English Language Programs at Rowan University
201 Mullica Hill Road, Robinson 117 Glassboro, NJ 08028 (Glassboro Campus)
200 N. Broadway, Suite 516, Camden, NJ 08102 (Camden Campus)
Ph: 856-361-2914  Fax: 856-256-5190  Email: RowanELP@rowan.edu
Web: www.rowan.edu/camden/esl/internationalstudents.cfm
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Please read the information in this document thoroughly and contact the English Language Programs at Rowan University at RowanELP@rowan.edu if you have questions
INFORMATION FOR PAYING THE SEVIS I-901 FEE
The U.S. Department of Homeland Security’s Federal SEVIS I-901 Fee is $200 for F-1 students.

WHO has to Pay the SEVIS I-90 Fee
- You must pay the SEVIS I-901 fee if you are seeking an initial F-1 or J-1 visa from an embassy or consulate abroad for initial attendance or initial participation in an exchange visitor program.
- You must pay the SEVIS I-901 fee if you have previously been enrolled at a U.S. school, but you are no longer enrolled and you have been outside the U.S. for more than five months, even if you have an unexpired F-1 visa in your passport.
- You must pay the SEVIS I-901 fee if you are a Canadian citizen, and are therefore exempt from the U.S. visa requirement, before you can enter the U.S.
- You must pay the SEVIS I-901 fee if you are already in the U.S. prior to submitting a change of non-immigrant status application to F-1 or J-1.
- You do NOT need to pay the SEVIS I-901 fee if item 3 on your Rowan University I-20 reads “transfer pending “, even if you will be applying for a new F-1 visa.

SEVIS I-901 Fee Rules
- The SEVIS I-901 fee must be processed at least three (3) business days before the visa interview, unless you have a printed receipt from an Internet payment.
- The SEVIS I-901 fee cannot be paid at the embassy, the consulate, or at the U.S. border.
- The visa officer will not issue a visa unless he/she can verify that you have paid the SEVIS I-901 fee. However, you may schedule your visa interview prior to paying the SEVIS fee. The SEVIS fee is non-refundable. If your visa application is denied, and you decide to re-apply for the same type of visa within 12 months of the initial denial, you will not be asked to pay the SEVIS fee a second time.

Procedure for Paying the SEVIS I-901 Fee
1. Obtain form I-20 or DS-2019 from Rowan University.
3. Complete form I-901, answering all questions (you must have an I-20 or DS-2019 from Rowan University in order to complete form I-901). Be sure that you enter your personal information exactly as it appears on the I-20 or DS-2019.
4. Pay the SEVIS I-901 fee and print receipt.

NOTE: To complete the form I-901, you must enter the Rowan School code of NEW214F00278000 (if you have been sent an I-20) OR the Rowan Program Number of P-1-10199 (If you have been sent a DS-2019). You must enter your SEVIS ID number, which is printed on the top right of the I-20 or DS-2019, above the bar code. It starts with the letter “N”.

3
NOTE: Payment of the SEVIS I-901 fee may be made by you or by any other individual, either in the United States or abroad, including family or friends. However, anyone paying the fee on your behalf will need to have a copy of your I-20 or DS-2019 and information from your passport, or a completed copy of Form I-901.

PAYING YOUR SEVIS Fee
Once you receive your I-20 or DS-2019, you can make the fee payment by submitting form I-901 on-line using MasterCard, Visa, and American Express debit or credit cards. It does not matter if the card was issued in the United States or overseas. Follow the on-line instructions, include the required credit card information, and print out the payment screen to verify your payment. It is essential that you prepare your printer before starting the payment process. Do NOT exit the receipt page until you have successfully printed the receipt, because you will not be able to return to the receipt page. The web address is http://www.fmjfee.com

Remember - the printed receipt should be presented at the visa interview or at the U.S. point of entry as proof of payment.

