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*(Please print this document for reference)*

## **SPRING 2017 ARRIVAL ASSISTANCE INFORMATION**

**Arrival Dates:** January 2 & 3, 2017

**International Student Orientation:** (mandatory)

**January 4 – 5, 2017** at International Students and Scholars, 1170 Blair Hall. Please report to International Students and Scholars at **January 4, 2017**. Orientation will be as following:

**January 4: 8 am to 6 pm**

**January 5: 8 am to 5 pm**

**January 6: 8 am to 5 pm**

*Topics covered during Orientation: Housing, registration, insurance, banking, student life, transportation, immigration rules, student organizations, employment, etc.*

**First day of Class:** January, 9, 2017 (Monday)

### **Airport Shuttle Service:**

We offer complimentary shuttles from Chicago O'Hare Airport to EIU on January 2 and 3, 2017. After you have your flight booked, please complete the arrival information form by logging into <https://www.eiu.edu/myeiu/> and go to the Arrival Information Form on the checklist to reserve a seat on the shuttle. **Deadline to reserve a seat on the shuttle: December 16, 2016; seats are limited.**

**When making flight arrangements, please book a flight that arrives at Chicago O'Hare Airport between 8 a.m.-5 p.m. on January 2, 2017 or January 3, 2017.** That will allow enough time for you to go through customs, retrieve luggage, and catch one of our shuttles. (If your flight arrives after 5 p.m. on January 2, please find a hotel in which you can stay at overnight & we can pick you up on January 3). Once we have all the flight information from the students (on about December 16, 2016), we will notify you of exact time our shuttles will be picking up students at the airport, along with other arrival information.

### **Immunization Records:**

- Please bring your immunization records with you. Starting this semester, we are only accepting original records, not any other forms. During Orientation you will go to Health Service where you will submit your immunization records. If you are lacking any immunizations, you can get it done at EIU Health Service.

- International students **must submit proof of 3 DT's (diphtheria & tetanus) and 2 MMR's (measles, mumps & rubella)**. One DT must be within the last 10 years. The first MMR should have been given after your 1<sup>st</sup> birthday.
- Immunization records must be signed and dated by a nurse or physician. If records are not in English, they must be accompanied by a certified translation.

**Registration:**

During Orientation you will meet with an academic advisor and register for classes.

**Payments:**

**Housing payment:**

When you arrive on campus you will meet with a Housing representative to arrange permanent housing, sign a housing contract, and make payments.

**Tuition** – Tuition bills are available on PAWS (Panther Access to Web Services) around the first of each month after registration of classes. PAWS is an on-line system which enables students, faculty, staff, and alumni to access a variety of information via the Internet.

Information regarding your student account is located at:

[http://www.eiu.edu/~busofc/bursar\\_payment.php](http://www.eiu.edu/~busofc/bursar_payment.php)

- Tuition payment may be made by wire transfer, credit card, check, or cash after your arrival on campus (after you have met with your academic advisor and registered for classes).
- You can make monthly tuition payments; there is a 1% finance charge on monthly outstanding balances. To avoid a finance charge, the bill must be paid in full after the first billing.
- Bills are generated monthly for any activity that might occur on your student account. Please check your PAWS account/billing statement monthly. For those that register in August, your bill will be due at the end of September.
- Bills is due in full by the end of the semester.

**Linens & Household Supplies:**

We will be taking students to Wal-Mart where you can purchase your bed linens and other supplies.

Your Designated School Officials at Eastern Illinois University are:

Mr. William J. Elliott	Assistant Dean, Graduate School, Interim Director	<a href="mailto:wjelliott@eiu.edu">wjelliott@eiu.edu</a>
Ms. Brenda Cuellar	Associate Director, International Recruitment	<a href="mailto:bcuellar@eiu.edu">bcuellar@eiu.edu</a>
Ms. Krishna Thomas	Admissions Counselor	<a href="mailto:kpthomas@eiu.edu">kpthomas@eiu.edu</a>
Ms. Lori Click	Office Manager	<a href="mailto:llclick@eiu.edu">llclick@eiu.edu</a>

## THINGS TO DO:



### HOUSING:

#### Reserve permanent housing for your stay here at Eastern Illinois University

The Office of International Students & Scholars 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 four 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)**
- D. University Court (On-Campus)**

#### **A. Residence Halls (On-Campus):**

**\*All First-Year undergraduate students are required to live in the residence halls.** EIU offers 11 different residence halls. For a list of services in each hall, please see EIU's Housing and Dining webpage at: <http://www.eiu.edu/housing>. To reserve a room, please send Lindsay Partlow ([lnpartlow@eiu.edu](mailto:lnpartlow@eiu.edu)), Housing Administrator, the following information:

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

The steps for securing a room in one of the residence halls are to complete the Housing Application and pay a \$50 non-refundable Application fee; complete the Room and Board Contract and Preference Sheet; and pay a \$250 Housing Down Payment. All residence hall contracts also include a meal plan. You may not live in residence halls without a meal plan.

