PRE-ARRIVAL GUIDE

For New International Students
Fall 2018
Welcome to Radford University

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On behalf of Radford University & staff of the International Education Center (IEC), congratulations and welcome to Radford! The entire Radford University campus and community looks forward to your arrival and enrollment this August 2018!

We are excited for the opportunity to meet you and assist you throughout your enrollment. The IEC provides:

- Information to help you adjust to the campus and U.S. culture,
- Advising services to help you maintain your immigration status,
- Educational and social programs to help you become engaged on-campus and meet students.

Please read this booklet carefully. Understanding this information is very important to ensure a positive transition to your studies at Radford University. Details included in this document will also assist you as you plan your arrival, attend orientation, and become familiar with our campus.
NEW STUDENT CHECKLIST

Step 1: Carefully check your I-20 or DS-2019 to ensure your name, birthdate, country of birth and citizenship are correct. If there is an error, please contact the International Education Center Assistant Director, Teresa King at tking54@radford.edu.

Step 2: Pay the SEVIS I-901 fee: You must pay the mandatory, on-line SEVIS fee prior to scheduling an appointment to receive your F-1 or J-1 visa. We suggest the online method for payment for immediate receipt. You may apply here: https://www.fmjfee.com/i901fee/desktop/index.jsp?view=desktop

Step 3: Schedule and prepare for your visa appointment at the nearest U.S. Embassy or Consulate. (pages 2-6)

Step 4: Apply for your F-1 or J-1 visa: Apply for your visa at a U.S. Embassy/Consulate in your home country. The SEVIS ID number is located on your I-20 or DS-2019, and is required to schedule your visa appointment. For information regarding visa application requirements and to schedule a visa interview, visit http://travel.state.gov/content/visas/english/study-exchange/student.html. (pages 2-6).

Step 4: Complete your Radford University Health Record Form with your physician, and submit as directed in the form. The Health Record form was included in your admissions packet, and can also be found here: https://www.radford.edu/content/student-health/home.html. Required immunizations are indicated in the form, under “Certificate of Immunization” – “Required Immunizations”. Hepatitis B, Meningococcal, Measels Mumps Rubella (MMR), Tetanus, Poliomyelitis, and Varicella are immunizations are required.

Step 5: Activate your Radford University Account, as described in the admission documents, if not activated during your admissions application process. (Information was received with your admissions & I-20 or DS-2019 package.)

Step 6: Complete the admissions, housing, and other detailed requirements received with your I-20 and admissions booklet. Please also see the special instructions for international students or J-1 Exchange students, located in Appendix 1 and II): http://www.radford.edu/content/incoming/home.html.

Step 7: Pay Radford University tuition/fees and room/board on-line through our myRU portal http://www.radford.edu/content/student-accounts/home/accounts/deposits.html. Pay by e-check or credit card by no later than the payment deadline (date to be announced) to avoid $75 late fee. Please see more information on international online payments at: https://www.radford.edu/content/bursar/home/cashier/international-online-payment.html

You can set up a “third-party payee” from the RU portal. For more information, see http://www.radford.edu/content/student-accounts/home/cashier/credit-card.html. Payment plans are available. For more information, please see https://www.radford.edu/content/student-accounts/home/nelnet.html

Step 9: Complete the Arrival & Transportation Form by July 30, 2018 and submit via email to tking54@radford.edu.
PREPARING FOR VISA INTERVIEW

*This information is for people who plan to enter the United States for the first time to study as an F-1 or J-1 student.*

For information on bringing dependents to the U.S., returning to continue studies, or renewing your visa, or for more details on how to apply for a student visa, refer to [https://travel.state.gov/content/visas/en.html](https://travel.state.gov/content/visas/en.html).

**Steps**

1. Contact your local [U.S. Consulate or Embassy](https://travel.state.gov/content/consular/en/prospective-travelers.html) to ask about how to get an F-1 international student visa.

