



AZUSA PACIFIC
UNIVERSITY

PRE-ARRIVAL INFORMATION
FOR RESEARCH SCHOLARS

Office of || **International Students & Scholars**
901 East Alosta Avenue || P.O. Box 7000 || Azusa
CA 91702-7000 || U.S.A.
Tel: 626 812 3055 || Fax: 626 815 3801
international@apu.edu || www.apu.edu

God First

TABLE OF CONTENTS

WELCOME LETTER	1
----------------	---

SECTION 1: IMMIGRATION

• General Overview of Essential Documents	2-3
• Preparing for an J-1 Visa Interview	4-5
• U.S. Immigration and Customs Enforcement: Some Important Information	6-7
• Section 1: Links for More Information	8

SECTION 2: HOUSING

• General Housing Information	9
-------------------------------	---

SECTION 3: REGISTRATION

• Paying your School Bills	10
----------------------------	----

SECTION 4: HEALTH

• Health Insurance Information	11
--------------------------------	----

SECTION 5: TRAVEL

• Travel to the U.S.	12
• Travel to the University	12-15
• U.S. Currency & Travelers' Checks	16

FORMS ATTACHED:

1. Airport Pickup Request *Form*
2. Motel Request *Form*
3. APU Campus Map
4. APU Money Wire *Form*

GREETINGS FROM YOUR NEW “HOME-TO-BE”!

Welcome to Azusa Pacific University! If you have not already noticed, APU is not an ordinary university. Besides being an excellent academic university, we are also a community that cares deeply about each member. And now, you are officially part of that community! It is our desire to help you prepare to enter your new environment as successfully as possible; therefore, we have provided this pre-arrival booklet for you. In it you will find helpful information from instructions on how to apply for your visa to travel to APU as well as other pertinent topics. Please read the following material carefully but then do not hesitate to contact us with questions you may have about anything else.



In the Bible, the holy book we highly value and follow here at APU, our God tells us: *“I know the plans I have for you, plans to prosper you and not to harm you, plans to give you hope and a future.”* We believe this wholeheartedly and as a university want to see you prosper and thrive during your time of research with us. Please know that you can count on us to support you during your time at APU!

As you prepare to come, please know that we are praying for you! And again, please let us know if there is anything else we can do to assist you in your preparations.

*Mary Grams
Director
Office of Int'l Students & Scholars*

Section One: Immigration

GENERAL OVERVIEW OF ESSENTIAL DOCUMENTS:

PASSPORT: When entering the United States, your passport must remain valid for **at least six months** before its expiration date. If your dependents (spouse and/or children under 21) are traveling into and/or remaining with you in the U.S., their passports **must also remain valid** for at least six months before the expiration date **at all times**.



VISA: Your visa is attached in your passport. It is the document that allows you to cross the border, and it can be used either single or multiple entries into the U.S. You must enter the U.S. before the expiration date indicated on the visa.

Procedures for applying for a student visa varies from country to country, and they are may be more complex in some countries than others. Detailed U.S. visa policies and procedures can be found at

www.unitedstatesvisas.gov

For specific information on the following Scholar visas:



- **J visa:** For people who will be participating in an exchange visitor program in the U.S., go to: www.travel.state.gov/visa/temp/types/types_1267.html

The citizens of the following countries **do not require** a visa: Canada, Bermuda, Bahamian Nationals, and British subject residents in the Bahamian, Cayman, Turks, or Caicos Islands.

DS-2019 (FOR J-1): This is an immigration admission document issued in special cases by Azusa Pacific University. You may go to a nearby U.S. Embassy or Consulate and obtain a J-1 visa by submitting the DS-2019 as well as other documents required for your stay in the United States i.e. financial support documents

Upon arrival in the U.S., present the DS-2019 to the U.S. Customs officer who will stamp the form and return it to you. **PLEASE KEEP THIS COPY THROUGHOUT YOUR ENTIRE STAY IN THE UNITED STATES.**

I-94: As of March 2013, Customs and Border Protection (CPB) started using **electronic I-94 system**. CPB now gathers traveler's arrival/departure information automatically from their electronic travel

record. Upon arrival, a CBP officer stamps the travel document (passport) of each arriving non-immigrant traveler with the admission date, the class of admission, and the time allowed in the US. Designation of D/S means that the student may remain for the Duration of their Status (which will be reflected by the I-20 or DS2019).

