

**Office of International
Students and Scholars**



EASTERN ILLINOIS UNIVERSITY™

Office of International Students & Scholars
Eastern Illinois University
600 Lincoln Avenue, Charleston Illinois 61920-3099, USA
Telephone: 011 (217) 581-2321
Emergency Telephone: 011 (217) 276-0888
www.eiu.edu/international Email: international@eiu.edu

ARRIVAL ASSISTANCE INFORMATION

Spring 2020

(Please print this document for reference)

Arrival and International Student Orientation: (mandatory)

Arrival Date: January 6, 2020

Orientation will take place during the following times:

January 7: 10:00am – 8:00pm

January 8: 8:00am – 8:00pm

January 9: 8:00am – 3:00pm

Check in will be at the Grand Ball Room located in the Martin Luther King Jr. Student Union. **Please report to Lawson Hall (2151 4th Street) at 11:30am on January 7, 2020 for the start of orientation.** International Ambassadors will guide you to the next location. You will receive a schedule which includes times and locations. If you arrive late, please go to the Office of International Students and Scholars (Blair Hall 1170) where you will be guided to the appropriate location.

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

First day of Class: Monday, January 13, 2020

Airport Shuttle Service

We offer complimentary shuttles from Chicago O'Hare Airport to EIU on January 6, 2020. After you have your flight booked, it is mandatory that you complete the arrival information form by logging into <https://www.eiu.edu/myeiu/> 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 20, 2019; seats are limited.**

When making flight arrangements, please book a flight that arrives at Chicago O'Hare Airport between 8 a.m. - 4 p.m. on January 6. That will allow enough time for you to go through customs, retrieve luggage, and catch one of our shuttles. (If your flight arrives on January 5, you can find a hotel in which you can stay at overnight & we can pick you up on January 6). **NOTE: Under Illinois law, you must be 18 or older to book a hotel room. If you are 17 or under, please plan accordingly.*

Please meet at **Terminal 5** in the arrival section near McDonalds. You will see EIU students with a table and an EIU banner around 5:30pm. Don't be worried if it is a bit late. If you arrive early, **please wait patiently.** If you have any emergency issues with airport security, please call the number on the second page of your I-20. This number is ONLY for emergencies. The shuttle will then leave a bit after 6pm to head straight back from EIU where temporary housing and food will be provided.

*If you arrive before or after the dates when the shuttle will be provided, you will be expected to arrive on campus on your own. Please see page 7 and 8 with information on how you can do that.

Temporary Housing

If you have requested housing, you will stay at LAWSON HALL from January 6-10, 2020. This temporary housing is free. Upon your arrival, there will be food and a dorm available for you (**2151 4th Street**). If you are taking the shuttle, the driver will leave you in this location. If you are not taking the shuttle and will need housing, please arrive to Lawson Hall between 9:00pm to 11:00pm. Staff will be ready to assist you with temporary housing.

If you are arriving before January 6, you will need to arrange your own housing. **Make sure you have permanent housing to move into after January 10.** Students are expected to find their own housing. Please see Housing section for more information.

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.

Enrollment Fee

The Office of International Students and Scholars asks that you submit a non-refundable fee of \$115 to let us know of your intent to enroll. This deposit will be credited toward the international student fee for your first semester at EIU.

Transcripts

You are required to submit final, official educational records after admission. Transcripts must bear the seal and signature of the appropriate school official, and be accompanied by an official English translation if necessary. You may present the final document(s) after arrival at EIU during International Student Orientation, but the check-in process will be faster if official copies are sent prior to arrival.

Students with transfer credit must submit official copies of educational records as soon as possible to facilitate the transfer credit process. For transfer credit, students must submit either of the following:

- External evaluation provided by World Education Services (WES) or Education Credential Evaluation (ECE)
- Syllabi/class plan for courses taken

Without official copies of your educational records, you will be unable to enroll for classes and your SEVIS ID will be terminated.

Immunization Records

Please bring your immunization records with you. 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.

All incoming students are required to show proof of:

- Three doses of Diphtheria, Tetanus, Pertussis vaccine. One must be a Tdap (contain acellular pertussis component). The last dose must have been received within the past 10 years
- Two doses of Measles, Mumps, Rubella (MMR) after the first birthday

All incoming students under the age of 22 are also required to show proof of:

- One dose of meningococcal conjugate vaccine on or after the 16th 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 or graduate coordinator and register for classes.

Payments - On Campus 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

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.

Costs

Be prepared to pay for costs ([undergrad](#) or [grad](#)). If you are **not** able to cover all costs, we ask you not to come. Not because we do not want you here, but because we do not want you to deal with the stressors that come with not being able to pay. This is why we require a financial affidavit as well as a bank statement proving sufficient funds. While there are jobs available on campus, it is not guaranteed you will receive one. Scholarships are also not guaranteed. (J-1 students, please keep in mind that there are fees that are not covered by EIU.) To see the most updated prices, please go to the Cost page located on the OISS website. (Prices do change per year.)

Linens & Household Supplies

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

Weather

During the month of January, it is cold. Please be prepared with the appropriate clothing since we will be walking outside during orientation. The chart below shows the temperature you can expect during all four seasons.

| Weather | Summer | Fall | Winter | Spring |
|------------------|--------|-------|--------|--------|
| High Temperature | 30 °C | 18 °C | 4 °C | 19 °C |
| Low Temperature | 18 °C | 7 °C | -5 °C | 7 °C |

TO DO LIST



HOUSING

Reserve ON CAMPUS permanent housing for your stay here at Eastern Illinois University

All undergraduate, first year students are required to live on campus during their first year. There are four main choices for permanent housing around EIU's campus:

- A. Residence Halls (On-Campus)**
- B. University Apartments (On-Campus)**
- C. University Court (On-Campus)**
- D. 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 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 (Inpartlow@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.
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.

B. University Apartments (On-Campus):

University Apartments at EIU include 90 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 send an email to Lindsey Hunter at lshunter@eiu.edu, with the following information:

Student Name

Year in school (undergraduate 1st, 2nd, 3rd or 4th, Graduate)

Gender

Date of birth (month, date, year)

Reason you qualify for University Apartments

The steps for securing an apartment are to complete the Housing Application and pay a \$50 non-refundable Application fee; complete the Apartment Contract; and pay a \$250 Housing Down Payment.

As an international student, mailing paperwork and payments back and forth can sometimes be difficult. 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.
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 apartment will be assigned to you upon your arrival.

C. 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.

D. 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.

AIR TRAVEL & PORT OF ENTRY



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

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 or (217) 276-0888.

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 or (217) 276-0888.



TRANSPORTATION & HOUSING

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

EIU-ASSISTED TRANSPORTATION



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. To avoid paying this fee, please see below.

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.

1. 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.

2. 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.

3. GREYHOUND BUS

1. After customs, take a taxi from to 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.

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

Your Designated School Officials at Eastern Illinois University are:

| | | |
|---------------------|--|--|
| Mr. Andy Kabasele | Assistant Dean of International Programs | makabasele@eiu.edu |
| Ms. Krishna Thomas | Admissions Counselor | kpthomas@eiu.edu |
| Ms. Lori Click | Office Manager | llick@eiu.edu |
| Ms. Bethany Cougill | International Student Coordinator | eacougill@eiu.edu |

