

AZUSA PACIFIC
UNIVERSITY

PRE-ARRIVAL INFORMATION
FOR INTERNATIONAL STUDENTS

AMERICAN LANGUAGE AND CULTURE INSTITUTE and
the UNDERGRADUATE Program

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God First

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FORMS ATTACHED:

1. Immunization Record *Form*
2. Airport Pickup Request *Form*
3. Motel Request *Form*
4. Housing Contract *and Application Form*
5. APU Campus Map
6. Money Wire Form

GREETINGS FROM YOUR NEW “HOME-TO-BE!”

Congratulations once again upon your acceptance to Azusa Pacific University (APU)! You have chosen well in deciding to apply to APU and we believe we have chosen well in admitting you! 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 the 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 other important 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 academically and as a whole person who has been created in God’s image. Here at the International Center (your ‘home away from home!’) our motto is: *“Your potential is our priority!”* You can count on us to support you during your time of study 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 student visas may vary some from country to country and 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 student visas:



- **F visa:** For people who want to study at an accredited U.S. college or university, go to: www.travel.state.gov/visa/temp/types/types_1268.html
- **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.

SEVIS I-20 (FOR F-1): This is the most common immigration admission document issued by Azusa Pacific University. You may go to a nearby U.S. Embassy or Consulate and obtain an F-1 visa by submitting the I-20 as well other required documents. The SEVIS I-20 consists of three pages and your SEVIS I-20 number is found on the first page right above the barcode. Once you arrive in the United States you will need to present your I-20 to the U.S. immigration officer who will then stamp the form and return it to you. **PLEASE DO NOT THROW AWAY OR LOSE YOUR I-20** since you will need it throughout your stay in the United States.

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. 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: This is the arrival-departure record used by U.S. Customs and Border Protection (CPB). CBP has announced the implementation of a **new procedure**: instead of receiving a physical card, the arrival/departure process is now automated. Foreign nationals will now only receive an entry stamp in their passport which will include the entry date, class of admission (or status) and the expiration date. However, you will need **to print** your I-94 in an electronic format and submit a copy of it to ISS along with your other immigration documents.

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. **I-94 is crucial if you would like to obtain employment on campus, receive a Social Security Number (SSN) or apply for California driver's license.**

IMPORTANT: It is **NECESSARY** that you **BRING YOUR PASSPORT, VISA, I-20 (OR DS-2019), AND PRINTED I-94 TO THE OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS (ISS) IN ORDER TO REGISTER FOR CLASSES.** If you have dependents that came together with you, then you should also bring all of their immigration documents (passport, visa, I-20 or DS-2019, and printed 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 file in case any of the original forms are either lost or stolen.

PREPARING FOR AN F-1 VISA INTERVIEW

Source: www.nafsa.org/

This information is for people who plan to enter the United States for the first time to study. 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 an F-1 international student visa.
2. After you receive an I-20 form from APU, follow the U.S. Consulate's instructions to schedule an interview for your F-1 student visa. It is important to apply for your student 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 I-20 was issued for "initial" attendance, you will also need to pay the \$200 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 I-20 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 I-20 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.
7. Prepare and bring to your visa interview the following:
- A passport valid for at least six months
 - Form I-20 (sign the form under Item 11)
 - School admission letter
 - 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

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

PART 1: F-1 INTERNATIONAL STUDENTS

1. **PLAN YOUR ARRIVAL:** You may be **refused** entry into the United States if you attempt to arrive more than **30 days before** the program start date listed on your SEVIS I-20 form. You may also **not be admitted** to the United States **after** the initial date stated on I-20.
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**
 - **SEVIS Form I-20**

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

- Evidence of financial resources
- Evidence of student status (recent tuition receipts and transcripts)
- Paper receipt for the SEVIS fee, Form I-797
- Name and contact information for your "Designated School Official". For APU, this contact can be found at the **International Office at 626-812-3055**. Also, have a 24-hour emergency contact number at the school, which is the number of **Campus Safety: 626-815-3898**.