2. After you receive an I-20 or DS-2019 form from the school that you want to attend, follow the U.S. Embassy/Consulate's instructions to schedule an interview for your F-1 or J-1 student visa. It is important to apply for your visa as far in advance as possible. Many consulates recommend that appointments be made no more than 90 days from the intended date of travel, but some can make earlier arrangements for interviews.

3. Complete the following forms:
   - DS-156 Nonimmigrant Visa Application Form
   - DS-158 Contact Information and Work History for Nonimmigrant Visa Applicant
   - If a male between the ages of 16 and 45, DS-157 Supplemental Nonimmigrant Visa Application

4. Pay the visa application fee by following instructions on your local [U.S. Embassy's or Consulate's website](https://travel.state.gov/content/visas/en.html).

5. If this is your first entry to the U.S. with an F-1 or J-1 visa, you will also need to pay the SEVIS fee prior to sitting for your visa interview and obtaining your visa. Radford University highly recommends that the SEVIS fee be paid on-line, to ensure immediate availability of your receipt. A receipt is necessary to obtain your visa interview appointment. Please see [https://www.ice.gov/sevis/i901](https://www.ice.gov/sevis/i901).

**To Pay Online**

- Find the I-901 Form at [https://fmjfee.com/i901fee/desktop/index.jsp?view=desktop](https://fmjfee.com/i901fee/desktop/index.jsp?view=desktop)
- Complete the form online and supply the necessary Visa, MasterCard or American Express information. *Be sure to write your name exactly how it appears on your passport and 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 an F-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.

**To Pay By Mail**

- Get a Form I-901 Fee Remittance for Certain F, J, and M Nonimmigrants.
  - Download the I-901 form or
  - Ask for the form by phone at 800.870.3676 (inside the United States) or 001-703-603-3400 (outside the U.S.).
Complete the Form I-901. Be sure to write your name exactly how it appears on your I-20 or DS-2019 and passport forms.

Prepare a check, international money order or foreign draft (drawn on US banks only) made payable to; The Department of Homeland Security, Immigration and Customs Enforcement."

- Many foreign banks are able to issue checks or money orders drawn on a U.S. bank. You may therefore obtain a check from a bank chartered or operated in the United States, a foreign subsidiary of a U.S. bank, or a foreign bank that has an arrangement with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.

Mail the completed I-901 and payment to the address listed on Form I-901.

A Form I-797 receipt confirmation letter should be mailed within 3 days of processing the fee. Be sure to make copies of this receipt letter, and keep it with your other important immigration documents.

6. Prepare and bring the following to your visa interview:

- A passport valid for at least six months
- Form I-20 (sign the form under Item 11) or DS-2019 (sign at the bottom of the form)
- School admission letter
- Completed visa applications (DS-156, DS-158, and, if applicable, DS-157)
- Two 2"x 2" photographs in the prescribed format, found at https://travel.state.gov/content/passports/en/passports/photos/photos.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 and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.
- Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study.
- Any information that proves that you will return to your home country after finishing your studies in the United States. This may include proof of property, family, or other ties to your community.

7. Finally, stay calm and answer all the Visa Officer's questions openly and honestly.

*Provided by NAFSA: Association of International Educators at:
http://www.nafsa.org/findresources/default.aspx?id=8633
10 POINTS TO REMEMBER WHEN APPLYING FOR A NON-IMMIGRANT VISA

1. Ties to Your Home Country
Under U.S. law, all applicants for nonimmigrant visas, such as student visas, are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your home town, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans and career prospects in your home country.

Each person's situation is different, of course, and there is no magic explanation or single document, certificate, or letter which can guarantee visa issuance. If you have applied for the U.S. Green Card Lottery, you may be asked if you are intending to immigrate. A simple answer would be that you applied for the lottery since it was available but not with a specific intent to immigrate. If you overstayed your authorized stay in the United States previously, be prepared to explain what happened clearly and concisely, with documentation, if available.

2. English
Anticipate that the interview will be conducted in English and not in your native language. One suggestion is to practice English conversation with a native speaker before the interview, but do NOT prepare speeches! If you are
coming to the United States solely to study intensive English, be prepared to explain how English will be useful for you in your home country.

