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 on:

**Wednesday, January 14, 2015; 9:00 a.m. – 2:00 p.m., MAN 108**

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:

I. Special Procedures for Students 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 (IEC) 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.

II. 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. You must pay this fee before your visa interview. Instructions and answers to all your questions can be found at [http://www.fmjfee.com](http://www.fmjfee.com). Students transferring from another U.S. institution do not need to pay this fee.

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...
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 take steps to obtain your visa as soon as it is reasonably possible.

Arrange your arrival: You should not make your travel reservations until you have received your U.S. visa. You are not allowed to enter the United States earlier than 30 days prior to the beginning date on your I-20.

Arrange Finances: You should plan to bring approximately $3,000 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):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Tuition &amp; fees</td>
<td>$6,984</td>
</tr>
<tr>
<td>* Living Expenses</td>
<td>$15,150</td>
</tr>
<tr>
<td>* Books</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

What to expect from immigration and customs upon your arrival:

You must present the following documents at the port of entry. Do not put your I-20 form in your checked baggage. If your baggage is lost or delayed, you will be unable to present the I-20 at your port of entry. As a result, you may not be able to enter the United States.

1. Passport, valid for at least six months beyond the date of your expected stay;
2. Valid F1 visa;
3. I-20 form.

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 Education 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](http://educationusa.state.gov/predeparture.htm).

If Arriving By Air or Sea: Flight attendants will distribute Customs Declaration Forms (CF-6059). These must be completed prior landing or upon your arrival.

If Arriving By Land: 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; 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 passport with an admission stamp that is annotated with date of admission, class of admission and admitted until: “D/S” (duration of status.)

You must obtain your arrival/departure record from [www.cbp.gov/I94](http://www.cbp.gov/I94).
III. GETTING TO BROOKDALE

Airports:
There are three international airports in the New Jersey/New York area. JFK Airport and LaGuardia Airport are located in New York. Newark Liberty Airport is located in Northern New Jersey and is the closest airport to Brookdale (35 miles, and about 1 hour away).

State Shuttle Worldwide
State Shuttle has service to and from Newark, JFK, and LaGuardia Airports. For more information, visit their website at: http://stateshuttle.hudsonltd.net/res.

Trains
New Jersey Transit trains serve routes from New Jersey to New York. The NJ Transit North Jersey Coastline train runs directly from Newark Airport to Red Bank, where you can transfer for a bus to Brookdale’s Lincroft campus. For fare and schedule information, visit: www.njtransit.state.nj.us. Schedules are also available at local train stations.

Buses
The New Jersey Transit Bus Service serves the local area and carries passengers to New York City. The NJ Transit No. 833 bus between Red Bank and Freehold stops regularly at the Lincroft campus. The route runs between the Freehold Bus Terminal and the Red Bank Train Station, with departure and arrival times coordinated with the North Jersey Coast trains. For fare and schedule information, visit: www.njtransit.state.nj.us.

Local Taxi Cabs
There are a number of taxi cab services in the area. A few of the more popular ones are:
- Yellow Car: 732-747-0747 (Red Bank)
- Able Taxi: 732-528-2253 (Belmar)
- Shore Cab: 732-222-6688 (Long Branch)

IV. HOUSING

We recommend that you make housing arrangements prior to your arrival. If you will not be living with family or friends, you can apply through: IHPS Homestays, http://www.ihpshomestays.com/ or Sara’s Homestays at https://sarahomestay.com/ to find placement with an American family.

Students can also choose to rent an apartment using one of the following housing solutions for international students: http://www.forrentuniversity.com/ or www.apartmentsearch.com.

Temporary housing
The closest hotels to Brookdale Lincroft campus are:

1. Extended Stay America – Red Bank - Middletown
   329 Newman Springs Rd., Red Bank, NJ 07701
   T: 732-450-8688; http://www.extendedstayamerica.com/hotels/nj/red-bank/middletown

2. Courtyard by Marriott Lincroft Red Bank
   245 Half Mile Road, Red Bank, NJ 07701

To find a temporary place to stay that best fits your needs and budget you can also visit: www.hotels.com; www.orbitz.com; www.expedia.com/HO; or www.priceline.com.
V. ORIENTATION & REGISTRATION

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

✓ Print out of your electronic arrival/departure record I-94 obtained at www.cbp.gov/I94
✓ 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.

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:

Wednesday, January 14, 2015; 9:00 a.m. – 2:00 p.m., MAN 108

VI. PLACEMENT EXAMINATIONS & REGISTRATION

Depending on your particular situation, you must take one or both of the following tests:

1. English Placement Test (ESL Test) – This test is required for everyone for whom English is not their native language. You will need to take this test even if you had a Skype interview with the ESL Administrator.

2. Accuplacer/Basic Skills Test: All incoming students are required to take the basic skills test.

Both tests are administered in the Testing Center located in the lower level of the CAR building. Results of the placement exams are used to determine placement into your ESL or academic courses. Upon completing the placement test, you will then meet with a counselor to select your classes.

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://brookdalecc.edu/international