NOTE: Effective April 2014, students in more than 130 countries can pay the I-901 SEVIS fee using the Western Union Quick Pay. Read all the details at: http://www.ice.gov/sevis/i901/wu_instr.htm

SHOWING PROOF FOR SEVIS I-901 Fee Payment at the Visa Interview and/or the U.S. Port of Entry
You must be able to prove that the fee has been paid when you appear for your visa interview, and when you enter the U.S. This is done by presenting a printed receipt from the on-line payment.

* A visa will not be issued unless verification of the SEVIS I-901 fee payment can be made. *
For detailed information on the SEVIS I-901 fee payment process and for a list of frequently asked questions, visit: http://www.ice.gov/sevis/i901/faq.htm
INFORMATION FOR OBTAINING YOUR VISA

To come to the United States and study full-time, you must apply for and receive a student or exchange visitor visa. To apply for a visa, you must make an appointment with your nearest American embassy or consulate office. To locate the American embassy or consulate office nearest you, go to: www.usembassy.gov

It is important that you understand the process for obtaining a visa. There are many rules. The most common reason students are not issued a visa or admitted to the U.S. is because they were not prepared. Don’t let this happen to you!

To learn more about applying for a student visa, go to:
http://travel.state.gov/content/visas/english/study-exchange/student.html

THE RULES

1. Before your visa interview, you must pay the U.S. SEVIS Fee. Be sure to print (and save) the receipt. The receipt is proof that you paid the fee.

2. Apply for your visa as soon as possible! Embassies and consulate offices process many visas. You might have to wait for an appointment.

3. To learn more about the wait time at a specific embassy or consulate office, go to:
http://travel.state.gov/visa/temp/wait/wait_4638.html
   • The person who decides whether to issue you a visa for study in the U.S. is called a “consul”.
   • It is the consul’s job to ensure that he/she only issues a student visa to an applicant who can convince the consul that he/she will return home after completing his/her studies in the U.S.
   • According to U.S. law, the consul must view you as someone who plans to remain in the U.S. permanently.
   • The consul MUST say, “You are not coming back home when you finish your studies!”
   • Do not be upset when the consul says this to you.
   • The NUMBER ONE reason that visas are denied is due to the applicant’s failure to convince the consul that he/she will return home after completing his/her studies in the U.S.
   • It is the consul’s job to administer the law impartially. The law applies equally to all people.
   • Do not try to negotiate with the consul.
   • Do not try to discuss personal matters with the consul.

4. Prepare for your visa interview
   • Make sure that all of your paperwork is in order.
   • To learn more about the forms and documents required, go to:
     http://travel.state.gov/visa/temp/types/types_1268.html#6
   • Be ready to convince the consul that you will return home permanently after you complete your studies in the U.S.
• Present documents that demonstrate strong social, economic, and/or family ties in your home country. You want to show that these ties are strong and that they will force you to return.
• If you have a permanent residence in your home country, present a copy of the deed or lease.
• If your family owns a business, take a letter from the bank describing the business.
• If your family owns property, take a copy of the deed.
• If you have traveled to the U.S. before, emphasize that you returned home.
• If your brother or sister studied in the U.S. and then returned home, take a copy of his or her diploma and a letter from his or her employer.
• If your program of study is in great demand in your home country, take a letter from a prospective employer stating that they are interested in hiring people with degrees like the one you will earn at Rowan University.
• Do NOT emphasis ties to the U.S. or to family members in the U.S.
• Be ready to explain the reasons for traveling to the U.S. to study.
• You must have a compelling academic goal or professional objective for studying in the U.S and pursuing your studies at Rowan University.
• You must be able to prove that you are academically qualified to pursue your academic goal.
• Be ready to answer the following questions:
  o Why do you want to study in the U.S.?
  o Why are you going to take this program of study?
  o Why did you choose Rowan University?
  o What career will your studies prepare you for back home?
• Be ready to prove that you have the financial resources necessary to complete your studies.
• Practice your English.
• Answer the consul’s questions clearly and concisely.
• Keep a positive attitude.