3. Speak for Yourself

Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf. If you are a minor applying for a high school program and need your parents there is case there are questions, for example about funding, they should wait in the waiting room.

4. Know the Program and How It Fits Your Career Plans

If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate. You should also be able to explain how studying in the United States relates to your future professional career when you return home.

5. Be Brief

Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

6. Additional Documentation

It should be immediately clear to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have 2-3 minutes of interview time, if you are lucky.

7. Not All Countries are Equal

Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.
8. Employment

Your main purpose in coming to the United States should be to study, not for the chance to work before or after graduation. While many students do work off-campus during their studies, such employment is incidental to their main purpose of completing their U.S. education. You must be able to clearly articulate your plan to return home at the end of your program. If your spouse is also applying for an accompanying F-2 visa, be aware that F-2 dependents cannot, under any circumstances, be employed in the United States. If asked, be prepared to address what your spouse intends to do with his or her time while in the United States. Volunteer work and attending school part-time are permitted activities.

9. Dependents Remaining at Home

If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If the consular officer gains the impression that your family will need you to remit money from the United States in order to support themselves, your student visa application will almost certainly be denied. If your family does decide to join you at a later time, it is helpful to have them apply at the same post where you applied for your visa.

10. Maintain a Positive Attitude

Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.

*Provided by NAFA: Association of International Educators. NAFA would like to credit Gerald A. Wunsch, Esq., 1997, then a member of The Consular Issues Working Group, and a former U.S. Consular Officer in Mexico, Suriname, and the Netherlands; and Martha Wailes of Indiana University for their contributions to this document. NAFA also appreciates the input of the U.S. Department of State.
TRANSPORTATION TO CAMPUS

Your final flight destination should be Roanoke, Virginia if you require transportation to campus. Roanoke Regional Airport is the nearest airport to Radford University. See http://www.roanokeairport.com/.

The two nearest international airports are in Washington DC, a 4.5 hour drive from Radford; and Charlotte NC, a 2.5 hour drive. Car rental agencies, and some bus services, and short-flights can be secured at either international airport.

Upon your request, the International Education Center will provide ground transportation from the Roanoke Regional Airport (only) to campus. Transportation is provided through Roanoke Airport Transportation Service. Please see http://www.roanokeairport.com/ground-transportation.

Radford University International Education Center (IEC) requests that new international students arrive to campus on August 21, 2018 by 5 p.m. for assistance to move into their on-campus housing and/or check-in for International Student Orientation. Students arriving on flights after 5 p.m., or prior to August 21 may be required to stay at a hotel in Roanoke, Blacksburg or Radford overnight, at their expense. University offices close at 5 p.m.

Please complete the Arrival & Transportation form (included in this packet) for the IEC to reserve your transportation to the Radford University campus by the Roanoke Airport Transportation Service. Please submit the form to the IEC at tking54@radford.edu or fax to 540-831-6588 by July 30, 2018.

HEALTH INSURANCE

International Student Health Insurance is mandatory at Radford University. Health care in the United States is very expensive and different from that of many countries. Students are automatically enrolled and billed for each semester of insurance, at a cost of $646.20 per semester.

Alternative insurances may be accepted upon documentation and review to ensure the policy meets the following specific criteria:

- Medical benefits of at least $100,000 per accident/illness.
- Repatriation of remains in the amount of $25,000.
- Medical Evacuation of at least $50,000
- Maximum deductible not to exceed $500 per accident/illness.
Students holding alternative insurance meeting the criteria above are required to submit an Insurance Waiver Request form, a copy of their policy, and proof of enrollment for one semester or one year by the end of the third week of classes. More information and the waiver form will be available at International Student Orientation. Students approved with the waiver will receive a refund of the pre-billed international student insurance upon final review and approval. Refunds are typically issued within 12 days of approval notification. Students who fail to present documentation of health insurance may be blocked from course registration.

