Welcome Early Arrival!
Spring 2018

See you soon!
International Student Orientation
Thursday, January 11th, 2018
Events Start at 8:30am in Old Champlain Atrium
Please review the Orientation schedule for additional information.
### Undergraduate and Graduate

**International Student Orientation Schedule for Spring 2018**

#### Thursday, January 11, 2018

<table>
<thead>
<tr>
<th>Event Time:</th>
<th>Location:</th>
<th>Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>For students who have not yet checked in</td>
<td>8:30am to 9:30am</td>
<td>Check-In for International Student Orientation</td>
</tr>
<tr>
<td>Required for all new students</td>
<td>10:00am to 10:05</td>
<td>Welcome to Binghamton</td>
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<tr>
<td></td>
<td>10:05am to 11:00am</td>
<td>Information on Federal Immigration Regulations</td>
</tr>
<tr>
<td></td>
<td>11:00am to Noon</td>
<td>Health and Safety Presentation</td>
</tr>
<tr>
<td>Noon to 1:30pm</td>
<td>The Mandela Room, University Union</td>
<td>The Welcome Lunch</td>
</tr>
<tr>
<td>It is recommended that new graduate students attend three of the four afternoon programs. All new undergraduate students should report for the English Language Skills</td>
<td>1:30pm to 2:30pm</td>
<td>How to Achieve Academic Success</td>
</tr>
<tr>
<td></td>
<td>2:45pm to 3:15pm</td>
<td>Library Tours</td>
</tr>
<tr>
<td></td>
<td>3:30pm to 4:30pm</td>
<td>Speed Friending: Conversations on U.S. Campus Culture &amp; Resources</td>
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<tr>
<td></td>
<td>3:30pm to 5:30pm</td>
<td>Bus Trip to Town Square Mall via #47</td>
</tr>
</tbody>
</table>

#### Thursday, January 11, 2018: English Language Skills Assessment

The assessment is from 2:00pm to 4:00pm in UU108 (University Union, Room 108). This assessment is required for all new undergraduate students.

#### Friday, January 12, 2018:

**New International Transfer Students**

**Check In Event**
7:00am-8:30am  
*University Union, Tillman Lobby*

Description: Check in to University-Wide Orientation to receive your folder and program schedule for course registration.

**Additional Events to Follow**
Please note that you will be given a full schedule of events for Friday, January 12 when you check in at the event listed above. Please be sure to follow your university-wide new student schedule for your final day of orientation.

Please note that these events are required.

#### Monday, January 15, 2018:

**New International Freshmen Students**

**Check In Event**
7:30am-8:30am  
*University Union, Tillman Lobby*

Description: Check in to University-Wide Orientation to receive your folder and program schedule for course registration.

**Additional Events to Follow**
Please note that you will be given a full schedule of events for Monday, January 15 when you check in at the event listed above. Please be sure to follow your university-wide new student schedule for your final day of orientation.

Please note that these events are required.

#### New International Graduate Students

Please contact your academic department directly for additional academic orientation information.
<table>
<thead>
<tr>
<th>INFORMATION SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Things to Do</td>
</tr>
<tr>
<td>Information For New International Students</td>
</tr>
<tr>
<td>Health Insurance</td>
</tr>
<tr>
<td>Arranging Housing</td>
</tr>
<tr>
<td>English Language Skills Assessment</td>
</tr>
<tr>
<td>Paying Your Student Bill</td>
</tr>
<tr>
<td>Binghamton University Student ID Card</td>
</tr>
<tr>
<td>Social Security Number</td>
</tr>
<tr>
<td>Academic Matters and Course Registration</td>
</tr>
<tr>
<td>Banking</td>
</tr>
<tr>
<td>Setting Up Your Email Account</td>
</tr>
<tr>
<td>ISSS Contact Information</td>
</tr>
</tbody>
</table>
Thank you for checking in with the ISSS office. Four important things you still have to do:

1- Register for International Student Orientation
   - Go to: [http://www.binghamton.edu/isss/](http://www.binghamton.edu/isss/)
   - Click on: “New Students” (On right hand side of the screen)
   - Click on “Register for Orientation”
   - Follow the steps listed on this page to register for International Student Orientation

2- Submit the Online Medical History Form and the Immunization Worksheet to Decker Student Health Services
   - Please visit [http://www.binghamton.edu/health/](http://www.binghamton.edu/health/) for information on how to complete and submit the Online Medical History Form and the Immunization Worksheet. Click on “For new students” (On right hand side of the screen)
   - Failure to submit the required documentation at Decker Student Health Services will result in your inability to register for classes for Spring 2018 (Open Things You Need to do Before Your can Register)

3- Visit the ID card office to get your ID Card
   If you have already uploaded your photo onto [https://secure.binghamton.edu/idphotoupload/ajax-tools/login.jsp](https://secure.binghamton.edu/idphotoupload/ajax-tools/login.jsp)
   - Please visit the Binghamton University Student ID Card Office to pick up your student ID after you have submitted your photo online.
   - We recommend that you do this as soon as possible so that you have your student ID for the buses, meal plan, access to residences, and utilization of library resources.
   - The ID Card Office is located in the Student Records Office, Admissions Center, Room 112; this office will be open Monday to Friday, from 9:00am- 4:00pm.

