WELCOME

We are very glad that you are planning to attend Purdue University Calumet (PUC)! We have a lot to offer students, including a variety of excellent academic programs, competitive tuition prices, an excellent location, strong support services, a warm and diverse campus environment. For students who would like to improve their English before beginning an academic program, we offer a highly regarded English Language Program. We hope that you will find the following information useful, as you prepare to begin your studies at PUC. If you have any questions, please let us know. We look forward to seeing you soon!

-The International Affairs Office

SECTION 1: Applying for Student Visa

STEP ONE: Pay SEVIS fee
After you receive your I-20 or DS-2019, F-1 and J-1 visa applicants entering the U.S. for the first time must complete the SEVIS Form I-901 (https://www.fmjfee.com/i901fee/index.jsp) and pay the SEVIS fee before their visa appointment. Please refer to SEVIS Fee Procedures for full set of instructions: http://webs.purduecal.edu/intl/files/SEVIS-Fee-Procedures.pdf

- Fill in your name exactly as it appears on your I-20 or DS-2019.
  - For F-1 applicants, Purdue’s “School Code” is: CHI214F1046000.
  - For J-1 applicants, Purdue’s “Program Number” is: P-1-11137.
- After paying, print a copy of the online receipt, you will need it for your interview appointment.

STEP TWO: Make visa appointment early
Follow the instructions of your local U.S. Embassy/Consulate to schedule your visa interview appointment. You can find your local embassy website here: http://www.usembassy.gov/

NOTE: You should make an appointment as far in advance as possible.

STEP THREE: Pay visa application fee
Follow the instructions found on the U.S. Embassy/Consulate website: http://www.usembassy.gov/

NOTE: Some embassies require you to pay the application fee in the embassy prior to your interview. Please refer to the instructions on your local embassy website.

STEP FOUR: Complete visa form
Form DS-160 Online Nonimmigrant Visa Application: http://travel.state.gov/visa/forms/forms_4230.html
Make sure the U.S. Embassy/Consulate you will attend has transitioned to this online form. If not, follow the instructions on the U.S. Embassy/Consulate’s website.

STEP FIVE: Gather documents for visa interview
- A passport valid for at least six months into the future
- I-20 or DS-2019 (Be sure to sign the bottom of the form)
- Purdue University Calumet admission letter
- SEVIS fee receipt (refer to step two)
- Visa application fee receipt
- Confirmation page from your DS-160 visa application
- Two 2”x 2” photographs in the prescribed format on website
- Original bank statements or Purdue funding letter showing sufficient funds to cover your expenses as listed on I-20 or DS-2019
• Documents that prove you will return to your home country after finishing your studies in the U.S. These may include proof of property, family, or other ties to your community.
• Any additional documents that might be requested, such as transcripts or test scores
• Confirm with appropriate U.S. Embassy/Consulate that you have prepared all required documents.

STEP SIX: Prepare for visa interview
• Interview generally lasts only 2-3 minutes.
• Under U.S. law, all nonimmigrant visa applicants are viewed as intending immigrants unless they convince the Consular Officer otherwise. You must show your reasons for returning to your home country after completing your studies.
• Be prepared to use English and speak for yourself.
• Be prepared to answer why you chose Purdue University Calumet
• Answer all of the Officer’s questions concisely and honestly.
• Be able to explain how studying in the U.S. relates to your future career plans.
• Know that lengthy supplemental documents cannot be quickly read or evaluated.
• People from certain countries and those studying certain technology majors may experience processing delays due to security background checks.
• Remember that the purpose of a student visa is to study and return home, not to work in the U.S.
• Be prepared to address how your dependents, if any, will support themselves in your absence.
• Keep a positive attitude. If your Visa was denied, understand the reason why and what to do the next time.

STEP SEVEN: Attend visa interview
Arrive early and remain calm!

SECTION 2: Traveling to Purdue University Calumet

IMPORTANT: Immigration law limits arrival into the U.S. to no earlier than 30 days before the Program Start Date listed on your Certificate of Eligibility (Form I-20 or Form DS-2019). The 30-day rule is very important to follow because you may be refused entry into the USA if your Initial I-20 program does not start within 30 days.