HEALTH RECORD FORM

The Radford University Health Record Form must be completed and signed by your regular health care provider/physician, and submitted to the Student Health Center prior to your enrollment. Please ensure that you have completed all required immunizations prior to your arrival. Immunizations are typically not covered by health insurance, and are costly if administered in the United States. Required immunizations include: Hepatitis B; Meningococcal; Measles, Mumps & Rubella (MMR); Tetanus Diphtheria Adult Pertussis (TDAP); Poliomyelitis (OPV OR IPV); Varicella. Tuberculosis Screening is required of all students. The Health Record Form is located here: https://www.radford.edu/content/dam/departments/administrative/student-health/documents/AD3healthrecordFall2016.pdf or can be completed online here: https://www.radford.edu/content/student-health/home.html.

PACKING TIPS

Packing suggestions offered by returning International Students include the following:

CLOTHING: Jeans—the universal clothing for most students in the U.S. Clothing tends to be very casual on-campus, so pack what you will be most comfortable wearing. Do bring one or two dressier outfits for special occasions, AND bring at least one traditional outfit from your home country to wear for cultural events on and around campus! Make sure you pack for multiple seasons. Radford University is generally pleasant to warm and humid in the spring and summer, and quite chilly to cold in the fall and winter months.

MEDICATION: If you are taking any prescribed medication or vitamins, please make sure they are packed in their original container with physician documentation. You will also want to bring prescriptions translated in English.

DOCUMENTS: Carry your passport and immigration documents at all times. Make a copy to carry in a separate location as well.

MONEY: You should have a little bit of U.S. currency for when you first arrive; it is recommended to have about $100. A credit card is most helpful for your travel and as you begin your transition to the U.S. It generally takes a few days for a new bank account to be activated, and may take longer if depositing a check from a foreign bank.

PHOTOS AND ITEMS FROM HOME: You will want family/friend photos, and it will help you when making all of your new friends! You’ll also want to bring some items unique to your culture to decorate your room, show your American friends, or to use during campus multicultural/international events.

RADFORD UNIVERSITY HEALTH FORM: If you did not submit the Health Form, please bring it with you to orientation.

VOLTAGE ADAPTER: If your device does not work with 120 v, you should bring an adapter for any electronic devices you decide to bring.

A few other tips:

1. Pack your own suitcase! We know parents want to help and give you tons of advice, but it is a great experience to pack your own suitcase and determine what you want to bring or not bring.
Remember to bring some special memories from home for your room at Radford, which are both a comfort when missing home and a conversation starter as you begin making new friends.

2. Bring along a few favorite recipes, and maybe a few spices, herbs and snacks! If you haven’t learned how to cook a few of your country’s traditional and favorite dishes, do so this summer. Nothing makes your new American friends happier than authentic ethnic food! All residence halls have a shared kitchen. And, the largest international event of the academic year is a huge banquet open to the public, so you can share your culture through food!

3. Plan to bring a few small gifts or souvenirs. They are a comfort to you, because they are from home, and they can be displayed, hung on your wall, or shared with new friends.

**PREPARING FOR THE TRANSITION:**

Now that you’ve been admitted, prepared for your visa, and planned your journey, we suggest you take an active role to get yourself ready for a wonderful adventure as an international student at Radford University!

1. Keep practicing English, if it is not your first or primary language. Challenge yourself to watch American movies or TV shows without subtitles, or listen to music and try to learn the lyrics every day or every week. Try translating your favorite poem or short story, or even just a news article. Read the daily news in English, and try to read American news stories.

2. Communicate with your new GAP (Global Ambassador Program) mentor, and once you receive information about your roommate – reach out to them. If you know other students in the U.S., reach out to them. Check out the Radford University and the Radford University International Education Center Facebook sites to connect with others even before you arrive.