4- Upload your Immigration Documents Electronically to the ISSS Office
   - Go to: [http://www.binghamton.edu/isss/](http://www.binghamton.edu/isss/)
   - Click on: “New Students” (On right hand side of the screen)
   - Click on “Upload Passport, Visa and I-20/DS-2019”
   - Follow the steps listed on this page to upload your immigration documents
Welcome! We are very pleased that you have chosen Binghamton University for your academic studies. One of the advantages of arriving prior to the start of orientation is that you will have extra time to become acquainted with the University and the local community. In addition, you will be able to take care of some of the many details which are required in order for you to be enrolled in school.

The following is a list of suggestions of first things to do and places to visit on campus and in the Binghamton community depending upon your specific needs. Please note that most University offices are open Monday - Friday, 8:30am to 4:00pm during the Spring semester. Some offices have special hours so you will want to check the schedule for that office.

Contact Your Family At Home
Members of your family are likely to be anxious about your travel, and want to know if you have arrived safely. We encourage you to let a family member know of your arrival as soon as possible.

Visit International Student and Scholar Services
Open Monday-Friday from 8:30am – 3:45pm, December 18, 2017 to January 12, 2018. On Monday, January 15th, we will change to academic year office hours: Monday – Friday 8:30am-4:45pm. Campus Map.

Before you come to our office you will want to upload scans of your passport, visa and I-20/DS-2019 (directions here).

Download Your I-94 Record - USCIS Arrival and Departure Record
A week to 10 days after you arrive in the U.S. you can download your I-94 record here. This is the record of your arrival and departure to/from the US. You should download and print a copy of your I-94 record each time you enter the US and keep it with your passport.

Dates of International Student Orientation
International Student Orientation for Graduate International Students & Undergraduate International Students is scheduled for Thursday, January 11, 2018.

The orientation program will include many topics that are essential for you to know to ensure a successful stay. Topics such as immigration regulations, U.S. employment regulations, health insurance, cultural adjustment and academic matters will be covered.
Decker Student Health Services Center - Submit Health and Immunization Records

Go to the Decker Student Health Services Center website to fill out the immunization records and health history forms. Compliance with the University’s immunization, health history, and physical examination requirements is a **pre-requisite for course registration**. Please note, you will also need to submit information related to testing for tuberculosis. There are strict requirements related to tuberculosis testing. You will find detailed information of what information is needed about your medical history and how to fill out the required forms [here](#).

Books and Supplies

You may want to visit the Barnes and Noble University Book Store, located in the University Union West. Books and supplies may also be purchased from off-campus stores or online.

Exploring Your New Community

Take advantage of your early arrival to familiarize yourself with the campus and the local area. The Off-Campus College Office, located on the second floor of University Union West, can provide you with maps of the local area, local bus schedules, and information about the community. There are many parks, and a variety of attractive shopping areas, including the Town Square Mall, the Campus Plaza, and the Parkway Plaza, all in Vestal, and the Oakdale Mall in Johnson City.
All new international students must have health insurance coverage, which is included on your student bill. If you have any questions about your health insurance coverage, you will want to speak with Terry Creeden or Lorraine Medionte in the ISSS office. Contact them at: intl.insure@binghamton.edu

**Arrange For Health Insurance Coverage If You Arrive At Binghamton University Before January 15, 2018:**
If you arrive in Binghamton prior to January 15, 2018, the Office of International Student and Scholar Services (ISSS) has made arrangements to offer new international students the option to purchase health and accident insurance, *up to one month prior to the start of the semester*.

To purchase the international student health and accident insurance policy prior to January 15, 2018, contact Terry Creeden or Lorraine Medionte at intl.insure@binghamton.edu, or visit the ISSS during walk-in advising hours. The cost for the international student health and accident insurance is $117.90 per month.

**NOTE:** Medical care in the United States is EXTREMELY expensive. We recommend that you take advantage of the opportunity to purchase this health and accident insurance policy prior to the start of the semester. Keep in mind that in the United States, one visit to a doctor or hospital emergency room, that results in the need for additional medical care, can be financially devastating.

**If Your Arrival Date Is On Or After January 15, 2018:**
All international students, regardless of their visa, have their student bill charged each semester for international student health and accident insurance effective January 15, 2018.

