Welcome Late Arrival!
Spring 2018

Important Reminders

All late arrival students **MUST** attend a make-up Immigration Regulations Presentation. More information regarding the date and time will be emailed to you soon.

All undergraduate students **MUST** take the English Language Skills Assessment. Please contact Jennifer Brondell, ELI Program Director, at brondell@binghamton.edu. See test schedule on page 9.

Special Events are happening on campus during Welcome Week! See the schedule of events here:
- https://www.binghamton.edu/b-engaged/
- https://www.facebook.com/ISSS.BinghamtonUniversity/
# What You Will Find In This Booklet

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Thank you for checking in with the ISSS office. Three important things you still have to do:

1- Submit the Online Medical History Form and the Immunization Worksheet to Decker Student Health Services
   • Please click here for information on how to complete and submit the Online Medical History Form and the Immunization Worksheet.
   • **Important:** Failure to turn in the required documentation at Decker Student Health Services will result in your inability to register for classes for Spring 2018.

2- Visit the ID card office to get your ID Card
   • Please visit the ID Card Office to pick up your student ID after you have submitted your photo online. If you have not uploaded your photo, you can do so here.
   • 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.

3- Upload your Immigration Documents Electronically to the ISSS Office
   • Go to the ISSS webpage.
   • Click on: “New Students”.
   • 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. The following is a list of suggestions of 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](#).

When you come to the office, we will record your arrival and ask for your local address. Before you come to our office, you will want to upload your Passport, Visa and I-20/DS-2019.

Attend the required Late Arrival Meeting
**As a late arrival, you are REQUIRED to attend a make-up Immigration Regulations Presentation. This will take place sometime during the first 2 weeks of the Spring 2018 semester. This presentation will cover important immigration regulations that you are required to know, as well as other important topics and information. Please make sure to check your email frequently, as we will be sending you the date and time of this required make-up session very soon.**
Decker Student Health Services Center - Submit Health and Immunization Records
You will want to 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.
Therefore, before you can register for classes, you must be sure that you have completed the health
requirements. Please click here for detailed information of where to find and how to fill out these
forms.

Books and Supplies
You can visit the Barnes and Noble University Book Store, located in the University Union West, to
purchase books and supplies. You may also purchase them from off-campus stores or online.

Exploring Your New Community
Familiarize yourself with the campus and local area! The Off-Campus College Office, located on
the second floor of University Union West (UUW), 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.

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.

**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.

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 you do not do this, your initial paycheck will be delayed. You will need to have the appropriate documentation with you: your passport, Binghamton I-20/DS-2019 and I-94 arrival/departure card.

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).

**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.
How to Download your I-94 Record

Your I-94 record is the record of your arrival and departure to/from the United States. It is created electronically at the time of your arrival to the United States via airports and seaports. Your I-94 record will be available immediately for you to download and print. Each time you enter the United States, you should download and print a copy of your I-94 record.

You can download your I-94 record here.

When you download your I-94 record, review the information on the I-94 very carefully. Make sure the I-94 shows the correct notation for your visa status:

1. The class of admission should be either F-1 for I-20 holders or J-1 for DS-2019 holders.
2. In both F-1 and J-1 status, the “Admit Until” date should be D/S (Duration of Status).
3. If the notation on your I-94 record is not correct, or if you are unable to access your I-94 record, please contact the ISSS Office so we can assist you. You can email us at isss@binghamton.edu or call 607-777-2510.

When you print out your I-94 record, it will look like this:
Arranging Housing

One of the very first things you should do now is move into your residence. If you know your address and phone number, please give this information to the Office of International Student and Scholar Services (ISSS). If you are living someplace temporarily while you locate off-campus housing, or are waiting to move into the residence halls, please give the ISSS your temporary address. You will need to give us your permanent address once you know it.

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. Graduate students who choose to live off campus can find information regarding how to locate housing here.

The Office of Off Campus College (OCC) can provide you with brochures and advice on living off campus. You can also find more information here.
All new international undergraduate students are required to take the English Language Skills Assessment during Orientation, regardless of where you have studied previously.

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:**

Friday, January 19, 2018 from 3:00pm - 5:00pm in Old Champlain, Room 309

After the assessment, you will receive an email indicating which course is recommended or required for you to take.

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 ELI website to learn more about the program, classes, and ways to practice your English while at Binghamton University!
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 also 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 web payments are posted [here].

For information on wire transfers, view the information at this [link].

For more information on payment procedures, please refer to the following [webpage].

**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.

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

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**Binghamton University ID Card**

If you have already uploaded your photo [here], please visit the ID Card Office to pick up your student ID. If you haven’t uploaded your photo yet, please do so before going to the Office of Student Records. The ID Card Office is located in the Office of Student Records, Admissions Center, Room 112. This office is open Monday to Friday, from 9:00am- 4:00pm.
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 (SSN). Check here to determine if you might be eligible to apply for an SSN.

If you are eligible to apply, you 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.

**Social Security Number**

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**: Old Champlain Hall, Room 110.
- **School of Management**: Academic Building A, Room 142.
- **Watson School of Engineering and Applied Science**: Second floor of the engineering building, EB-M00.
- **Decker School of Nursing**: 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): University Downtown Center- 67 Washington St, Binghamton, Room 403.
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 10:30am to 4:30pm. 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 with M&T. 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.

**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, located in the lobby of The Technology Hub. You can also call 607-777-6420 or email them at helpdesk@binghamton.edu.

Make Sure You Can Receive E-Mail from the ISSS Office. Once the Fall Semester begins, the Office of International Student & Scholar Services will be sending you a monthly newsletter to provide you with 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!

- [ISSS Homepage](#)
- [New Students](#)
- [Orientation Materials](#)
- [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

Walk-In Advising Hours:
Monday & Tuesday: 10:00 - 11:45 am
Wednesday & Thursday: 1:30 – 3:30 pm
Telephone: 607-777-2510
Fax number: 607-777-4649
Main E-mail: isss@binghamton.edu
Orientation related questions: intlori@binghamton.edu
Employment related questions: intlwork@binghamton.edu