3. Explore the Radford University website and campus map. Even though you’re not here yet, looking at the map may give you some landmarks. A virtual tour of campus is featured on the website at [http://radford.hostexp.com/#LANG_2014022437958%7CUMAP_2014022409118%7B%22expanded%22%3Afalse%7D%7CTTP_2014022413095%7CTOS_2014022453871](http://radford.hostexp.com/#LANG_2014022437958%7CUMAP_2014022409118%7B%22expanded%22%3Afalse%7D%7CTTP_2014022413095%7CTOS_2014022453871)

4. Explore your town hometown before leaving. Typically, students are away from home for at least four years, though may have some short visits home. You may be surprised about how much things change while you are away. American students will be interested in your hometown environment too, so explore your local area so you can share your hometown stories!
10 THINGS YOU SHOULD KNOW ABOUT EDUCATION IN THE U.S.

1. **U.S. Education System:** Generally speaking, the first two years (Freshman and Sophomore) in U.S. colleges, students take a wide variety of classes in different subjects. These are commonly called “general education” or “core” courses. At Radford University, these are Core Courses. These Core Courses are required before totally immersing yourself into your “major” or specific disciplinary courses. The purpose of the Core Courses is to improve abilities to think both critically and analytically. They include areas of study in Mathematical and Natural Sciences, Humanities, Visual and Performing Arts, Social and Behavioral Sciences, as well as the Core 101 and 102 courses in written and oral communication. You can find information about Radford University’s Core Curriculum here: [https://www.radford.edu/content/radfordcore/home/academics/courses-and-schedules/core-curriculum.html](https://www.radford.edu/content/radfordcore/home/academics/courses-and-schedules/core-curriculum.html) and [https://www.radford.edu/content/core-curriculum/home/courses/core-b.html](https://www.radford.edu/content/core-curriculum/home/courses/core-b.html)

2. **Graduation Requirements:** A predetermined number of credit hours are required to graduate, and this varies between different majors or disciplines. The credit hour requirement is divided between core courses (general studies) and courses in the major.

3. **Credit Hours:** Most academic courses at Radford University earn 3 or 4 credits, though some earn 1 or 2 credits. The standard credit hours per term/semester taken by most students is 12 – 15 credits for undergraduates. Graduate students must take 9 credit hours. Undergraduate international students on F or J visas are required to take at least 12 credits per semester (fall and spring term).

4. **Class Schedules:** Classes at Radford University are held on alternate day schedules. Some classes meet Monday, Wednesday and Friday (listed in the courses table as MWF), and other classes meet Tuesday and Thursday (listed as TTH). Classes meeting Monday, Wednesday and Friday are held for 50 minutes each. Classes on Tuesday and Thursday meet for one hour and 15 minutes. Some classes are also offered in the evening, and may meet for 2-3 hours one time a week.

5. **Academic Advisors:** Each major is housed in one of seven colleges at Radford University. You can determine which college your major is located at [https://www.radford.edu/content/radfordcore/home/academics/colleges-and-departments.html](https://www.radford.edu/content/radfordcore/home/academics/colleges-and-departments.html). Each
college has an Academic Advising Center. Professionals and upper class students work in each advising center to assist students in keeping on-track towards graduation, to add or drop classes, to change majors, and to determine courses that are a good fit for each student.

6. **Professors:** In general, the U.S. academic circles operate in a less formal environment than some other countries. While all professors are, of course, experts in their field, they are approachable and collegial. Professors want to get to know their students, and encourage discussions, questions and debate in the classroom. Each professor also has posted “office hours” for students to schedule time to discuss class notes or ask questions of the professor. You will find that most of your classes are small (25 students average), so this provides ample opportunity to get to know your professor and classmates.