When you arrive to the U.S. you will need to show following documents to the customs agent:

• Certificate of Eligibility (Form I-20 for F-1 students or Form DS-2019 for J-1 students and scholars)
• Valid Passport with appropriate Student Visa
• Letter of Admission from Purdue University Calumet
• Appropriate documents for all dependents: passport, visa stamp, Certificate of Eligibility, proof of relationship (proof of marriage for a spouse; birth certificates for all children)
• The U.S. address information of the location you will be staying when you first arrive
• I-901 SEVIS fee receipt

IMPORTANT: Make sure to keep the documents outlined above with you at all times. After you pass through customs please make sure that you have your passport with a port of entry stamp.

The International Affairs Office offers a free airport pick-up from Chicago O’Hare International Airport (ORD) or Chicago Midway Airport (MDW) for new international students. If you need to be picked up at the airport you must submit your request through the Airport Pick-Up and Housing Information Form (linked to the form).

Fall 2014 Airport Pick-Up Period:
August 11th – 17th, 9:00 a.m. – 9:00 p.m. Central Standard Time (CST)

If you arrive on a date or at a time of the day when we do not offer airport pick-ups, you will need to arrange your own transportation from O’Hare or Midway Airports. IAO recommends that you take the Coach USA bus, which is available from both airports, to the HIGHLAND, IN Bus Terminal (located about 5 minutes, or 2 miles from campus). For more information, please visit their website at www.coachusa.com.
Tickets can be purchased online or upon boarding the bus for approximately $27 one-way.

**IMPORTANT:** Buses go to many different cities. Check with the driver to make sure that you are on the right bus and that you get off the bus at the right stop (Highland, IN).

You will also need transportation from the Highland Bus Terminal to your housing location. Ask the Coach USA bus driver to call ahead and order a taxi to meet you at the Highland Bus Terminal.

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**SECTION 3: Housing**

**IMPORTANT:** Whether you decide to live on-campus or off-campus, you should finalize your housing arrangements before your arrival. It is recommended that new international students live on campus for their first year.

**ON-CAMPUS HOUSING: The University Village**

If you want to live on-campus in the University Village residence halls, you must complete following application process:

- Submitting a completed Housing Contract
- Pay non-refundable application fee of $20.00
- Make housing deposit of $200.00
- Complete Lifestyle Indicator Form
- Complete Early Arrival Form

*NOTE: You will be asked to complete Immunization Form after you arrive at the university.*

**IMPORTANT:** Submitting these materials do not guarantee a room assignment. Rooms are limited and will be available on a first-come, first-serve basis. Therefore, you are strongly encouraged to apply early.

*To Request a Housing Contract*

If you have not received a Housing Contract yet, you may request one online at: [http://webs.purduecal.edu/housing/future-residents](http://webs.purduecal.edu/housing/future-residents)

Please also review this site for frequently asked questions and other information about on-campus housing.

**Questions about On-Campus Housing:**

If you have any questions, please email [housing@purduecal.edu](mailto:housing@purduecal.edu) or [Carolyn.Dildine@purduecal.edu](mailto:Carolyn.Dildine@purduecal.edu)

**Advantages**

- Walking distance to campus
- 24-hour security; monitored for safety by the university’s own police department
- Programs and activities offered through the Residential Life staff
- Opportunities for student leadership positions (RA’s, Hall Council)
- Cable, Internet, water, maintenance, and utilities are included

**Disadvantages**

- Limited privacy
- Smoking and alcohol are prohibited
- No accommodations for students with a spouse and family

**OFF-CAMPUS HOUSING**

Most international students live on-campus in the University Village residence halls during the first year of their studies at the university. If you are bringing your family, or it is your personal preference, you may choose to live off-campus instead. Below you will find advantages and disadvantages to consider before choosing to live off campus.
Advantages
- Privacy
- Accommodations for spouses and families

Disadvantages
- Transportation to and from campus can be complicated
- Safety and security can vary
- Beware the “slumlord”: Landlord who overcharges tenants and fails to maintain/improve the property
- Additional costs: cable, Internet, utilities

IMPORTANT: Housing is bound by contract (legal agreement between tenant and property owner on terms of the tenant’s occupation of property). It is important to understand that once this legal contract is signed, it is considered binding and cannot be broken or cancelled without penalty.

If you need help arranging off-campus housing please email IPO Mentors at ipomentors@purduecal.edu

SECTION 4: SEVIS Check-in

All international students are required to report to Room 176 of the Classroom Office Building (CLO 176) upon arrival to PUC for SEVIS Check-in.

NOTE: SEVIS Check-in at Purdue University Calumet (PUC) is required by law for all international students and scholars.