For more detailed information for traveling and arriving in the U.S., visit: <http://www.educationusa.info/pages/students/planning.php#.T01ctPVnBig>

3. **COMPLETE YOUR ENTRY PAPERWORK:**

Upon arrival, you will receive Customs Declaration Forms (CF-6059). These 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; SEVIS Form (I-20); 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 a student.** Have APU's address ready (see the cover page).

After the inspection, the inspecting officer will stamp your SEVIS Form for duration of status ("D/S") for F visa holders.

5. FOLLOWING ADMISSION INTO THE UNITED STATES: Students should come to APU within **30 days** before the date that appears on the SEVIS I-20 form to register for courses. Failure to do so may result in serious consequences.

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 school to submit the proper documentation without delay.

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

PART 2: 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 acceptance 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#.TO1ctPVnBig>

3. **COMPLETE YOUR ENTRY PAPERWORK:**

Upon arrival, you will receive Customs Declaration Forms (CF-6059). These 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.** 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 F visa holders.

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
www.travel.state.gov/visa/immigrants/types/types_1326.html
www.travel.state.gov/visa/temp/temp_1305.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>
- FAQ for F-1 Students – Entry and Exit:
www.ice.gov/sevis/travel/faq_f2.htm
- General Information on U.S. Immigration:
www.uscis.gov/portal/site/uscis

Section Two: Housing

GENERAL HOUSING INFORMATION

Housing is available on the APU campus for undergraduate and American Language and Culture Institute (ALCI) students who will be going into undergraduate programs. ***It is mandatory for all 1st and 2nd year students to live on campus.*** However, we understand that sometimes there can be circumstances not allowing new students to live on-campus. In such situations, Office of Housing Services will look into each individual case. There are apartments located within walking distance of the university for those who cannot live on campus.

For those wanting to live on campus, please complete an ***APU Housing Application, Housing Contract¹***, as soon as possible and return it to the **Office of Housing Services** at housing@apu.edu or through:

MAIL: Housing Application,
Housing Contract

Office of Housing Services
Azusa Pacific University
901 East Alosta Avenue
P.O. Box 7000
Azusa, CA 91702-7000
U.S.A.

FAX: Housing Application, Housing
Contract

- You may then fax your Housing Application and Housing Contract to the Office of housing Services at (626) 815-3832.

IMPORTANT: Spaces are assigned in order, based on the date that your file is completed. Your housing application file must be complete (application and signed contract) for you to receive an assignment. Housing is expected to be very full again this year, so we encourage you to complete your file as soon as possible. For more information, visit www.apu.edu/housing/signup.

For students who want to live off campus, more information, such as lists of available houses or apartments for rent, can be found at: www.apu.edu/asset/students/rent. If you have any questions, you can also contact us at 626-812-3055 or through email at international@apu.edu.

¹The term for each Housing Contract is for an entire academic year. This contract CANNOT be terminated or canceled prior to the end of the academic year unless with reasons approved by the Institution. If the contract is terminated, the student is to vacate the living areas within six hours.

If you choose to live off-campus but did not arrange for housing 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. 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**. 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. **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*.

Please note that **SUMMER HOUSING** is different from housing given during the Fall and Spring semesters. The Residence Halls, also known as dormitories, will be closed during this period, and the only available housing will be in either the APU apartments or the modulars. There will also be no meal plans during the summer period. Summer housing is limited and priority will be given to undergraduate students who are taking summer classes or working on campus.

LINKS FOR MORE INFORMATION:

- Various living areas of APU:
<http://www.apu.edu/housing/areas/>
- APU's *Housing Policies and Procedures*:
www.apu.edu/housing/policies

VARIOUS LIVING AREAS

RESIDENCE HALLS, which are also known as dormitories (dorms), are large buildings at a college or university where freshmen live. Each room is furnished with built-in furniture such as desks, beds, closets, and storage cupboards. Residents are also able to access the campus computer network through the wired network access in each room, or through the wireless network that is available throughout the building. Some APU residence halls also include small computer labs and all residence halls have student lounges. Students living in APU residence halls will be required to purchase a meal plan in accordance with housing requirements.