At the beginning of each semester, the Office of International Student and Scholar Services (ISSS) automatically enrolls all eligible international students for the international student health and accident insurance through GeoBlue International Health Insurance. The health insurance ID cards will be available approximately four weeks after the start of classes each semester. GeoBlue will notify students by e-mail when the health insurance ID cards are available on-line. You should access your card, print it, and carry it with you in your wallet.

If a student needs their insurance ID card before the cards are normally issued, contact Terry Creeden or Lorraine Medionte at intl.insure@binghamton.edu or visit the ISSS during walk-in hours.
**Funded Graduate Students**

If you are a graduate student who is on Graduate Assistant (GA), Teaching Assistant (TA) or Research Assistant (RA) funding, it is important that you visit the appropriate payroll office as soon as possible to complete your I-9 paperwork. If not, your initial paycheck will be delayed. You will need to have the appropriate documentation with you (Passport, Binghamton I-20/DS-2019 and I-94 arrival/departure card). You can find instructions on how to print out your I-94 record [here](#).

GAs and TAs should go to the Payroll Office, in the Couper Administration Office, 2nd Floor, Room 240, (Tel: 607-777-6284). RAs should go to Room 1214, in the Innovative Technology Center (ITC) on Murray Hill Road. (Tel: 607-777-4264).

*Please note: Funded graduate students will want to arrange for their health insurance with the appropriate benefits office (not through ISSS). This is a benefit of your employment with Binghamton University.*

**Arranging Housing**

One of the very first things you should do now is move into your residence. If you are living **OFF CAMPUS**, please provide our office with your living address AND U.S. telephone number. If you will be living in a residence hall **ON CAMPUS**, please provide our office with your U.S. telephone number.

All new freshman students **are required to** live on campus. Undergraduate transfer students and graduate students are not required to live on campus, but can live on-campus if you decide this is the best housing option for you. For on-campus housing, review the [Spring 2018 Housing Sign-up Information page](#).

There is limited housing for graduate students in the Hillside apartment community. Residence Life will assign other graduate students as roommates in a 4- or 6-person apartment. Within each apartment, students each have a private bedroom, and there is a shared kitchen, bathroom, and other common areas. These apartments are fully furnished with utilities and basic services included (i.e. heat, water, trash removal, building maintenance, lock-out assistance, snow removal, Wi-Fi, cable and laundry). The cost of your housing contract will be split up and billed directly to your individual student account. Graduate students may sign up for on-campus housing by following the instructions [here](#).

**Off-Campus Housing Options: Graduate Students**

Off-campus housing preferences and experiences vary from student to student. There are several [important considerations](#) before deciding to move off campus.

ISSS cannot legally provide students with advice or specific recommendations about particular properties. However, there are other [resources for finding off campus housing](#) available. Keep in mind these concerns when [evaluating off campus housing](#).

Once you decide to lease a property off campus, you will need to be familiar with some of the local utilities while [getting settled in](#). You may also want to consider getting [renter's insurance](#).

Visit the [Important Places Around Town](#) web page for information about area grocery stores, places of worship, public school districts and local hospitals. Important safety information is detailed in the [Safety in Binghamton](#) web pages.
All new international **undergraduate students** are required to take the English Language Skills Assessment during Orientation, regardless of where you have studied previously. This will allow the University to have a better understanding of what new international students may need in additional English language support to be successful at Binghamton University.

If you are a new international **graduate student**, you are encouraged to take the English Language Skills Assessment, but it is not required.

The English language assessment is scheduled for Thursday, January 11, 2018 from 2:00pm – 4:00pm in **University Union 108** (UU 108).

After the assessment, you will receive an email indicating which course is recommended or required for you to take. **New international freshmen may be required to take one or more ELI courses that will count toward graduation.**

Students required to take an ELI course will register for an ELI course before those that have been **recommended** to take an ELI course. More details about ELI course registration, locations and times will be given during the assessment.

If you have any questions, please contact Jennifer Brondell, ELI Program Director, at **brondell@binghamton.edu**.

Visit the **English Language Institute** website to learn more about the program, our classes, and ways to practice your English while at Binghamton University!
Paying Your Student Bill

When you register for classes, the Student Accounts Office will create your bill and send an e-mail bill notification to your binghamton.edu email account based on your registration for that term. Tuition and fees are paid each semester. You can learn how to view your bill here.

Funded students need to make financial arrangements with Student Accounts for arranging their payments.

Payment may be made by check (payable to Binghamton University), money order, credit card (Visa MasterCard, American Express or Discover), wire transfer, or cash (if paid in person). Payment can also be made online through BU-Brain. You can also create sign-ins for authorized users (for parents, sponsors, etc.) to make payments on your behalf. The directions for on-line payment are posted here.

For information on wire transfers, visit that information here.

For more information on payment procedures, please refer to the Billing Procedures & Policies of the Student Accounts Office.