A copy of your I-94 can be obtained after you have entered USA from www.I94.cpb.dhs.gov. To retrieve it on-line, you will need to have the following information: first and last name, date of birth, passport number, country of issue, date of entry, and class of entry. Save an electronic copy of your I-94, print it in PDF format, and keep it in your files.

IMPORTANT: It is **NECESSARY** that you **BRING YOUR PASSPORT, VISA, DS-2019, AND I-94 PRINT-OUT TO THE OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS (ISS) AS SOON AFTER YOUR ARRIVAL AS POSSIBLE.** If you have dependents that came together with you, then you should also bring all of their immigration documents (passport, visa, DS-2019, and I-94) to the ISS office. If you have any dependents that will arrive in the U.S. at a later date, please ensure that you bring their immigration documents to the Office of ISS ***upon their arrival.*** Copies of your immigration documents, as well as those of any dependents in U.S., will be made and kept in your ISS file in case any of the original forms are either lost or stolen.

PREPARING FOR AN J-1 VISA INTERVIEW

Source: www.nafsa.org/

This information is for people who plan to enter the United States as a Researcher or as a Professor. For other information or for more details on how to apply for a student visa, refer to the U.S. Department of State webpage at www.travel.state.gov/visa/temp/types/types_1268.html.

STEPS

1. Contact your local U.S. Consulate or Embassy (www.usembassy.gov) to ask about how to get a J-1 Scholar/Professor visa.
2. After you receive a DS-2019 form from APU, follow the U.S. Consulate's instructions to schedule an interview for your J-1 visa. It is important to apply for your visa **as far in advance as possible**. Many consulates recommend arranging appointments within 90 days from the intended date of travel; however, some can make earlier arrangements for interviews.
3. Pay the visa application fee by following instructions on your local U.S. Embassy or Consulate's web site.
4. If your DS-2019 was issued for "initial" attendance, you will also need to pay the \$180 SEVIS fee.
5. Complete the DS-160 form, nonimmigrant visa application, online: http://travel.state.gov/visa/forms/forms_4230.html
6. Pay the SEVIS fee.

To Pay by Western Union:

- Fill out the I-901 form (www.fmjfee.com/i901fee/index.jsp). Be sure to write your name exactly how it appears on your DS-2019 form.
- Once you complete the I-901 form, the coupon will be generated. Print the coupon and take it to your Western Union branch.
- Fill out the Quick Collect/Quick Pay Form according to the information found at the bottom of the printed coupon.
- Present the Quick Collect/Quick Pay Form and your payment to the Western Union Agent for processing.
- Payment will be linked to your Form I-901 and your online Payment Confirmation will be available immediately at www.fmjfee.com. You will be able to go to your Visa Appointment 2-3 days after your payment has posted.

To Pay Online:

- Complete the I-901 Form online (<https://www.fmjfee.com/i901fee/desktop/students/formSelection.htm>)
- Supply the necessary credit card information. *Be sure to write your name exactly how it appears on your DS-2019 form.
- Print a copy of the online receipt.
- Be sure to make copies of your receipt, and keep it with your other important immigration documents.
- **You must bring the receipt of fee payment with you to the interview.** If you have lost the receipt, the Visa Officer should be able to view your payment history in his or her database.
- If you are transferring schools, extending your program, applying for a J-2 dependent visa, or have paid this fee and been denied a visa within the last twelve months, you do not need to pay the SEVIS fee.

For more information on the SEVIS I-901 fee, go to

<http://www.ice.gov/sevis/i901/faq4.htm>

7. **Prepare and bring to your visa interview the following:**

- A passport valid for at least six months
- Form DS-2019 (sign the form under Item 11)
- Letter of invitation from APU
- Completed visa applications (DS-160)
- Two 2"x2" photographs in the prescribed format (see http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html)
- A receipt for the visa application fee
- A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment, the consulate will accept the temporary receipt you printed. If you do not have a receipt, the consulate may be able to see your payment electronically.
- Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period of study.