ADAMS HALL

- Three-story residence hall for female, first-year students
- Study rooms and two large lounges
- Computer Lab on first floor
- Laundry facilities, community bathrooms
- Wired and wireless network access
- Built-in closets, desks, and dressers

ENGSTROM HALL

- Four-story living area for male and female first-year students, housed on single-sex floors
- Four students share two suite-style rooms and a bathroom
- Study rooms and a lounge on each floor
- Microwave oven and vending machines, four laundry facilities
- In adherence with the American Disability Act (ADA), there are six living quarters designated as rooms for students with disabilities who require wheelchair access
- Two elevators



SMITH HALL

- Two-story residence hall for male, first-year students
- Laundry facilities, community bathrooms
- Large lounge on first floor
- Small lounges on the second and third floors

TRINITY HALL

- Five-story residence hall for male and female students on single-gender wings that houses primarily first-year students
- Meeting room with a small computer lab on each wing
- Community bathrooms, community kitchen, laundry facilities
- Two elevators and all rooms accessible to students needing wheelchair access
- Small coffee area
- Prayer/meditation rooms
- Large lounge on first floor
- Outdoor decks on fourth and fifth floor



The **APARTMENTS**, which are part of a set of individual rooms within a larger building, are living areas within the APU residential community which accommodate sophomores, juniors, and seniors. These apartment complexes are across the street from the APU main campus and can be reached within a five to ten minute walk. Students living in the apartments are responsible for arranging and paying for their own utility (electricity, gas, and water) bills.

UNIVERSITY PARK: This living area is a residence community that offers apartment-style living for sophomores, juniors, and seniors. Each UP apartment features a kitchen, bathroom, living room and one- or two-bedroom option. Each apartment is furnished with beds, desks, dressers, and chairs, and includes a refrigerator, range, and central air conditioning and heating. Laundry and recreation facilities, including a swimming pool, are located within the complex. Students must arrange and pay for their own utilities.

UNIVERSITY PARK

- Two student lounges
- Built-in closets, desks, and dressers
- Swimming Pool
- Wired and wireless network access



UNIVERSITY VILLAGE: This living area offers apartment-style living within the APU residential community. Each apartment features a kitchen, bathroom, living room, and one or two bedrooms. Residents are able to access the campus computer network through the wireless network that is available throughout the living area. Apartments are furnished with a bed, desk, dresser, and chair for each student. In addition, Crestview apartments are furnished with a couch, lounge chair, coffee table, dining table/chairs, nightstands and lamps. All apartments feature a refrigerator, range, dishwasher, air conditioning, and

heating, and students are responsible for paying their own utility bills. These complexes have two swimming pools and a hot tub available for student use.

UNIVERSITY VILLAGE

- Modern apartments with dishwashers
- Two swimming pools, spa, tennis courts, and a recreation room
- Laundry facilities on site
- Fully furnished apartments
- Wireless network access



The **SHIRE MODULARS** make up a residence community that offers apartment-style living for sophomores. The Shire units are arranged around courtyards that provide students with medium-sized, outdoor common areas, as well as large lawn areas outside the courts for student gatherings and activities. The Shire Recreational Room is a central gathering space that includes a lounge area, pool table, ping-pong tables, and a community kitchen. There are two different floor plans available in this area.

FLOOR PLAN A offers traditional two-bedroom apartment housing for four students. Gas appliances, beds, dressers, desk and chairs are provided. These units, which have not yet been renovated, have window air conditioners and wall heaters.

FLOOR PLAN B is a suite-style unit housing five students in three bedrooms with one bathroom and a common living room. These units include beds, dressers, desks and chairs, as well as a small kitchenette area in which students may place small appliances, such as a microwave, small refrigerator, or toaster oven (not provided). These renovated units have central heating and air conditioning.