7. **Ethics and Plagiarism:** Throughout the world, schools expect students to behave according to minimum standards of ethical behavior. One area of ethics in American colleges and universities sometimes surprise global students is the rigorous enforcement of ethical standards of learning. Since the education system is based on liberal education, creativity, innovation, and independent critical thinking, one of the worst things for a student to do is steal someone else’s ideas. This is called “plagiarism”, and often times may be totally unintentional. It is important to know and understand what plagiarism is, how to properly cite borrowed ideas, and protect yourself from the appearance of plagiarism. Conversations on this subject will be included in orientation upon arrival. In the meantime, you can learn more about Radford University’s Code of Ethics (https://www.radford.edu/content/radfordcore/home/about/code-of-ethics.html), and the Standards of Student Conduct document, which discusses Plagiarism and Academic Integrity issues: http://www.radford.edu/content/dam/departments/administrative/policies/StudentAffairsPoliciesandProcedures/SA-ST-1300_StandardsofStudentConduct_FINAL.pdf

8. **FERPA (Family Educational Rights and Privacy Act):** FERPA is a federal law stipulating that institutions of higher education are not to release information about a student to a third party, including parents, without express written consent from the student. The only allowable information to be released is information already available in the campus directory, which is just name and email. We urge students to consider signing the FERPA release form upon arrival, so that families have an alternate way of obtaining information when needed. The FERPA release form will be available at International Student Orientation.

9. **On-Campus Housing:** Living on-campus is the true undergraduate collegiate experience. Radford University residence halls include amenities such as secured entry, dining plans, furniture, shared kitchen, air conditioning, laundry facilities and WiFi. Nine-month (academic year) contracts are required, and housing must be reserved before your arrival. (See information in the Admissions booklet received with your I-20). Exchange students admitted for one semester are not held to the one year contract.

10. **Campus Life:** Getting involved on campus is such an important part of the U.S. campus culture, and we are sure you will find multiple clubs, organizations and events to attend during your enrollment. Club Fair will be the end of our first week of classes, and will provide an opportunity to explore options in person. In the meantime, check out the student activities part of the Radford University website. ISAC is our prominent International Student Affairs Council, and a strong council of the Student Government Association. You will meet leaders during orientation, and enjoy their activities throughout the year. Plan now to be actively engaged, while balancing your social and study time.
9 KEYS TO ACADEMIC SUCCESS

- Attend every class, and listen carefully
- Avoid procrastination. Do at least some work for class every single day.
- Lead a balanced life. Stay fit and healthy, and balance your studies with your social life.
- Get to know your faculty. Ask questions, participate in class, and find a faculty mentor.
- Attend every class, and listen carefully
- Be aware of academic policies, such as plagiarism and student conduct rules.
- Become a good advisee. Meet your academic advisors often, as they help you navigate your curriculum, so you stay on-track with your intended completion of studies date.
- Seek help when you need it. There are many wonderful people at Radford University who are eager to assist you. If you don’t know where to go for your needs, start with the IEC!
- Don’t drop a class or accept any employment without consulting with the IEC. Immigration regulations are strict, and could have a huge negative impact your future.
ARRIVAL: CHECK-IN & ORIENTATION

CHECK-IN: New International Students are required to check-in immediately upon arrival in the International Education Center, Cook Hall, room 105, and move onto campus beginning prior to 5 p.m. August 21, 2018. Please bring your original passport and immigration documents (I-20 or DS-2019). All new International Students are required to participate in Orientation, which begins August 22, 2018.

ORIENTATION: Orientation will provide information about many important areas of interest and services for students. Fun-filled social activities will assist as you transition to your new environment, make new friends, and tour campus. Students will also participate in the campus-wide orientation & register for classes on Friday, August 24, 2018.

The International Student orientation program will include such topics and activities as:

- Assistance to move into housing on-campus
- Meet your GAP (Global Ambassadors Program) Mentor
- Collecting required immigration documents copies
- American classroom etiquette
- U.S. culture, customs and social expectations
- Advice for adapting to your new environment
- Health care and safety concerns
- Maintaining your immigration status
- Tours of campus and community shopping and bank excursion
- Introduction to the Radford Transit system
- Social activities
- Library Tour
- Text Book Purchase or rental
- Student Health Center visit and required tuberculosis screening process
- Course registration and obtaining ID cards
- All meals are included
- Distribution of temporary bed and bath linens (on-loan for the first week)