5. The earliest the embassy will issue your visa is 4 months before the start of your program (the date on your Form I-20). **IMPORTANT: You must NOT use your student visa to enter the U.S. more than 30 days before the start of your program (the date on your Form I-20).**
• If you try to use your student visa to enter the U.S. too early: 1) you may be refused admission to the U.S. or 2) you may be admitted as a B-2 tourist, which prohibits you from attending school!!
DEPARTURE CHECKLIST

TASKS TO COMPLETE BEFORE YOU TRAVEL TO ROWAN UNIVERSITY

☐ Submit your Student Health Forms to the Student Health Center
☐ Submit your Housing Application to the Office of Residential Learning & University Housing

Items to Carry with You on the Plane

☐ I-20 for Rowan University
☐ Valid passport
☐ U.S. Visa for Rowan University
☐ Admission letter from Rowan University
☐ Financial support documents
☐ Immunization records (with English translations)
☐ Medical records regarding chronic medical conditions (with English translations)
☐ Prescription for medications
☐ Airplane ticket(s)
☐ Cash or any international bank card (ATM or debit card)
  ○ We recommend carrying $300-$500 in U.S. currency for travel emergencies (such as problems with flight connections – you might need to spend the night in a hotel, for example)
☐ Contact information (telephone numbers and email addresses) for family/friends at home and in the US
☐ Contact information for the International Center (Ph: 856-256-4105 or Email: rowanic@rowan.edu)

HEALTH CENTER FORMS

Please submit these forms and records (in English) to the Student Health Center as soon as possible if you haven't already done so. If you do not complete these requirements, you will not be permitted to begin classes or live on campus.

The required health forms can all be found on the link below:
http://www.rowan.edu/open/studentaffairs2/healthcenter/documents/MandatoryPre-EntranceFormsPacket.pdf

If you have questions about health requirements, please email healthcenter@rowan.edu or the English Language Programs a RowanELP@rowan.edu

Student Health Center - Linden Hall
201 Mullica Hill Road
Glassboro, New Jersey 08028 US

Fax: 856-256-4427
Phone: 856-256-4333
HEALTH INSURANCE REQUIREMENTS

In the U.S., healthcare is very expensive. New Jersey state law requires that every person enrolled as a full-time student must maintain health insurance coverage (New Jersey Statute 18A:62-15).

IELP students MUST have health insurance; we have provided some of these options below. Please be sure that whichever option you choose that your plan meets the following coverage:

1. Medical insurance covers the duration of stay in the U.S.
2. Medical benefits provide a minimum of $50,000 per accident or illness.
3. Medical evacuation to be covered in the amount of $10,000 minimum.
4. Repatriation to be covered in the amount of $7,500 minimum
5. Deductible does not exceed $500 per accident or illness.

Please bring proof of insurance with you when you arrive so the IELP can copy and place in your field. We advise you to ensure that your non-Rowan health insurance information is readily accessible in the case of an emergency.

International Student Health Insurance Options*:

International students studying in the IELP are required to have health insurance for the duration of their studies. Below is a list of options for participating in a health insurance plan. Please be prepared to show proof of health insurance upon arrival at Rowan University.

- Cultural Insurance [http://www.culturalinsurance.com/students/]: Services International (CISI) is a leader in providing comprehensive insurance coverage, travel assistance and claim paying capabilities to international students and cultural exchange participants worldwide.

- iNEXT - [http://www.inext.com/inextweb/guestpages/features/index.html]: iNEXT offers a complete network of international travel insurance fulfilled through a partnership with Travel Guard, the world's leading travel insurance provider. Coverage and benefits are available to both individuals or groups traveling outside the United States. Insurance is valid for 365 days from the date of purchase.

- HTH Travel [http://www.hthtravelinsurance.com/students/compare_plans.cfm]: HTH Travel Insurance and its parent HTH Worldwide (HTH) apply internet expertise to bring innovative online healthcare services and insurance to international travel, study and commerce combining comprehensive, competitively priced insurance products with critical travel health information, security information and online medical assistance services.