8. Remain calm and answer all the Visa Officer's questions openly and honestly.

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

Source: <http://www.ice.gov/sevis/students/>

The following sections describe what a student can expect upon arriving at a U.S. Port of Entry.

J-1 EXCHANGE VISITORS

1. **PLAN YOUR ARRIVAL:** Exchange Visitors are not allowed to enter the United States more than **30 days** before the program start date stated in # 3 of the DS 2019. Please check with you sponsor for specific requirements. You may also **not be admitted** to the United States **after** the initial date stated on your DS 2019 form.
2. **ALWAYS HAND-CARRY YOUR DOCUMENTS:** **Do not check the following documents in your baggage.** If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States.
 - Your passport, valid for at least six months beyond the date of your expected stay
 - Your form DS-2019

In addition, it is strongly recommended that you also hand-carry the following documentation:

- Evidence of financial resources;
- Letter of invitation as a participant in the Exchange Visitor Program;
- Paper receipt for the SEVIS fee, Form I-797; and
- Name and contact information at APU: **International Center at 626-812-3055 and Campus Safety at 626-815-3898 (24 hour).**

For greater detail on procedures for traveling and arriving in the U.S., visits: <http://www.educationusa.info/pages/students/planning.php#.T01ctPvNBig>

3. **COMPLETE YOUR ENTRY PAPERWORK:**
Upon arrival, you will receive Customs Declaration Forms (CF-6059), which must be completed before going through customs.
4. **AS YOU ARRIVE AT THE PORT OF ENTRY:** Proceed to the terminal area for arriving passengers. Have the following documents ready: your passport; your DS-2019; and Customs Declaration Form (CF-6059).

All visitors coming to the U.S. must state their reason for entering the country. You will be asked to provide information about your final destination. **It is important that you tell the CBP Officer that you will be an exchange visitor (Research Scholar or Professor).** Have APU's address ready (see the front page).

After the inspection, the inspecting officer will stamp your SEVIS Form for duration of status (“D/S”) for J visa holders with date and port of entry.

5. FOLLOWING ADMISSION INTO THE UNITED STATES: Exchange Visitors must report to APU within **30 days** before the program begin date stated in # 3 of the DS 2019 to validate their participation in the program.

6. ADDITIONAL INFORMATION:

- **SECONDARY INSPECTION REQUIREMENTS:** If the CBP officer at the port of entry cannot verify your information or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows inspectors to do additional research in order to verify information without making other passengers wait.

The inspector will first verify your status by using the Student and Exchange and Visitor Information System (SEVIS). If the CBP Officer needs to verify information with your school, **we strongly recommend** that you have the **name and telephone number of the international student advisor at APU, which is 626-812-3055**. If you arrive during non-business hours (evening, weekends, holidays), you should also have an emergency phone number available, which is the number of **Campus Safety: 626-815-3898**.

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a “Notice to Student or Exchange Visitor” Form (I-515A), which authorizes temporary admission into the United States. Work with your program sponsor to submit proper documentation without delay.

- **US-VISIT:** All nonimmigrant visitors holding visas - regardless of race, national origin, or religion -participate in the US-VISIT, a comprehensive registration tracking system for entries to and exits from the United States. The program involves obtaining a scan of two index fingerprints and a digital photograph.
- **NATIONAL SECURITY ENTRY-EXIT (NSEER) REGISTRATION SYSTEM:** Some individuals will be asked to provide additional information under the National Security Entry-Exit Registration System, or NSEERS. A packet of information will be available at the port of entry explaining the registration procedure.

LINKS FOR MORE INFORMATION:

For more information on the following topics,

- Websites of U.S. Embassies, Consulates, and Diplomatic Missions:
www.usembassy.gov
- Official Source of Information about U.S. Visa Policy and Procedures:
www.unitedstatesvisas.us
www.travel.state.gov/content/travel/english.html
www.travel.state.gov/content/visas/english/immigrate.html
www.travel.state.gov/content/visas/english/visit/visitor.html
- Visa Application: Some Important Points to Remember:
www.travel.state.gov/visa/temp/types/types_1268.html
- Student and Exchange Visitor Program:
www.ice.gov/sevis
www.ice.gov/sevis/students/index.htm
- SEVIS I-901 Fee and FAQ:
www.ice.gov/sevis/i901/index.htm
www.ice.gov/sevis/i901/faq.htm
- Pre-Departure Information:
<http://www.educationusa.info/pages/students/getready.php#.T0ae-3nIfTo>
- General Information on U.S. Immigration:
www.uscis.gov/portal/site/uscis

Section Two: Housing

GENERAL HOUSING INFORMATION

Housing within the APU campus is currently not available to students in the graduate or Research Scholar program. However, there is a wide range of off-campus housing available to APU students that are located at different distances from the campus and have been tailored accordingly to student needs.