SHIRE MODULARS

- Modular units arranged in small neighborhoods
- Large recreation room
- Laundry facilities on site
- Wireless network access

ALOSTA PLACE: Alost Place is a community that offers apartment-style living for juniors and seniors. It is located in the midst of our campus community between Bowles and University Park. Alost Place used to be a mixed community where students lived side-by-side with members of the Azusa community as well. However, in 2012 Alost Place became student housing only. Alost Place also offers a pool and spa as well as a community recreation room.

ALOSTA PLACE

- Modern apartments with dishwashers, refrigerators, stove, and microwave.
- Washer and dryer
- Swimming pool and a recreation room
- Laundry facilities on site
- Fully furnished apartments
- Wireless network access



BOWLES: Bowles is an apartment-style living area for sophomores located across the street from East Campus and within walking distance to local stores. Known for its tight-knit community, the architecture of Bowles includes shared courtyard areas and lounges to help foster intentional community-building. Coin-operated laundry facilities are located in every court. Each apartment features one bedroom, a living room, one bathroom, and a kitchen/dining area. Interior amenities include a full-size refrigerator and gas stove. Each student also receives a bed, desk, dresser, and chair. Students must arrange and pay for their own utilities.

BOWLES



Section Three: Registration

COSTS

The general costs are divided into three main categories:

1. **Tuition costs** (what you pay for your classes)
2. **Room costs** (what you pay to live on campus)
3. **Board costs** (what you pay to eat on campus)

Tuition fees may depend on your program and amount of classes you are enrolled in; room costs may depend on what kind of campus housing you are put in; and the board costs may depend on what kind of meal plan you decide to purchase. To find out more, please research information provided at the following links:

LINKS FOR MORE INFORMATION:

- Tuition and fees for undergraduate students:
<http://www.apu.edu/sfs/undergraduate/cost/>
- Cost of Attendance Calculator:
<http://www.apu.edu/sfs/undergraduate/cost/calculator/>

PAYING YOUR SCHOOL BILLS

COMPLETE PAYMENT is required of International Students during registration for each semester. Be prepared to pay for your tuition and any other fees at the time of your registration. If you are an undergraduate or American Language and Culture Institute (ALCI) student living on campus, also be prepared to pay for your room and board at the time of registration.

If you bring money to the U.S. in a check or money order and deposit it in a bank, it may take up to three weeks for the check to be processed and made available for your use. Therefore, we **STRONGLY RECOMMEND** you choose one of the following options to insure that you will have money available at the time of your registration:

1. Send a check or money order ahead of time to the university
2. Wire your funds electronically to the university
3. Upon arrival at the university, make a payment to your student account at the Cashier's Office
4. Have a credit card available to pay your bills.

OPTION 1: If you decide to send money ahead of time to the university so that it will be readily available for you during the registration period, please send a check or money order made payable to Azusa Pacific University. We will cash your check/money order and place the funds in your school account. Please note that this will not be an interest bearing

account. Money that is not used to pay your school bills will be refunded to you, at your request, at the beginning of the school year. A refund will take about seven to ten business days (2 normal weeks) so make sure you carry extra money to cover initial expenses other than your tuition. If you send money ahead of time to the University and then cannot come for studies due to unexpected reasons, we will gladly refund your money at your request. Please note that any amount that may have been charged by the bank to process your check or money order will be deducted from your refund check accordingly.

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.

OPTION 2: If you decide to wire funds, ask your bank to wire the funds to:

Bank	Wells Fargo N.A.
ABA #:	121000248
SWIFT	WFBUS6S
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)

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).

OPTION 3: If you decide to bring your money to the Student Financial Services office upon arriving in the U.S., your check or money order can be processed in two working days and be available on your school account to pay your school fees. Money not used to pay your fees will be refunded at your request. A money refund takes about seven to ten business days (2 normal weeks) so make sure you carry extra money to cover initial expenses other than your tuition.