*Rowan University does not endorse any of the insurance options presented here. We provide these only for your convenience. You can choose which option you prefer as long as it meets the minimum requirements as listed above.
PAYING YOUR BILL

New IELP international students will not be registered for classes until you take the IELP placement test upon your arrival to the university. For this reason, your tuition bill will not appear until after your arrival and placement into the program.

If you have not been sent your Rowan ID number and PIN, you will receive it during the IELP orientation, where you will have an opportunity to access your account and pay your bill on-line using a credit card.

METHODS OF PAYMENT

Rowan University offers three methods for the payment of your tuition, fees, housing, and meal plan costs.

Option 1: On-line Payment
1. Go to: www.rowan.edu/selfservice.
2. Choose “Access Banner Services” and log in using your Rowan ID number and PIN.
   • To access an online “real-time” bill (www.rowan.edu) or view payment instructions, click on “Bursar Services,” then choose “Official Billing/Account Statement” or “Instructions for Term Invoice”.
   • To make a payment, click on “Bursar Services,” then choose “Make a Payment” to be directed to the secure payment site. At the payment site, you may choose to pay in full by clicking the “Make a Payment” button, or you can enroll in the deferred payment plan by clicking on the “Payment Plans” tab.

Option 2: Wire Transfers
1. Print this document.
2. Take this document to your bank.
3. Ask the bank to process your wire transfer transaction using the information in the box below:

   TD Bank, NA
   300 Delaware Ave.  Wilmington, DE 19801
   Swift Address: NRTHUS33  ABA: 0312-0136-0
   Name: Rowan University
   Depository Account
   201 Mullica Hill Rd. Glassboro, NJ 08028
   Account: School Code: 002609
   Note: Make sure the bank includes your name and your nine-digit Rowan ID number in the transaction

   Please e-mail Sara Morgan (morgansa@rowan.edu) or call her at 856-256-5161. She will ensure that your transfer is processed and your account is credited.

Option 3: Postal Mail Payment
• Make check or money order payable to: “Rowan University” (in U.S. dollars)
• Include your name and your nine-digit Rowan ID number.
• Mail to: Rowan University – Bursar’s Office
  201 Mullica Hill Road
  Glassboro, NJ 08028
ACADEMIC ADVISING INFORMATION

As an international student, you are expected to follow all of the rules governing your F-1 status for Language Training Programs. For example, you must:

- Be registered for a full-time language training program (at least 20 hours/week)
- Maintain good standing in the language training program by following all university and program academic and attendance policies
- Complete your studies by the Program End Date printed on your I-20. In the event that you do not complete the IELP by the program end date on the I-20, the IELP international student advisor may extend your program date*

*Students may repeat a level in the IELP only 1 (one) time. If a student repeats each level 1 (one) time and is still unable to meet the exit requirements, the program will not be able to extend the program end date further.

It is very important that you work with the IELP faculty and staff to successfully complete the IELP. Each level has specific exit requirements that must be met to progress through the program. This will be reviewed with you at the IELP Orientation on January 20, 2015 at 9:00 a.m. at the Camden Campus of Rowan University, 200 N. Broadway, Camden, NJ 08102.

SUCCESSFUL PROGRAM COMPLETION

Students who successfully complete the IELP and are interested in applying to Rowan University in a degree-seeking program (undergraduate or graduate), do not need to take the TOEFL or IELTS tests. Successful completion of the IELP is determined by:

1. Maintaining a minimum GPA of 2.5 while in the IELP
2. Receiving the minimum required score on the IELP exit test
3. Adherence to all university and IELP attendance and academic policies
4. Adherence to all SEVP policies

If you are interested in applying to Rowan for a degree-seeking program, please talk to Jay, Tran, the international student advisor, who will guide you through the application process.
ARRIVAL INFORMATION

Students living on-campus MUST arrive on Wednesday, August 26, 2015 between 8am and 4 pm

THE CLOSEST AIRPORT TO ROWAN IS PHILADELPHIA INTERNATIONAL AIRPORT (PHL)

Please send your flight arrival information to rowanic@rowan.edu as soon as possible. Be sure your ARRIVAL information includes:

- Airline
- Flight #
- Departure City
- Flight Arrival Time
- Terminal

Note: Be sure to include all flights details. If you have a transfer, please submit flight details for your final flight to the US.