Off-campus housing ranges from single occupancy rooms to community rooms, which consists of two or more people sharing one room, in an apartment or a house. You can also choose to rent a room that allows you to live together with an American family.

For more information on off-campus housing, such as viewing lists of available housing for rent, go to: www.apu.edu/asset/students/rent. If you have any questions, you can contact us by phone at **626-812-3055** or by email at international@apu.edu.

If you have been unable to make housing arrangements prior to your arrival to the United States, APU will be happy to place you in a nearby motel for up to six nights and seven days while you look for housing here. The expense for the room for the student will be covered by APU. If you need us to make motel arrangements for you, please apply at least **Two Weeks In Advance** of your arrival to the United States. Please apply using the attached **Motel Request Form** and e-mailing it to us at international@apu.edu. Once we receive the form, we will get back to you through an email within a week.

The university will only pay the motel's room cost for up to six nights and seven days. If you need to stay longer in the motel, you will need to make personal arrangements with the motel management. As APU will ONLY pay for the room cost, you will be responsible for food, phone calls, and any other expenses you incur during your stay in the motel. Please note that **IF YOU CHOOSE TO WITHDRAW FROM THE UNIVERSITY OR TRANSFER TO ANOTHER SCHOOL DURING THE FIRST SESSION/SEMESTER OF YOUR ENROLLMENT, YOU ARE REQUIRED TO REIMBURSE THE UNIVERSITY FOR THE MOTEL PAYMENT.** For more information on our Motel Policy, please read **Section 3, 2:1-2:9** of the attached *Motel Request Form*.

LINK FOR MORE INFORMATION:

- Off-Campus Housing:
www.apu.edu/asset/students/rent
-

SECTION 3: REGISTRATION

PAYING for Auditing Classes

As a Research Scholar you are allowed to audit a class if approved by the Chair of your department. Be prepared to pay for your tuition and any other fees at the time of your registration.

WIRING FUNDS: If you decide to wire funds, ask your bank to wire the funds to:

Bank	Wells Fargo N.A.
ABA #:	121000248
	WFBIUS6S
To credit:	Azusa Pacific University
Account #:	4122-091572
Funds wired from:	_____
	(name of person sending money)
Purpose of funds:	_____
	(student name and ID# and/or service being paid for)

NOTE: Remember to write your **Full Name** and **APU I.D. number** on the check or money order so as to ensure that the money is transferred to the correct person.

For you to receive your money at the university, it is **VERY IMPORTANT** that you notify your bank to whom your money will be credited to (Azusa Pacific University) and who the beneficiary is (you). If you wire money to the university and are not able to come, we will refund your money at your request (minus any amount that may be charged for processing).

PLEASE NOTE:

Make it a **PRIORITY UPON YOUR ARRIVAL TO ESTABLISH AN ACCOUNT WITH A BANK.** Upon your request, **IES OR ISS CAN ASSIST YOU IN OPENING A BANK ACCOUNT UPON YOUR ARRIVAL IN THE U.S.**

As it is not safe to carry large amounts of cash with you, try to **USE** traveler's checks as much as possible.

Section Four: Health

HEALTH INSURANCE INFORMATION

Contrary to what is true in most foreign countries, there are no free medical facilities in the United States. **HEALTH CARE IS**

**EXTREMELY
EXPENSIVE!**

Therefore, we advise you to take care of any current medical or dental problems before leaving your own country. **The US government requires all INDIVIDUALS on a DS-2019 to carry health insurance.**

It is possible to purchase health insurance at APU but you may find a more affordable insurance coverage in your home country. Health insurance protects you from having to pay (with your own money) **PAINFULLY LARGE** medical bills that can arise even from the simplest medical procedures. Insurance for any dependents that come with you is also available. However, as insurance for your dependents is limited, we encourage you to purchase insurance for your dependents from your home country.