As an international student, mailing paperwork and payments back and forth can sometimes be difficult. Please be assured that the Housing Office is already holding rooms aside in the Residence Halls specifically for international students. You may complete your housing process in one of two ways:

1. Online: Using your MYEIU portal, you can complete all of the housing steps online, including payments. You must first be admitted to EIU before you will be able to start the housing steps. Inside your MYEIU portal is a Housing Checklist that will detail the items you need to complete. Through your MYEIU portal, you will also be given access to RoomSync, a roommate matching app through Facebook. You may choose to search for a roommate through this service; otherwise, your room assignment and roommate will be assigned to you once you arrive at EIU in January.
2. In person, upon your arrival to EIU:

Please come prepared to pay the \$300 payment (\$50 non-refundable Housing Application fee + \$250 Housing Down Payment). You will complete the paper application and contracts in our office, and your room assignment and roommate will be assigned to you once you arrive at EIU in January.

## **B. University Apartments (On-Campus):**

University Apartments at EIU 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 Student
- Undergraduate Student with children
- Undergraduate Student who is 25 years of age or older

Students meeting a stipulation should print out the application form from [www.eiu.edu/housing/unapp.pdf](http://www.eiu.edu/housing/unapp.pdf) , complete the form, and email to Lindsey Hunter at [lshunter@eiu.edu](mailto:lshunter@eiu.edu) , EIU Housing and Dining Services, 600 Lincoln Avenue, Charleston, Illinois, 61920.

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.

## **D. University Court (On-Campus)**

University Court at EIU includes two bedrooms. You may find more information here <http://www.eiu.edu/housing/universityct.php>. To be considered for an apartment, please complete an **application** here [http://www.eiu.edu/housing/uct\\_application.php](http://www.eiu.edu/housing/uct_application.php).



## **AIR TRAVEL & PORT OF ENTRY**

**Purchase an airline ticket after you receive your visa.  
Prepare for Port of Entry Inspection.**

When purchasing tickets, **DO NOT PLAN TO ARRIVE AT EIU BEFORE January 2, 2017**. Please land at **Chicago’s O’Hare International Airport between 8:00 a.m.-5:00 p.m. on January 2, 2017 or January 3, 2017**. 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 Chicago O’Hare Airport to Eastern Illinois University **only** on January 2 and 3. Please see **#3** for more details.

Documentation required for entry into the United States:

- A Form I-20, signed by a Designated School Official from Eastern Illinois University
- A valid visa containing your SEVIS ID (unless you are visa-exempt)
- Financial documentation as evidence of ability to pay tuition and living expenses
- A valid passport
- Proof of Payment of the SEVIS I-901 fee



Customs Border Patrol (CBP) inspection takes place before you collect your luggage, so you must have these documents on your person. **Do not put your travel documents in your checked luggage.**

Upon inspection of your documents, you may be sent to "secondary inspection" which means an additional inspection of your documents is required. Often this is done on a random basis and may have nothing to do with your specific circumstances. If there is a question regarding your documents, inspectors at the port of entry will attempt to contact us to verify that you should be admitted. It is important that you remain calm during the process. Even if there are delays and your patience is tested, it will ease the process to be cooperative. It will also help to have the telephone number of our office with you (in a place such as your wallet). It is 011 (217) 581-2321.

We recommend you review the Immigrations and Customs Enforcement (ICE) travel FAQs before coming into the U.S.

### **Admission Stamp & Electronic I-94**

When you are at the port of entry the officer will place an admission stamp in your passport and then write the visa status you are being given (F-1 or J-1) and the expiration date. For students in F-1 or J-1 status the expiration is noted with "D/S" which stands for 'duration of status'. If your stamp shows the incorrect status or a specific date instead of D/S, RETURN to the inspection area and request your stamp be corrected. In the event this is not possible, please contact OIA the next business day. When you enter the country, an electronic record of your admission, known as the I-94, will also be created. You can retrieve a copy of this record by visiting this page: <https://i94.cbp.dhs.gov/I94/>.

We recommend that you carry the contact information of our office with you, so that if you encounter any difficulties, we can assist you. Our telephone number is 011 (217) 581-2321.



### **TRANSPORTATION & HOUSING:**

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

#### **EIU-ASSISTED TRANSPORTATION**

**To reserve the airport shuttle on January 2 and 3 & temporary housing**, please complete the arrival information form by logging into <https://www.eiu.edu/myeiu/> and go to the Arrival Information Form on the checklist. Completing the form will reserve a seat on the free shuttle for those students whose flights arrive at **O'Hare airport on January 2 and 3, 2017**. However, you **MUST** complete the form by **December 16, 2016** to reserve a spot.

The OISS can provide free, temporary housing for the **student orientation** by completing the form above, beginning on the night of January 2, 2017.



If you have missed the shuttle, use any of the options listed under "Arrival on Your Own." Please note that taxi cab fare from Chicago O'Hare Airport directly to Eastern Illinois University is approximately a 3½ hour drive and will cost anywhere between \$800-\$1000.