PLEASE NOTE:

Make it a **PRIORITY UPON YOUR ARRIVAL TO ESTABLISH AN ACCOUNT WITH A BANK.** Upon your request, **IES 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. Azusa Pacific University requires all international students in attendance to carry health insurance.

For your benefit, safety, and convenience, **ALL international students of APU in F or J visa status will participate in a mandatory insurance coverage** provided by the university. 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

From The Student Health Center

IMMUNIZATION LETTER

Dear Future Student:

Upon the recommendation of the American College Health Association and a need to control communicable diseases, Azusa Pacific University requires proof of immunization for all undergraduate students.

All undergraduate students must have complete their immunizations and show documented proof of such (by a health care professional) to be allowed to register for classes.

The requirements are as follows: All students born after December 31, 1956, must provide evidence of vaccinations for measles, mumps, and rubella (two injections are required). The measles, mumps, and rubella are usually given as a combined injection. We also need to have proof of the tetanus series (3 tetanus injections) with the last given in the past 10 years as well as results of a Mantoux skin test for TB given in the past year.

Enclosed is an immunization record. Please have it completed and signed by a health care professional. Mail, or fax the completed record to the APU Student Health Center as soon as possible. If faxing, send to (626) 815-2102. To mail, send to Student Health Center, Azusa Pacific University, PO Box 7000, Azusa, California 91702-7000. If you have any questions, call (626) 815-2100.

Thank you in advance for your prompt attention to this matter.

Sincerely,

Dr. Todd Emerson
Medical Director
APU Student Health Center

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

Section Five: Travel

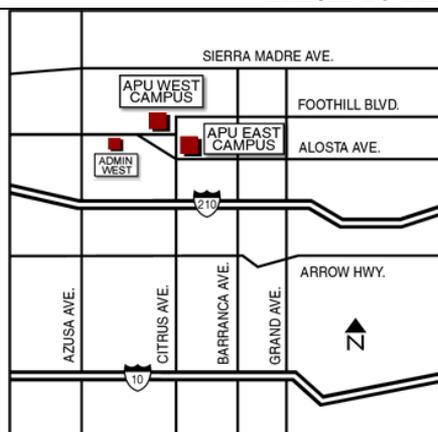
TRAVEL TO THE U.S.

Since you have obtained your I-20 or 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 be 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 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. Travel north on Citrus Avenue, cross Alostia 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 FOR 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/>

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.

3. 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 at LAX.

U.S. CURRENCY

The U.S. monetary system follows the decimal system. The basic unit is the dollar and "\$" is the dollar symbol. Bills in denominations of \$1, \$5, \$10, and \$20 are widely used but also come in \$50 and \$100. The dollar can be divided into 100 cents (¢). The coins are: 1 cent (penny), 5 cents (nickel), 10 cents (dime), 25 cents (quarter), and 50 cents (half-dollar). 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. A one percent commission is usually charged. At the time you buy traveler's checks, you sign your name on each one. You sign each one again when you cash it, in order to prove your identity. The receipt on which you have recorded the various check serial numbers and the date and place of purchase should be kept separately from the checks. This receipt will be needed if you need to seek reimbursement should your checks be lost or stolen. **TRAVELER'S CHECKS ARE A SAFE AND CONVENIENT WAY** to carry money as almost all businesses, stores, and restaurants accept them as payment for goods and services.

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!

FOR MORE INFORMATION

For more information, go to:

<http://www.educationusa.info/pages/students/getready.php#.T0acX3nIfTo>

FORMS ATTACHED

The following forms are attached for your attention:

1. Immunization Record *Form*
2. Airport Pick-up Request *Form*
3. Motel Request *Form*
4. Money Wire *Form*
5. Campus *Maps*
6. Request for Campus Housing Assignment

NOTES

Revised August 2014