

PRE-ARRIVAL INFORMATION

Dear New International Student:

We look forward to welcoming you to Brookdale Community College (BCC). A mandatory orientation for all new international students will be held:

Tuesday, September 1, 2009; 9:00 – 12:00; ATEC 218/220

As you prepare to begin your studies at BCC, 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:

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

INFORMATION FOR STUDENTS WHO ARE CURRENTLY IN THE U.S.

Transfer students: If you are transferring to BCC from another U.S. institution, complete the Transfer Form with your current international student advisor and fax it to 732-224-2980. The International Education Center will prepare your I-20 form. Please note that all transfer students are required to complete immigration transfer procedures by personally checking in with the IEC before the start of classes. Simply obtaining an I-20 form from the IEC does not complete your immigration transfer. If you fail to check in, you could violate your immigration status.

Students changing degree programs: If you are moving from one degree to another at BCC, you must request a new I-20 from IEC before the start of classes. This is an Immigration Service requirement.

Students in another immigration classification: If you currently hold F-2 or B-2 status, please be aware that you must obtain F-1 status before beginning your course of study. You must contact IEC staff as soon as possible for assistance in filing an application to change your status. If you hold J-1 status, you may begin your studies before obtaining F-1 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 IEC staff should you have questions or concerns about your current status and your ability to study in the U.S.

If you need to apply for change of status to F-1, please contact IEC at approximately 4 months prior to the start of the academic term.

INFORMATION FOR STUDENTS WHO ARE CURRENTLY OVERSEAS

Pay SEVIS Fee: Your I-20 is included with your acceptance letter. New students with an *initial entry* I-20 are required to pay a \$200 SEVIS I-901 fee. Students transferring from another U.S. institution do not need to pay this fee. The SEVIS fee was created to offset the expense associated with the creation of the Student and Exchange Visitor Information System (SEVIS) program. You must pay this fee before your visa interview. Instructions and answers to all your questions can be found at <http://www.fmjfee.com>.

Apply for Your Visa: You must 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.state.gov>. In order to obtain the appropriate visa, you must present form I-20, your SEVIS fee receipt, evidence of financial support, and your letter of acceptance to the nearest U.S. Embassy or Consulate. Please be aware that because of additional security measures there have been significant delays in visa issuance in some situations. Please take steps to obtain your visa as soon as it is reasonably possible.

Arrange Finances: When bringing money to the United States, it is safer to carry U.S. \$ Traveler's Checks. You should plan to bring approximately \$2,500 in initial settling in costs. Academic year costs are *estimated* as follows (**please note that College tuition and fees are subject to increase without notice**):

* Tuition & fees	\$ 8,480	Note: F-1 students are assessed out-of-state tuition.
* Living Expenses	\$10,590	
* Books	\$ 1,200	

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 your 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 beyond the date of your expected stay;** and
2. **The sealed envelope given to you by the Consular Officer.** When you receive your non-immigrant visa at a U.S. embassy or consulate, the consular officer will seal your immigration documents (I-20) in an envelope and attach it to your passport. You should not open this envelope! The Customs and Border Protection (CPB) Officer at the U.S. Port of Entry will open the envelope.

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 BCC's acceptance letter
3. Paper receipt for the SEVIS fee, and
4. Name and contact information for the International Center, including a 24-hour emergency contact number at our school. (**BCC Police: 732-224-2352**)

For comprehensive information on procedures for traveling and arriving in the United States, visit: <http://educationusa.state.gov/predeparture.htm>.

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; 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 Brookdale Community College, 765 Newman Springs Road, Lincroft, N.J. 07738.**

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

- **Stamp your SEVIS I-20 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**

ORIENTATION & REGISTRATION

Checking in: Upon your arrival to BCC, immigration regulations require you to check in at the International Center, Building MAC, Room 114. You may check in between the hours of 9:00 am and 4:00 pm. During check-in, IC staff will inspect and photocopy your immigration documents and provide information about academic registration, banking, and other concerns. Please bring the following items:

- ✓ Form I-94 (small white card given to you upon arrival in the U.S.)
- ✓ Passport
- ✓ Form I-20
- ✓ Name and address of someone in the U.S. and/or someone in your home country to notify in case of an emergency.

Immunization and insurance: If you have not already turned in your immunization records, you must submit your immunizations records to the Admissions/Registration office. They will then forward these records on to the Brookdale Health Center. For additional information, please contact the school nurse Gwen Evans at 732-224-2106.

Orientation: All new students **are required** to attend the International Student Orientation program. Topics covered during orientation include academics, immigration responsibilities, employment, adapting to the U.S. & New Jersey. Orientation will be held:

Tuesday, September 1, 2009; 9:00 – 12:00; ATEC 218/220

PLACEMENT EXAMINATIONS

Basic Skills Test All incoming students are required to take the basic skills test. The test is administered in the Testing Center located in the lower level of the CAR building. In order to take the test, you must obtain a pass from the Admissions/Registration office, CAR building or present your acceptance letter. Results of the placement exam are used to determine placement into your academic courses.

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

Warmest regards,

IEC Staff

E-mail: international@brookdalecc.edu Web: <http://international.brookdalecc.edu>