*Participation in the university-wide QUEST orientation, Friday, August 24—required!
CAMPUS HOUSING

New International Students may move into their on-campus housing earlier than returning and American students in order to allow time for rest and jet-lag recovery, and to tend to the necessary needs such as securing bank accounts and purchasing items that could not be packed. New international students are allowed to move-in beginning the August 21, 2018. Orientation begins August 22, 2018. Call Registration/QUEST is held August 24, 2018. Courses begin on August 27, 2018. International Students who wish to reside on-campus during university breaks should select either Madison or Jefferson Halls. These two residence halls offer break housing for $24.89 per night during university breaks. Break-Housing requests to the Residential Assistant will be accepted early in each semester. See more on-campus housing information at http://www.radford.edu/content/residence-life/home.html

Students will be emailed roommate information by the university housing office. When you receive information, we encourage you to reach out to your roommate to become acquainted, and discuss common shared needs.

Upon arrival, new students will be transported to the nearby Wal-Mart to purchase immediately needed items such as bed linens, pillows and personal items for their room. While the university housing includes furniture (bed, dresser and desk), it does not provide bed linens, and small items such as lamps, shower curtains, and other supplies that may be needed.

TECHNOLOGY TIPS

From the Radford University Division of Information Technology:

http://www.radford.edu/content/dam/departments/administrative/welcome/preparing%20your%20technology-checklist-final-2.pdf

From the IEC:

Cell Phone SIM Cards—We know it is important for you to contact your family of your safe arrival. To ensure you can immediately call home to alert your family and friends of your safe arrival, the International Education Center is providing SIM cards in this package. Additional SIM cards will be on-hand when you check in for orientation. These SIM cards will allow you to install, immediately purchase and activate your phone in the U.S.! For more information about this new product, see https://www.campussims.com/
CULTURAL ADJUSTMENT
(It is normal, it is temporary, and it will pass!)

Nearly all new university students, even American students, experience a degree of culture shock when entering such a new environment. Think of cultural adjustment as an adventure—a personal journey! To help ease the transition, read about American culture and customs before you come to help reduce anxiety. Also read about your own native culture, customs and politics to share with new friends. Don’t be discouraged if you begin missing home and feeling lonely. Know that these feelings are very common, and they will pass.

There are four general stages of culture shock. The more you know about these stages before you encounter them, the more you will be able to cope.

“honeymoon” phase—everything seems wonderful, new, exciting. The foods, the place, the pace of life, people’s habits—all are seen as fantastic!

“negotiation” phase—minor differences are resolved, and one may long for the food from home, the pace of life may seem too fast or slow, habits of others may seem annoying.

“OK” phase— as you grow more accustomed to the culture’s differences and develop your routine, things feel better and almost normal.

“reverse” culture shock—often occurs when one returns to one’s home country after being accustomed to a new one, creates the same effects as when entering a new culture.

Phases occur at different times for different people. Some coping mechanisms for culture shock symptoms include:

- Talk to someone in the International Education Center or Counseling Center, and learn additional coping strategies.
- Expect things to be different.
- Keep a journal.
- Talk to other International Students.
- Get involved on-campus with student activities.
GET INVOLVED ON-CAMPUS!

Make the choice now to be an active part of your new campus community! Radford University is an exciting and fulfilling choice. Programs are designed to educate, enlighten, challenge, introduce and create the opportunities for Radford University to become an integral part of your education.

Many students live on-campus, and the remainder typically live in off-campus housing within walking distance. This creates an active and diverse community! Your residence hall will become more than just your home, it will become an important part of your learning experience as well. Each residence hall is managed by a Professional Resident Director (RD). RD’s assist student residents and supervise their hall’s Resident Assistant Staff (RA). RA’s are upper-class undergraduate or graduate students who live in the residence hall and serve as resources and community leaders for residents on their floor. Residence hall staff often deliver social and educational programs right in your new home!

The Student Center and new Student Recreation and Wellness Center provides a variety of programs and opportunities. Bowling, ping pong, board games, and other activities are popular year-round in “the Bonnie” Student Center, and the new wellness center has tons of space and equipment for student fitness.