REMEMBER – It is essential to confirm enrollment in BU Brain under the “Start of Term” tab once you are registered for classes. Failure to confirm, will result in the cancellation of your registration. Even though failure to confirm enrollment causes your courses to be cancelled, you will still be responsible for the tuition and fees for the semester.

The Student Accounts Office is located in the Admissions Center, Room 101.

Binghamton University ID Card

If you have already uploaded your photo onto https://secure.binghamton.edu/idphotoupload/ajax-tools/login.jsp, please visit Binghamton University student ID card office to pick up your student ID. If you haven’t uploaded your photo yet, please note that in order to apply for your ID card early, you must inform the staff at the ID card office/student Records Office that you are a newly arrived international student. The ID card office is located in the Student Records Office, Admissions Center, Room 112; this office will be open Monday to Friday, from 9:00am- 4:00pm.
Social Security Number

All J-1 and F-1 students must be employed or have a job offer to be eligible to apply for a Social Security Number. Check here to determine if you might be eligible to apply for a Social Security Number.

If you are eligible to apply, you do need to wait at least two weeks after your arrival in the United States. USCIS must update their databases with your arrival record. The Social Security Administration has a shared database with USCIS. We also must activate your SEVIS record, you must be course registered for your SEVIS record to be activated.

Academic Matters and Course Registration

If you are a **graduate student**, visit your academic department and introduce yourself. Department faculty and staff should be able to answer many of your questions regarding your academic program.

If you are an **undergraduate student**, you may want to visit the academic advising office for your particular program.

- **Harpur College Advising** is located in Old Champlain Hall, Room 110.
- **School of Management Advising** is in Academic Building A, Room 142.
- **Watson School Advising** is located on the second floor of the Engineering Building, EB-M00.
- **Decker School of Nursing Advising and the School of Education** are in Academic Building B, Room 114.
- **The College of Community and Public Affairs** (Human Development, Public Administration, Student Affairs Administration, and Masters of Social Work programs) is located in the University Downtown Center, Room 403.
Banking

There are five banks with branch offices in the Binghamton area. **The M&T Bank has a branch office here on campus. It is located in the University Union West on the 2nd floor. The bank is open Monday to Friday, from 11:00am - 5:00pm.** All international students, residing either on or off campus, should provide a permanent local address, where there is a mailbox in their own name, when opening a bank account. You will need your passport, BU ID Card, and a deposit of $25 to open an account. You do not need a U.S. Social Security Number to open an account; however, you will need to report your Social Security Number to the bank if you are eligible to receive one. There are four ATMs on campus; one next to the branch office in the University Union, one outside the University Union (facing Chenango Champlain Collegiate Center C4), one in the Bartle Library near Jazzman’s Cafe and one at the Events Center. More information can be found [here](#).

Setting Up Your Email Account

If you have not already activated your Binghamton University e-mail account, you may do so by going [here](#). If you need additional assistance, documents on how to use e-mail are available at the Help Desk in the lobby of the Computer Services Building, in the Information Commons (Bartle Library) and the West Computer POD (Science III). To reach staff at the Help Desk you can call 607-777-6420 or email helpdesk@binghamton.edu.

Make Sure You Can Receive E-mails from the ISSS Office: Once the Spring Semester begins, the ISSS Office will be sending you a monthly newsletter to alert you of important information regarding immigration regulations, your SEVIS responsibilities, employment workshops and other important topics. **It is crucial that you receive these e-mails and read them.** These messages are sent to several thousand international students at the same time. Many e-mail servers filter messages to prevent “spam”. Be sure to adjust the options on your e-mail account (often this is done under “options” or by adding the email address to your “contacts” or address book) to indicate that you wish to receive e-mails from the following two addresses: ISSS-BU@LISTSERV.BINGHAMTON.EDU and isss@binghamton.edu. Do this as soon as you set up your account so that you do not miss important messages because your server blocked them. If you have not received a message from us in the two weeks after you have given us your e-mail address, you will want to contact us at isss@binghamton.edu to verify that your e-mail address is correct.

Visit our website at [http://isss.binghamton.edu](http://isss.binghamton.edu)

Welcome New Students

International Student Handbook

We look forward to assisting you during your time in Binghamton!
If you have any questions or concerns, or simply need direction, please come to The Office of International Student and Scholar Services

**Old Champlain, Room 142**

Academic Year Office Hours: 8:30am-4:45pm

Winter Office Hours: (Monday, December 18, 2017 – Friday, January 12, 2018) 8:30am -3:45pm

Advising Walk-in hours:

Monday & Tuesday 10:00 - 11:45 am

Wednesday & Thursday 1:30 – 3:30 pm

Telephone 607-777-2510

Fax number 607-777-4649

E-mail: isss@binghamton.edu