

**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
OISS Telephone: 011 (217) 581-2321
Emergency Telephone: 011 (217) 276-0888
www.eiu.edu/international Email: international@eiu.edu

ARRIVAL ASSISTANCE INFORMATION

Fall 2020

Arrival and Mandatory International Student Orientation: *(Please print this document for reference)*

Arrival Dates: August 16 or August 17, 2020

Orientation: August 18, August 19, and August 20, 2020



All 3 Orientation days are required!

Check in will be in the Martin Luther King Jr. Student Union. 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: Maintaining Your Immigration Status, housing, registration, insurance, banking, student life, transportation, student organizations, campus employment, etc.

First day of Class: Monday, August 24, 2020

Airport Shuttle Service

We offer free transportation from Chicago O'Hare Airport to EIU on August 16 and August 17, 2020.

When making flight arrangements, be sure to book a flight that arrives at Chicago O'Hare Airport between 8:00 a.m. - 4 p.m. so you have time to go through customs, retrieve your luggage, and board the EIU shuttle bus. (If your flight arrives on August 15, you must find a hotel in which you can stay overnight & take the shuttle the next day). *NOTE: Under Illinois law, you must be 18 or older to book a hotel room.*

Space is limited, so sign up early! To do so, please complete the following:

- Book your flight to Chicago's O'Hare Airport in Chicago, Illinois, USA.
- Log in to your MyEIU account here: <https://www.eiu.edu/myeiu/home.php>
 - Then, go to the **Arrival Information Form** on the checklist to reserve a seat on the shuttle.

Upon arrival, meet the OISS representatives at **Terminal 5** in the arrival section near McDonalds with EIU signs at approximately 5:30 p.m. Don't be worried if they are 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 leave Terminal 5 at 6:00 p.m. and go to EIU where temporary housing for Orientation week will be provided.

(If you do not take the shuttle, you must arrive at EIU on your own. See the "Arrival on Your Own" section for more information.)

Temporary Housing

If you have requested free temporary housing during Orientation week, you will stay at Lawson Hall (2151 4th Street). Upon your arrival, there will be a room available for you. If you are taking the shuttle to campus, the driver will drop you off at Lawson. If you are not taking the shuttle and will need housing, please arrive at Lawson Hall on August 16 or 17 at 9:00 p.m. Staff will be ready to assist you get settled.

If you are arriving early, you will need to arrange your own housing. **Make sure you have permanent housing to move into by the end of Orientation week.** Please see the Housing section for more information.

If you do not secure permanent housing before the end of Orientation week, you must pay for a hotel room.

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 EIU Health Service where you will submit your immunization records. If you need any more immunizations, you can get them done there.

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 your 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 your 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 to 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 you register for classes. PAWS is an on-line system which enables students, faculty, staff, and alumni to access a variety of information.

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 in person 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 every month. Bills are due in full by the end of the semester.

Costs

Be prepared to pay for all expected costs ([undergrad](#) or [grad](#)). If you are **not** able to pay, please defer your application. We do require a financial affidavit as well as a bank statement proving sufficient funds. There are jobs available on campus but you should not depend on them to pay your bills. 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 Walmart where you can purchase your bed linens and other supplies.

Weather

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 (lnpartlow@eiu.edu), Housing Administrator, the following information:

Student Name

Gender

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

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

Gender

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

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. Each resident must find their own roommate before the signing of the contract. You may find more information here: <http://www.eiu.edu/housing/universityct.php>.

To be considered for an apartment, please email univcourt@eiu.edu.

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 Charleston, Illinois Chamber of Commerce website here: <https://www.charlestonchamber.com/>. Click on *Membership*, then *Member Directory*, then use the pull down menu that says “View All Businesses” to choose “Apartments/Rental Properties.”

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



Prepare for Port of Entry Inspection.

The following documents must be with you (not in your checked luggage) for entry into the U.S.:



- 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 with you. **Do not put them in your checked luggage!**

Upon inspection of your documents, you may be sent to "secondary inspection" which is an additional search. Often this is done on a random basis and has 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. You should have the telephone number of our office with you (in a place such as your wallet).

OISS can be reached at 011 (217) 581-2321 or (217) 276-0888. We recommend you review the Immigrations and Customs Enforcement (ICE) travel FAQs before coming into the United States.

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 that your stamp be corrected. In the event this is not possible, please contact OISS 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/>.



TRANSPORTATION & HOUSING

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

EIU-ASSISTED TRANSPORTATION



If you miss 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 USD\$800-\$1000. To avoid paying this fee, please see below.

ARRIVAL ON YOUR OWN

If you are arriving at Eastern on your own, follow these 3 steps to travel from Chicago O’Hare Airport to EIU. Be sure to plan ahead and pay attention to the timing of your travels.

(The Peoria Charter bus will pick travelers up from O’Hare’s International Terminal 5. It will take students all the way to Champaign, Illinois’ train station, called Illinois Terminal. Students will depart the bus at the train station, go inside the building, and take the next train to Mattoon, Illinois, where they will get a taxi from Coles County Transportation. Mattoon is about a 15 minute taxi ride from EIU.)

1. Take a Peoria Charter bus from O’Hare’s International Terminal 5 to Champaign, Illinois

From <https://peoriacharter.com>, choose the following options: *One Way / From / Chicago Airports – O’Hare Int Terminal 5 Arrivals / To / Urbana/Champaign – Illinois Terminal (train station) / Depart Date (departing from the airport) / Find Tickets*

2. Take the Amtrak train from Champaign, Illinois to Mattoon, Illinois

From <https://www.amtrak.com>, choose the following options: *One-Way / From / Champaign-Urbana, IL (CHM) / To / Mattoon, IL (MAT) / Depart Date / Traveler 1 / Find Trains*

3. Take a Taxi from Mattoon, Illinois to Eastern Illinois University from Coles County Transportation

<https://www.colescountytrans.com> CCT will take you directly to your residence hall or off-campus housing. They are available 24 hours a day, 7 days a week. Their local phone number is 217-345-7433. Call them when Amtrak leaves Champaign, and they will likely be at the Mattoon station when you arrive.

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.

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 Specialist	kpthomas@eiu.edu
Ms. Lori Click	Office Manager	llclick@eiu.edu
Ms. Bethanny Cougill	International Student Coordinator	eacougill@eiu.edu

We will see you soon!

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