

(Please print this document for reference)

ARRIVAL ASSISTANCE INFORMATION

1. Purchase an **airline ticket** after you receive your visa.

When purchasing tickets, **DO NOT PLAN TO ARRIVE AT EIU BEFORE January 4, 2011**. Please land in **Chicago's O'Hare International Airport after 12:00 noon on either January 4 or 5, 2011**. This will allow time for you to pass through customs and take our shuttle to Charleston, Illinois. The Office of International Students and Scholars (OISS) will provide a free shuttle from O'Hare Airport to Eastern Illinois University **only** on January 4 and 5. Please see #2 for more details.

2. Inform us about your **travel plans** and reserve **temporary housing** for student orientation.

Please e-mail our Coordinator, Marilyn Holmes (maholmes@eiu.edu) with the following information:

- Student name
- Date of arrival
- Time of arrival
- Airline name and flight number
- Number of suitcases

Sending the above information will reserve a seat on the free shuttle for those students whose flights arrive at **O'Hare airport on January 4 or 5**. However, you **MUST** e-mail us to reserve a place. The OISS can also provide free, temporary housing for the **student orientation** to those who request it, beginning on the night of January 4.

3. Reserve **permanent housing** for your stay here at Eastern Illinois University.

The OISS will assist you with questions upon arrival to locate housing. ***If you are not able to secure permanent housing before you are required to move out of temporary housing, you will need to be prepared to pay to stay in a local hotel until you do.*** There are three main choices for permanent housing around EIU's campus:

- A. Residence Halls (On-Campus)
- B. University Apartments (On-Campus)
- C. Privately-Owned Housing (Off-Campus)

A. Residence Halls (On-Campus):

***All First-Year undergraduate students are required to live in the residence halls.** EIU offers over 15 different residence halls. For a list of services in each hall, please see EIU Housing's webpage at:

<http://www.eiu.edu/~housing/>. To reserve a room, please send Kelly Miller, (kpmiller@eiu.edu) the Assistant Director of Student Housing, the following information:

1. Student Name
2. Year in school (Undergraduate 1st, 2nd, 3rd, or 4th; Graduate)
3. Gender
4. Date of birth (month, date, year)
5. Are you planning on staying in the residence halls during breaks? (i.e. Spring Break)

Your housing assignment will be made upon your arrival: you will fill out the application form and pay the housing application fee and deposit. You may pay the **\$50.00** non-refundable application fee and the **\$250.00** housing down payment by check, money order, or credit card; Visa, MasterCard, and Discover are accepted. Payment is to be in US dollars.

For payment by mail: We suggest that you consider sending the check or money order by express mail to ensure delivery. Make check or money order payable to “Eastern Illinois University” and mail to: Cashier Office, Eastern Illinois University, 600 Lincoln Avenue, Charleston, Illinois, 61920, USA

For payment by credit card: Send a fax to Cashier Office, Eastern Illinois University, Attention: Amanda Harmon – fax number 001(217)581-6371 – stating you are paying the \$50.00 application fee and the \$250.00 deposit.

List the following information in the fax to pay by credit card:

1. Eastern ID Number (obtained by emailing Marilyn Holmes maholmes@eiu.edu.)
2. Name (as appears on card)
3. Credit card number (only use the numbers on the front of the card)
4. Expiration date
5. Credit card company (Visa, MasterCard, or Discover)
6. An email address for notification when fax is received

B. University Apartments (On-Campus):

The University Apartments at Eastern include 154 efficiency and one-bedroom apartments. To be eligible to live in University Apartments, a student must meet one of the following stipulations:

- Graduate Student
- Undergraduate Married Students
- Undergraduate Student with children
- Undergraduate Student who is 25 years old or older

Students meeting a stipulation should print out the application form from www.eiu.edu/~housing/unapp.pdf, complete the form and mail it to Ms. Suzanne Mathews (sgmathews@eiu.edu), EIU Housing, 600 Lincoln Avenue, Charleston, Illinois, 61920, USA. To be considered for an apartment, include the **\$50.00** non-refundable application fee and the **\$300.00** housing down payment. Payment is to be in US dollars. You may pay by check, money order, or credit card. If you pay by mail, consider sending the check or money order by express mail to ensure delivery. Visa, MasterCard, and Discover are accepted. To make payment by credit card, follow the instructions given in the “Residence Hall” credit card payment description.

C. Privately-Owned Housing (Off-Campus)

There are many private apartments available in Charleston at an average cost of \$350-500 per person each month plus the cost of electricity, water, etc. The information for several rental companies is listed on the website of the City of Charleston, Illinois (<http://www.charlestonchamber.com/directory.php>). Click on “Business Directory,” then select “Apartments.” Other rental announcements can be found in the local newspaper, the Times-Courier, at <http://www.jg-tc.com>. Click on “Classified” at the top.

4. Attend New International Student Orientation

New International Student Orientation is from at **8:00 a.m. to 4:00 p.m. on Thursday and Friday, January 6 and 7, 2011** in Blair Hall 1165 (across from the Office of International Students and Scholars). This is a **MANDATORY** orientation for all new and transfer international students. Important topics discussed will include housing, course registration, Social Security card application, Panther card, textbook rental, and immunization records. Orientation provides an opportunity to meet current international students and American students. We look forward to seeing you there!

If you have any questions or concerns not addressed here, please email us at international@eiu.edu.