Please note that there are **ADDITIONAL APPLICATION FORMS** required when purchasing insurance from Azusa Pacific University for your dependents.

EXCHANGE VISITORS (THOSE ON A J-VISA): are required by U.S. law to have insurance for themselves and any dependents that are in the U.S. with them. The insurance must meet the following criteria:

- Must cover \$50,000 per accident or illness
- Must cover \$7,500 for repatriation of remains and \$10,000 for evacuation to home country

This insurance requirement for exchange visitors is **VERY SERIOUS**. Failure to have insurance that meets this standard will result in termination of your exchange visitor status. It is your responsibility to make sure you have this kind of insurance.

APU's health insurance policy meets the required standards by U.S. Law

For more information go to: www.apu.edu/healthcenter/insurance

Section Five: Travel

TRAVEL TO THE U.S.

Since you have obtained your DS-2019, you can apply for your visa from the U.S. Consulate closest to you in your home country. More details on obtaining U.S. visas, their policies and procedures, can be found at www.unitedstatesvisas.us

After applying for your visa, you should begin arranging for your flight to the United States at least one month before you plan to leave your country. If possible, try to arrange for a flight that will arrive in Los Angeles **between 8:00 a.m. and 8:00 p.m., Monday to Friday.**

You will also find attached to this packet a form called "**Airport Pickup Request Form.**" Please fill out this form and return it at least **TWO WEEKS IN ADVANCE** of your arrival to the U.S. if you will need our assistance to arrange transportation from the Los Angeles Airport to APU. You can choose to return this form by e-mail at international@apu.edu or by **FAXING** it to our office at (626) 815-3801.

TRAVEL TO THE UNIVERSITY



GENERAL DRIVING DIRECTIONS TO APU

Take the **210 Freeway** east to the Citrus Avenue (exit 41). Travel north on Citrus Avenue, cross Alosta Avenue and enter the campus, turning right on University Avenue.

From the Los Angeles Airport (LAX) to Azusa Pacific University (APU), the traveling distance is approximately 42 miles (67 km). Depending on the overall traffic, the approximate travel time will range from 50 to 90 minutes.

For more information, go to: www.apu.edu/azusa/directions

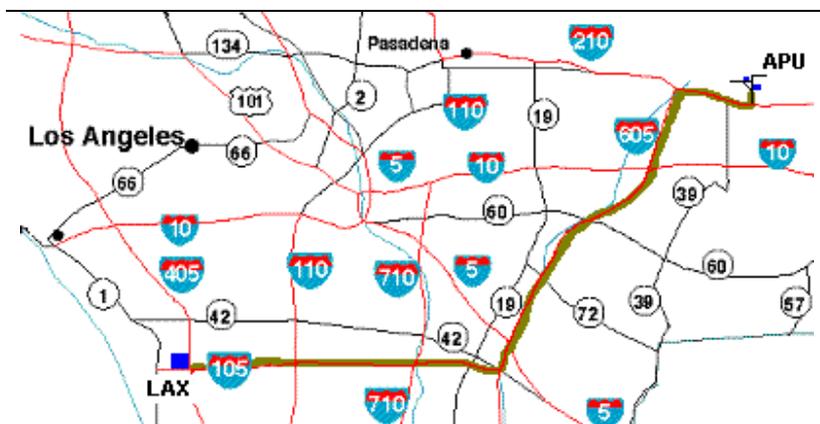
1. IF YOU ARE ARRANGING YOUR OWN TRANSPORTATION AND WILL ARRIVE BY AN AUTOMOBILE: You can find detailed traveling directions to Azusa Pacific University with **Google Maps** at: <https://maps.google.com/>
2. Type the following information when you log on to: <https://maps.google.com/>

PART A – Enter your starting address.

If you are traveling from Los Angeles Airport, type “LAX” in Address and “CA” in City, State or Zip.

PART B – Enter destination address

Type “901 E. Alostia Ave.” in Address and “91702” in City, State or Zip.



General Freeway map from Los Angeles Airport (LAX) to Azusa Pacific University (APU).