Rowan does not provide airport pickup. Please see “Ground Transportation” on page 12 of this handbook for taxi / shuttle details from Philadelphia International Airport (PHL).

YOUR DESTINATION ADDRESS AT ROWAN IS:
The International House
State Street,
Glassboro, NJ 08028

A representative from the international Center will be waiting for you at the International House and will take you to your assigned on-campus dormitory.

If you have trouble finding the International House, please call Jackie McCafferty at 267-971-4041
GROUND TRANSPORTATION FROM PHILADELPHIA AIRPORT TO ROWAN

There are two ways to travel to Rowan University from the Philadelphia International Airport.

**Option 1: Rapid Rover (an airport shuttle service)**

**Instructions**
- Call Rapid Rover **BEFORE** you travel
  - Make a reservation at least 48 hours prior to your arrival. The reservation line is open 24 hours, every day of the year.
  - Be ready to provide your flight information and your destination address (for example, the address of the International House or the address of your off-campus apartment).
- When your flight arrives at the Philadelphia International Airport:
  - Go to the Ground Transportation counter in the baggage claim area.
  - Use the courtesy phone to dial 21 (Rapid Rover). Tell the dispatcher that you have arrived and ask to be placed on the next available shuttle.

**Cost**
- The trip, from the Philadelphia International Airport to Rowan University, costs $45 per person and $12 for each additional passenger.
  - Rapid Rover allows two pieces of luggage plus one carry-on item per person.
  - One or two extra pieces would result in an additional charge of $2.00 each.
- Payment is made to the driver at point of service. Your driver will accept cash, traveler’s checks, Visa, MasterCard, American Express or Discover Card.

**Option 2: PHL Taxi Service**

**Instructions**
- Option A - Make a reservation **BEFORE** you travel
  - Call or submit an on-line reservation 24 hours prior to your arrival.
  - Be ready to provide your flight information and your destination address (for example, the address of the International House or the address of your off-campus apartment).
  - Ask for instructions on where to meet your driver.
- Option B – No reservation
  - When your flight arrives at the Philadelphia International Airport -Exit the baggage claim area and go to the Taxi Stand. Wait for the next available taxi.

**NOTE:** There may be many different taxi companies at the taxi stand. Please confirm the cost of the trip **before** loading your bags into the taxi.

**Cost**
- The trip, from the Philadelphia International Airport to Rowan University, costs $75 (plus tolls).
- Payment is made to the driver at point of service. Your driver will accept cash, Visa, MasterCard, American Express or Discover Card.
INTERNATIONAL STUDENT ORIENTATION

IELP students living on campus will participate in the International Student Orientation at the Glassboro Campus on Thursday, August 27, 2015

Special activities will be planned for IELP students living on campus so that you can become familiar with campus life & surroundings before classes being

The IELP Program begins on September 1, 2015 at the Camden Campus. See below for shuttle information

INTENSIVE ENGLISH LANGUAGE PROGRAM ORIENTATION

The IELP Orientation is Tuesday, September 1 at 9:00 a.m. at the Camden Campus
This orientation is mandatory for all IELP students

Students living on-campus or in Glassboro can take the free shuttle, which picks up and drops off at Robinson Circle on the Glassboro campus

GLASSBORO / CAMDEN SHUTTLE:

You will receive a shuttle schedule upon your arrival at Rowan so you can plan your day.

To view a map of the Glassboro Campus, go to:
http://www.rowan.edu/home/sites/default/files/maps/print/glassboromap.pdf