Documents to bring for SEVIS Check-in:
- Passport with appropriate Student Visa
- Certificate of Eligibility (I-20 or DS-2019)
- I-94 Arrival/Departure Form
  IMPORTANT: You should print two copies of the paper version of the I-94 form at http://cbp.gov/I94 as soon as you come to campus. Keep one copy folded in your passport.
- Any immigration documents from any previous U.S. schools (for transfer students only)

For Transfer Students:
If you are transferring to PUC from another educational institution in the U.S., you must:
  - Notify your current institution that you will attend Purdue by requesting a SEVIS transfer.
    This will allow the other school to release your SEVIS record to PUC so that we can issue you a “transfer pending” I-20 or DS-2019.
  - Schedule a SEVIS check-in appointment
    Bring all immigration documents to International Students and Scholars (ISS) to complete the transfer process before or during the first 2 weeks of your first semester at PUC.

NOTE: You must complete SEVIS Check-In before starting any on-campus employment at PUC.

Personal Information Sheet
In addition to reporting your arrival, you will also be asked to complete an ISS Personal Information Sheet at SEVIS check-in. For your convenience, this form is also available on our website: http://webs.purduecal.edu/intl/files/Personal-Information-Sheet.pdf

In order to complete the Personal Information Form, please have following information:
  - Your local address and telephone number
  - Telephone number of an emergency contact

If you have immigration questions or would like more information about check-in, please contact iss@purduecal.edu

IMPORTANT: Failure to complete SEVIS Check-In will lead to loss of legal nonimmigrant status and interruption of studies.
SECTION 5: New International Student Orientation

At the beginning of each semester, the International Affairs Office (IAO) holds a mandatory orientation program for new international students. This program is designed to provide you with valuable information and facilitate your transition to PUC. By participating in the New International Student Orientation, you will gain helpful tips and be able to better understand:

- Immigration rules and maintaining your F-1 student visa status
- Services and programs offered through International Programs, and general student services offered on campus
- Student life and opportunities for getting involved
- Academic policies at PUC, and tips for student success
- Campus and community resources

Fall 2014 Mandatory New International Student Orientation:
Thursday, August 21st

Please register your attendance via email to ipomentors@purduecal.edu

IMPORTANT: All newly admitted international students (including transfer students) are required to attend New International Student Orientation. If you do not attend orientation, you will be unable to obtain your PUC student ID, which is essential for gaining access to the most important university functions and facilities.

If you cannot attend orientation due to a delay in your arrival, then you may sign up for a make-up orientation session by contacting the International Affairs Office Programs Coordinator Brooke Hewson by emailing: brooke.hewson@purduecal.edu

NOTE: In addition to the mandatory New International Student Orientation sessions held on August 21st, New International Student Orientation events will be ongoing during the week of August 18th – 22nd. ELP students are also required to attend ELP Orientation. Graduate students are also required to attend Graduate Student Orientation. More information will be provided upon your arrival.

SECTION 6: Packing and What to Bring with You

Money
Be certain you arrive in U.S. with a sufficient amount of US dollars, at least $100-$300 in cash for expenses that you may have on your way to Purdue Calumet. These expenses can include bus or taxi fares, meals at the airport, and sometimes temporary lodging.

IMPORTANT: Do not place your cash, credit cards, or traveler’s checks in your checked luggage.

Credit cards and ATM cards/debit cards are widely used in the United States. Notify your bank before you leave your home country to make sure that your cards can be used in the U.S.

If you are bringing your currency from your own country, be sure to exchange it when you arrive at the airport. Many banks in the U.S. may not be able to exchange the currency immediately.

Other Things
Due to limits of the weight of your luggage you will need to carefully choose which items to bring. First pack what you really need, and then see if there is room for other things you would like to bring with you.

Here are some important items that you should consider bringing:
• Phone numbers
  o Home phone number (including your country code)
  o The International Affairs Office number: 1-219-989-2502
  o The number for the closest embassy of your country to your point of entry into the U.S.
  o The number for where you will be staying when you first arrive.

• Medicine
  NOTE: Many types of medicines, such as antibiotics, cannot be purchased without a prescription in the United States. If you plan to bring any medication with you, be sure that you bring any documentation, preferably in English, which will help Customs officials or doctors to know more about them.