## **ARRIVAL ON YOUR OWN**

If you would like to arrive to Eastern on your own, the following are instructions from Chicago O'Hare Airport to Eastern Illinois University via Illini Shuttle, Amtrak train, or Greyhound bus. If you need temporary housing during student orientation, please complete the arrival information form by logging into <https://www.eiu.edu/myeiu/> and go to the "Arrival Information Form" on the checklist.

## **AMTRAK TRAIN**

1. After customs, take a taxi from Chicago O'Hare Airport to Union Train Station (approximately \$35).
2. Purchase a ticket for travel to Mattoon, Illinois. Amtrak website <http://www.amtrak.com>, Telephone 1-202- 484-7540 (outside the US) or 1-800-872-7245 (within the US).
  - a. Cost is approximately \$18-47;
  - b. Departure times are 8:15 a.m., 4:05 p.m., 8:00 p.m.
3. When you arrive at the Amtrak Station in Mattoon, call a taxi: Checker Top Cab, Mattoon, IL: (217) 234-7474, to take you to Charleston, IL.
  - a. Cost is approximately \$24.
  - b. Mattoon is 10 miles from Charleston.
  - c. Have the driver drop you off at a hotel or your pre-arranged housing.
4. Housing at EIU: If you need to reserve temporary housing, please complete the arrival information form by logging into <https://www.eiu.edu/myeiu/> and go to the "Arrival Information Form" on the checklist or call +1(217)581-2321 **several days in advance of your arrival** at EIU.

## **ILLINI SHUTTLE**

1. Purchase an Illini Shuttle bus ticket from Chicago O'Hare Airport to Champaign, IL
  - a. Cost is approximately \$28.95
  - b. Departs Chicago O'Hare at 9:00 a.m., 12:00 p.m., 3:00 p.m., 6:00 p.m., 8:30 p.m.)  
<http://www.illinishuttle.com/>
2. Board the Illini shuttle bus at Chicago O'Hare Airport. Travel from Chicago O'Hare Airport to Champaign, IL.
3. In Champaign, IL take a taxi from the Illini shuttle bus stop to either the Amtrak train or Greyhound bus station. (Champaign to Mattoon, IL).
  - a. Amtrak train <http://www.amtrak.com>
    - i. Cost is approximately \$6-16
    - ii. Departs Champaign at 10:25 a.m., 6:15 p.m., 10:34 p.m.
  - b. or Greyhound bus <http://www.greyhound.com>
    - i. Cost is approximately \$12-18
    - ii. Departs Champaign at 12:40 p.m., arrives in Mattoon at 1:40 p.m.) Plan to be at the Greyhound terminal at least one hour before bus departs). Travel from Champaign to Mattoon, IL.
  - c. When you arrive in Mattoon at the Amtrak Station or Greyhound terminal, call a taxi: Checker Top Cab, Mattoon, IL: (217) 234-7474, to take you to Charleston, IL.
    - i. Cost is approximately \$24. Mattoon is 10 miles from Charleston.
    - ii. Have the driver drop you off at a hotel or your pre-arranged housing.
4. Housing at EIU: If you need to reserve temporary housing, please complete the arrival information form by logging into <https://www.eiu.edu/myeiu/> and go to the "Arrival Information Form" on the checklist or call +1(217)581-2321 **several days in advance of your arrival** at EIU.

## GREYHOUND BUS

1. After customs, take a taxi from Chicago O'Hare Airport to Union Train Station.
  - a. Cost is approximately \$35.
2. Purchase a ticket for travel to Mattoon, Illinois. Greyhound website <http://www.greyhound.com> (there are several Greyhound departure points in Chicago – click on the option “Chicago, IL.”)
  - a. Cost is approximately \$35-44.
  - b. Departs Chicago at 9:40 a.m., arrives in Mattoon at 1:40 p.m. Plan to be at the Greyhound terminal at least one hour before bus departs.
3. When you arrive at the Greyhound Bus Station in Mattoon, call a taxi: Checker Top Cab, Mattoon, IL: (217) 234-7474 to take you to Charleston, IL.
  - a. Cost is approximately \$24. Mattoon is 10 miles from Charleston.
  - b. Have the driver drop you off at a hotel or your pre-arranged housing.
4. Housing at EIU: If you need to reserve temporary housing, please complete the arrival information form by logging into <https://www.eiu.edu/myeiu/> and go to the “Arrival Information Form” on the checklist or call +1(217)581-2321 **several days in advance of your arrival** at EIU.

## 4

### ATTEND NEW INTERNATIONAL STUDENT ORIENTATION

**Attend New International Student Orientation on the following dates:**

**January 4: 8 am to 6 pm**

**January 5: 8 am to 5 pm**

**January 6: 8 am to 5 pm**

This is a **MANDATORY** orientation for all new and transfer international students. Important topics discussed will include housing, course registration, insurance, 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](mailto:international@eiu.edu).**