still need to purchase the NAU health insurance plan as only select plans are accepted by area clinics and the hospital. The most up-to-date health insurance costs are available on the above website.

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## **Payment of Fees**

<http://home.nau.edu/bursar/>

Your fees (tuition, student fees, health insurance, on-campus housing, and meal plan) are due the

day you register for classes. You will register for classes at New International Student Orientation and you should be prepared to pay your tuition and fees at this time or sign-up for the NAU Payment Plan. Please contact the Bursars Office for more information at [bursar@nau.edu](mailto:bursar@nau.edu).

You can pay your fees with Traveler’s Checks in US currency, a cashier’s check from a local bank, and most major credit cards.

Payments can also be made by wire transfer. Please contact the Bursar’s Office at [bursar@nau.edu](mailto:bursar@nau.edu) or visit the above website for current fee structures and wire transfer instructions.

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## **Transportation and Arrival Information**

We look forward to meeting you in Flagstaff, Arizona. When you arrive in Flagstaff, you must check in with the Center for International Education. We are open from 8am to 5pm, Monday – Friday and special extended hours for new international student orientation. Please arrive at Northern Arizona University on the start date listed on your I-20 or DS-2019.

There are several ways to travel to Flagstaff. There is a small airport in Flagstaff that is serviced by U.S. Airways and Horizon Airlines. The nearest large airport is in Phoenix, about 2 hours by car (145 miles, 220 kilometers from Flagstaff). When making your travel arrangements, please allow at least 3 hours between your flight into the US and your connecting flight to Arizona. This will give you enough time to complete the Immigration and Customs requirements.



Below are some ways to travel to Northern Arizona University (Flagstaff, Arizona):

1. Book a flight into Flagstaff. Tickets can be booked separate from your international flight. Please allow at least 3 hours to go through customs and meet your connecting flight. The following airlines fly directly into Flagstaff:

U.S. Airways: [usairways.com](http://usairways.com)

Horizon Airlines: [alaskaair.com](http://alaskaair.com)

2. Book a shuttle from the airport in Phoenix to Flagstaff. The following shuttle services are available:

-Open Road Tours:

[openroadtours.com](http://openroadtours.com)

-Flagstaff Express Shuttle:

[flagstaffexpress.com](http://flagstaffexpress.com)

-A Friendly Shuttle:

[afriendlycab.com](http://afriendlycab.com)

When you know your travel plans, please notify us immediately. We can arrange for pick-up in Flagstaff during official pick-up days during new international student orientation.

- Complete the arrival information online at [international.nau.edu](http://international.nau.edu) (click on international admissions, "admitted students) or send us your arrival information to [cie@nau.edu](mailto:cie@nau.edu) or by fax to 928-523-9489. (Please include your full name)
- If your plans change, please let us know.
- If you arrive late at night, you will have to call a taxi. The cost is approximately US\$20. The number for the taxi is 928

-774-4444, 928-774-7400, 928-214-9000 or 1-800-483-4488. The taxi drivers are very familiar with the city and university campus. Have the driver take you to your residence hall, hotel or the hostel.

International students who have been assigned to a residence hall may move into their room during International Student Orientation. You may not move into the residence hall before orientation.

### Packing

Be aware that airlines have restrictions on the number and weight of suitcases and carry-on items you can bring. Many airlines are now charging for checked baggage.

It is very important for you to have your name and the NAU Center for International Education contact information on every bag and suitcase you bring with you and keep your checked-in baggage claim numbers with you at all times.

- Documents:** Keep your passport, I-20 or DS 2019, SEVIS fee receipt, admission letter and any other important documents with you in your carry-on bags. Do not put important documents in your checked bags. Make copies of all your important documents and keep them with you, in a different place than your original documents.
- Money:** We suggest you bring Traveler's Checks, a credit card and/or a small amount of US dollars when you travel from your home country. This will allow you to have cash for food, taxi, hotel and/or shuttle services.

- ❑ **Clothing:** The University is located at an altitude of 7,000 feet or 2,138 meters. There are 4 seasons here. The summers (June – August) are mild with temperatures between 7-29°C or 45-85°F. During the winter (November – March), it can be very cold, with average temperatures between -10-10°C or 15-50° F. Be sure to pack some clothes for cold weather if you have them. There are shops near campus where you will be able to buy boots, coats, sweaters or whatever else you may need once you arrive in Flagstaff.
- ❑ **Medical:** Be sure to bring prescriptions, medical or dental records if you have a long-term health problem, allergies or asthma. Put these documents in your carry-on bag. The student health center on campus is open to all students. The university health insurance does not cover dental care. Be sure to have dental care done before you leave home.
- ❑ **Vaccinations/Immunizations/Health Exam:** It is not necessary for you to have a health exam or physical before you come to campus. However, you must have proof of Measles immunizations before you can register for classes. Bring this proof with you. See the “Proof of Measles Immunization” in this packet. If you do not have proof of Measles vaccinations, you must go attend the Measles Immunization session during new international student orientation. For more information, please see [nau.edu/fronske/immunizations.htm](http://nau.edu/fronske/immunizations.htm)
- ❑ **Personal items:** We encourage you to bring photographs, recipes for your favorite foods, an English-your home language dictionary, addresses, phone numbers and email addresses for your

family and friends, and cultural items to share with other students. Other suggested items would be an international driver’s license, and marriage and birth certificates if you are coming with dependents.

- ❑ **Final Exam results, transcripts and syllabi:** If you have updated academic records since you applied, please bring these with you. Transfer students should also bring course descriptions and copies of your syllabi as your academic advisor may need these for your academic advising meeting at orientation.