• Copy of Your Birth Certificate
• Marriage Certificate, if applicable (official copy and certified English translation, if possible)
• English Dictionary
• International Driver License
  NOTE: Having an international driver license will make it easier to get a driver license in the U.S. once you arrive.
• Small items from your home country that you can give as gifts when you make new friends in the U.S.
• Pack a carry-on bag with a change of clothes and other necessities (e.g. toothpaste and toothbrush, contact lens solution, etc.) in case your luggage is lost during your trip.

SECTION 7: Health Insurance Information

Health Insurance Requirement
Health insurance is required for the following groups of international students:
• Graduate students
• English Language Program students

IMPORTANT: All other international students are strongly encouraged to purchase health insurance. This is especially important because of the high cost of medical care in the United States. If you do not have health insurance and become sick or injured while in the U.S., you may need to pay hundreds or even thousands of dollars for your hospital expenses.

Graduate Students
If you are a graduate student and choose not to purchase HTH Worldwide health insurance but instead purchase it from another insurance company, you must complete a Health Insurance Waiver Form (form can be picked up at the International Affairs Office in CLO 176 or the Graduate School Office in Lawshe 242).

IMPORTANT: Failure to provide proof of health insurance for graduate students will result in a hold being placed on your account and you will not be able to register for classes. Graduate students are required to have health insurance coverage during the entire term during which they are enrolled in classes.

Graduate Students must come to International Student Services in CLO 176, or the Graduate School Office in Lawshe Hall room 242, to pick up a brochure and information sheet detailing how to enroll in HTH Worldwide Insurance. You will need the Purdue University Calumet Group Access Code in order to enroll online at www.hthstudents.com by yourself. If you need assistance in enrolling or have questions regarding coverage, please make an appointment to see the representative in CLO 176.

Undergraduate Students
Undergraduate students who decide to register for health insurance should come to the International Student Services in CLO 176 and pick up a brochure and information sheet detailing how to enroll in HTH Worldwide Insurance. You will need the Purdue University Calumet Group Access Code in order to enroll online at www.hthstudents.com by yourself. If you need assistance in enrolling or have questions regarding coverage, please make an appointment to see the representative in CLO 176.
English Language Program Students
If you are enrolled in the English Language Program, the cost is already included on your student account. A representative of the International Affairs Office will complete the health insurance enrollment for all ELP students.

SECTION 8: How to…

...REGISTER FOR CLASSES:

**English Language Program (ELP) Students**
If you are an ELP student, you will take the ELP placement exam on **Tuesday, August 19th**. After the exam, you will be enrolled in the appropriate level of English classes by the ELP staff.

**English Training in Engineering (ETIE) Students**
If you are an ETIE student, you should contact Dr. Chenn Qian Zhou at [zhou@purduecal.edu](mailto:zhou@purduecal.edu) or call (219) 989-2665 for more information regarding your courses.

**Undergraduate Students**
If you are an undergraduate student, you will work with an academic advisor to create your class schedule. Each semester your advisor will counsel you on selecting the courses for which you should register in order to meet requirements for graduation. You will enroll in a combination of required and elective subjects applicable to your degree program.

Students should use the online registration system to enroll themselves in the courses they have selected with their academic advisers. Therefore, you should contact your advisor before arriving at PUC and arrange an appointment via email (or instant messaging, such as Skype) in order to get guidance regarding choosing and registering for classes. Remember, classes fill up quickly, so you should contact your advisor as soon as possible.

*NOTE: Your advisor’s name and contact information is listed on your admissions letter.*

**IMPORTANT:** F-1 and J-1 undergraduate students are required by law to register for and complete a minimum of 12 credit hours every Fall & Spring semester to maintain legal student status.

**Graduate Students**
If you are a graduate student, you should contact the academic advisor from your academic program. Please visit [http://webs.purduecal.edu/gradschool/](http://webs.purduecal.edu/gradschool/) for more information related to your graduate studies.

**IMPORTANT:** F-1 and J-1 graduate students without a Graduate Aide position must register for a minimum of 8 credit hours every spring and fall semester to maintain legal student status. Graduate students with a Graduate Aide position must register for at least 6 credit hours every semester to maintain status.