3. IF YOU REQUEST APU TO PICK YOU UP AT THE AIRPORT: The Los Angeles International Airport (LAX) is about 42 kilometers from the university. We are happy to meet you at the airport if you notify us at least **TWO WEEKS IN ADVANCE**. To notify us, please use the attached "**Airport Pickup Request Form**" and e-mail it to us at international@apu.edu. Once we receive the request form, we will get back to you through an email within the week. However, if the request is made in **LESS** than two weeks prior to your arrival, we cannot guarantee the availability of our staff to pick you up from the airport.

NOTES FOR REQUESTING AIRPORT PICKUP:

- The Office of International Enrollment Services will not guarantee an Airport Pickup request if it is made LESS than two weeks in advance. *However, if requests have been made less than two weeks in advance, the office will **still try** to arrange for a vehicle to pick you up.* The **CONFIRMATION** will be made through email, so make sure you include a valid email address when filling up the Airport Pickup Request form. **If you do not receive a confirmation email, it means we do not have an available vehicle to pick you up from the airport.**
- Airport pickup is free transportation **ONLY** for requesting students, and is **NOT** for any other people traveling with them. If your family is traveling with you, it is advisable to use the shuttle service instead.
- Be as complete as possible when filling up the **Airport Pickup Request form**; **ONLY** leave blank spaces to information that are not applicable to you. Make sure you state the number of luggage bags you will bring, including those of your spouse and children if they travel with you, as well as the estimated total weight. We will use the information in the request form to identify you during the pickup, as well as to arrange for the appropriate vehicle to pick you up.
- **IF POSSIBLE**, include your latest picture, a short description of the expected clothing for your flight, the number of suitcases - their color and their approximate size.

-
4. **IF YOU WANT TO ARRANGE FOR A SHUTTLE SERVICE TO PICK YOU UP:** Shuttle services are similar to taxis and are pre-arranged transportation that will pick you up at the airport and bring you to your desired address in the country. If you are to take a shuttle service to Azusa Pacific University from the Los Angeles Airport (LAX), the cost will range from around \$50 for the first passenger and a small addition for each accompanying passenger. The following are the contact information to three shuttle services in Southern California, where you can make online reservations or find more information about their services and prices,
- a. **SHUTTLE2LAX** – go to www.shuttletolax.com or contact them at reservations@shuttle2LAX.com (**most inexpensive option**).
 - b. **PRIME TIME SHUTTLE** – go to www.primetimeshuttle.com or contact them at (310) 536-7922
 - c. **SUPER SHUTTLE** – go to www.supershuttle.com or contact them at (800) 258-3826
 - d. **XPRESS SHUTTLE** – go to www.xpressshuttle.com or contact them at (310) 323-7222

You can also **rent a car upon** your arrival. For car rental information at LAX visit http://www.lawa.org/welcome_lax.aspx?id=1294

NOTE: When arranging for shuttle services, reservations must be made **At LEAST** 24 hours before your flight. Please also take into account the **time difference** between countries. *California uses Pacific Time (GMT -8:00).*

U.S. CURRENCY

For the most current International Exchange rate, go to:
www.exchangerate.com

TRAVELER'S CHECKS

When traveling, it is best to carry any large sums of money in the form of traveler's checks. These may be purchased in amounts of \$10, \$20, \$50, and \$100 from most banks, foreign exchange brokers, and American Express offices.

GETTING IN CONTACT

Once you land in Los Angeles and turn your cell phone on, your operator will notify you which mobile provider to use to make out-going calls. When you arrive at APU, we will take you to a local service provider to either establish a new phone plan, or make sure your current one is functional.

If you do not have a cell phone and you need to contact us from the airport, pay phones, though rare, are still available. To use a pay phone, you will need U.S. coins (the local call costs 75 cents). To reach us at APU you will need to dial **1-626-812-3055**. After you deposit the coins and dial your number, the operator will tell you how much extra money you need to put in. After depositing the correct amount, your call will be connected. Please note that the Pay Phone does not return any change.

It is also customary to ask somebody at the airport to use their phone for a short call. It is common knowledge that people may be coming in the country for the first time and not have a fully serviced phone. So find somebody friendly and use your people skills ☺.

We are looking forward to seeing you at APU!

NOTES

Revised August 2014