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## Entering the US

You must enter the US no later than the program start date listed on your I-20 (see section 5 of the I-20), but may enter as many as 30 days before your program start date. If you arrive before the 30 day limit or after the start date, the officer at the US port of entry can turn you away and send back to your home country at your own expense.

On the plane, or at your Port of Entry, you will be given two forms: the I-94 Arrival/Departure Record Form and a Customs Declaration Form. You must complete both forms.

When you reach the Immigration Officer, you will be asked to give them the following documents:

- Your passport, with your visa attached
- Your I-20 or DS-2019
- Your SEVIS fee receipt
- Your I-94 form
- Your Customs Declaration form

The Officer may also ask you for:

- Your financial guarantee statement



- Your admission letter to Northern Arizona University

You may be photographed and fingerprinted. When the Immigration Officer asks for your I-20 or DS-2019, he/she will put a stamp on the right hand side. This stamp will indicate your student status and “D/S” which is your “Duration of Stay”. It is VERY important that you do not leave the Immigration desk until your I-20 or DS-2019 has been processed correctly. Do not leave the immigration desk until the stamps are put on your documents!

The I-94 card will also be stamped with “D/S”. This is the length of time you are allowed to stay in the US as long as you are in student status. This card should be stapled to your passport by the Immigration Officer. Do not lose the I-94 card. There is a fee to replace it.

The Customs Declaration Form will be given to the Customs Officer after you pick up your luggage. You may be asked to open your luggage. This is a normal request, so do not be alarmed. Your luggage must be unlocked at this time.

Please remember to allow 2-3 hours between your flight into the US and your next flight connecting to Flagstaff so that you have enough time for Immigration and Customs. If you miss your connecting flight, ask an airline representative to assist you. It is not uncommon to miss a flight. The representative will assist you to make new arrangements. If you miss your flight or have a delay, please contact the Center for International Education with your new time.

## International Student Orientation

All new international students must attend orientation. You will receive important information during orientation, including:

- academic advising and course registration
- visa and immigration regulation advising
- campus and community tours
- shopping for supplies
- your NAU student ID
- information sessions on library services, tutoring sessions, and more

Orientation is mandatory for all new NAU students. You will be given a schedule of orientation events when you check-in at the Center for International Education.

Please note that students living on-campus during orientation will have these extra nights added to their housing fees and bill.

## Emergency Pager

If you are in the USA and an emergency arises during your arrival to Northern Arizona University and the office is closed (office phone: 928-523-2409), please follow these steps:

1. Call the emergency pager at 1-928-913-7922
2. Wait for the beep and then dial your phone number with the area code
3. Press the # key; you will then hear a recorded message “thank you for calling”
4. Hang up your phone
5. A Center for International Education staff member will return your call as soon as possible

Please note that if you do NOT have an emergency, it is recommended that you call the office phone number at 928-523-2409.

## **Immunization Policy**

### **Measles, Mumps, and Rubella Immunity:**

Colleges and other post-high school educational institutions are potentially high-risk areas for Measles, Mumps, and Rubella transmission because of the large concentrations of susceptible people. The Centers for Disease Control advise universities to require documentation of two MMR vaccines (Measles, Mumps, and Rubella) or other acceptable evidence of Measles, Mumps, and Rubella immunization.

**Submission of proof of ONE of the following to the Fronske Health Center is required. Avoid registration hassles. You will not be able to register for classes, add or drop classes until you meet this requirement.**

- Immunization record listing 2 MMR shots after 12 months of age, at least 28 days apart.
- A blood test for immunity to Measles, Mumps, and Rubella
- Physician's documentation of the disease
- Date of birth prior to 12/31/56



# NORTHERN ARIZONA UNIVERSITY

## International Student Guide

You may have your health care provider sign the form below or you may fill in your personal information and attach a copy of an official immunization record or blood test records.

Mail, fax or Email to:

Measles Coordinator  
Fronske Health Center/Northern Arizona University  
P.O. Box 6033  
Flagstaff, AZ 86011-6033  
Fax: 928-523-1102  
Phone: 928-523-6359  
Email: eiko.garcia@nau.edu

NAME: Last \_\_\_\_\_ First \_\_\_\_\_

Date of Birth \_\_\_\_\_ NAU I.D. No. \_\_\_\_\_

MMR#1 \_\_\_/\_\_\_/\_\_\_ OR MEASLES (RUBEOLA) #1 \_\_\_/\_\_\_/\_\_\_

MMR#2 \_\_\_/\_\_\_/\_\_\_ OR MEASLES (RUBEOLA) #2 \_\_\_/\_\_\_/\_\_\_

OR RUBEOLA TITER RESULTS \_\_\_\_\_ **(Must attach a copy of lab report)**

OR *DIAGNOSED CASE* \_\_\_/\_\_\_/\_\_\_

HEALTH PROVIDER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

*Name of Health Provider (please print or stamp)* \_\_\_\_\_

OPTIONAL immunization information:

MENINGOCOCCAL (meningitis) \_\_\_/\_\_\_/\_\_\_

TET/DIP \_\_\_/\_\_\_/\_\_\_

**KEEP ORIGINAL RECORDS - WE ONLY SAVE THE MMR DATES!**

To verify receipt and compliance with this requirement, go to your LOUIE account: nau.edu/LOUIE. Information on how to look for whether you have a hold is on the other side of this form.

-OR-

Write your e-mail address here (clearly): \_\_\_\_\_

and we will send you confirmation.