...PAY YOUR TUITION:

**Payment Options:**
- Credit Card (Visa, MasterCard or Discover),
- Money Order or Certified Check after you have arrived at Purdue University Calumet
- Wire Transfer (also called an electronic fund transfer or EFT)
  *NOTE: If you decide to make a wire transfer, you should ask your bank about their wire transfer fee. If you do not pay the fee separately, it will be automatically subtracted from the transfer amount.*

**For Other Payment and Financial Information:** Please contact the Business Manager for International Programs, Mr. Omar Sahmoudi at [omar.sahmoudi@purduecal.edu](mailto:omar.sahmoudi@purduecal.edu) or call 219-989-8353.
...TRANSFER CREDITS

NOTE: Instructions in this section generally only apply to undergraduate students. All graduate-level credits from other institutions must be evaluated by each graduate department to determine if they will meet PUC's graduate degree requirements.

For undergraduate students, transfer credit may be possible for university-level study either in the U.S. or in another country.

To transfer credit hours to Purdue University Calumet
- Complete Transfer Credit Documentation Form: http://webs.purduecal.edu/admissions/files/tcds-111412.pdf
- Submit original academic transcripts from an accredited college or university.
  NOTE: You must request that your university send Academic Transcripts directly to the International Admissions office with an official certified English translation (as applicable) and official course descriptions. You could also bring an original or attested copy of your final transcript with you to the International Admissions office with an official English translation.

To allow you to register for appropriate classes at PUC, every effort is made to complete evaluations of all transcripts and examinations received prior to your arrival on campus. Once your credits have been evaluated, a report will be sent to you and your academic advisor. You may also view your credit evaluation at myPUC: https://mypuc.purduecal.edu/cp/home/displaylogin

NOTE: No credit will be added to your permanent PUC record until the International Admissions office has received an official transcript. Documents received for evaluation after your arrival will be evaluated as soon as possible.

... Get Purdue University Calumet Identification Card (PUCID)

PUCID card is also an important piece of identification both on campus and in the surrounding community. Your PUCID will allow you to use many university facilities including the library and the free Peregrine Express shuttle bus.

In order to obtain your PUCID, you will need following:
- Copy Of Your Class Schedule
- Proof of Identification with Photo (e.g. passport, U.S. driver license, etc.)
- Certificate of Completion of New International Student Orientation
  NOTE: You cannot obtain your student photo ID card until after you register for classes and attend the New International Student Orientation.

You will present the above mentioned documents to Student Activities office in Room 104B of the Student Union & Library Building (SULB) to have your photo taken for your PUCID.
ADDITIONAL INFORMATION

TRANSPORTATION FROM AIRPORTS AND AROUND NORTHWEST INDIANA:

Northwest Indiana Taxi:

Yellow Cab of Northwest Indiana: (219) 932-9999
Best Calumet Cab Company: (219) 932-2169
AAA Cab: (219) 932-8050

Costs of Limo and Taxi Services from Airports:

Opex Limousine
Lincoln Town Car: $265
Forms of payment: Debit or Credit (The day before)
http://www.opexlimo.com/

Avanti Limousines
Price: $120 plus gratuity (5:30-11pm)
Forms of payment: Debit, Credit, Cash or check
http://www.avantilimusines.net/

O’Hare Chicago Taxi
Price $85.50 (Student Discount 25%)
Forms of payment: Cash and Major credit card.
http://www.oharechicagotaxi.com/

My Personal Taxi
Price: ORD: $80 MDW: $60
Forms of payment: Credit card (over phone)
http://www.mypersonaltaxi.com/index.html

NOTE: Prices listed above are subject to change.

HOTELS AROUND THE AIRPORTS

Hotels by O’Hare International Airport:

Comfort Inn O’Hare
2175 East Touhy Avenue,
Des Plaines, IL 60018
(847) 635-1300
http://www.ohare-comfortinn.com/

Candlewood Suites Extended Stay Hotel
Chicago O’Hare
4021 North Mannheim Road,
Schiller Park, IL 60176
(847) 671-4663

Fairfield Inn & Suites Chicago Midway Airport
6630 South Cicero Avenue
Bedford Park, Illinois 60638
(708) 594-0090

Midway Inn
5335 South Pulaski Road,
Chicago, IL 60632-4223
(773) 582-9600
http://www.midway-inn.com/

NOTE: All of these hotels offer free 24-hour shuttle service to and from the airport.

INFORMATION ABOUT CAMPUS AND NORTHWEST INDIANA:

If you would like more information about PUC campus life and the surrounding community, including lists of area hotels, restaurants, religious institutions, events and weather, you may visit the following web sites:

http://webs.purduecal.edu/prospective/
http://www.hammondindiana.com
http://www.gohammond.com