Radford University students can join any number of the more than 250 clubs and organizations available on-campus! And if you don’t find a club of interest—you can start one! The International Student Affairs Council (ISAC) of our Student Government Association is a great way to get involved quickly. ISAC has members from the international and American student population, and offers social events, cultural programs, campus wide events, and strives to address any concerns international students may have.

Students can always find something to do on or near campus, whether cultural events through the College of Visual and Performing Arts, or community, intramural sports, and outdoor events held near campus! So, plan to GET INVOLVED!
RADFORD University Global Ambassadors Program (GAP) Mentors are a group of energetic, globally minded, students whose primary mission is to welcome new International Students and assist with the adjustment to their new environment!

GAP is a mentoring program that engages incoming students who identify as international, regardless of their legal status or place of residence, in the academic, co-curricular, and social opportunities and challenges of coming to Radford University and the U.S.

GAP mentors will be on-hand during Orientation, and will be leading programs and services to assist new students through their first semester. Once you have applied for a mentor, you will begin receiving email or facebook messages from your mentor, even before you arrive.

**Apply:** To apply for a mentor, complete and submit the Global Ambassadors Program International Student Application form, and submit it to Teresa King by July 30, 2018 at tking54@radford.edu. You can also fax the document to 540-831-6588.
CAMPUS SAFETY

Radford University is committed to maintaining a safe and secure educational environment. Student safety and security is the highest priority. Our RU Police Department is a full-service, sworn, accredited law enforcement agency devoted to the welfare of the community, and provides 24/7/365 services to the university. They provide patrol services, as well as escort services free to students, and often present educational programs. The university has a multifaceted Alert system, which allows students to sign-up and receive emergency messages, severe weather notifications, and campus closings and delay information through telephone, email and text messaging. Every residence hall has secured entry, and an audible alert announcement system is in place, along with easily visible outdoor emergency phones throughout campus.

ON-CAMPUS RESOURCES

During Orientation, you will learn about all of the resources, services and support you can receive at Radford University to help you be successful in your transition, your studies, and your social environment. For more information, see http://www.radford.edu/content/radfordcore/home/student-life/resources.html. Some of the primary service offices include:

- Academic Advising
- Career Services
- Counseling Center
- Dean of Students
- Disability Resources
- International Education Center*
- Learning Assistance Center
- Language & Culture Institute (LCI)
- McConnell Library
- Registrar
- Residential Life
- Student Accounts
- Student Health
- Student Standards & Conduct
- Teaching Resource Center
The International Education Center Staff

Left to right: Eric Viani, Study Abroad Advisor; Lori Roop, Administrative Assistant; Dr. Paul Currant, Director; and Teresa King, Assistant Director/Immigration & International Student Advisor

The International Education Center is located in Cook Hall, room 105, and we are your first and primary campus resource!* We are delighted that you have chosen Radford University, and look forward to welcoming you to campus in August. Our primary function is to assist students, so come to us anytime you have questions, concerns, issues, or just want to chat! In the meantime, contact Teresa King at tking54@radford.edu with any questions prior to your arrival.

Get ready to join Radford University, home of the Highlanders! Learn more about our mascot here: http://www.radfordathletics.com/sports/2015/6/5/GEN_0605154140.aspx
INTERNATIONAL STUDENT ACCEPTANCE PACKAGE

Congratulations on your decision to enroll at Radford University for the next term! We are very excited that you will be with us!

As you review the admissions package, there are a few things that you are different for you as an international student. Please pay special attention to the following differences from statements in the tabs titled:

REGISTER FOR QUEST – you are not required or expected to register for Quest Orientation Program since it is held during the summer.

In addition, please be aware of the important additional information below:

HEALTH RECORD FORM: The health record form must be completed by a physician familiar with your immunizations and health history. The form must be submitted to the Student Health Center by no later than the first day of classes.

ARRIVAL DATE/MOVE-IN TO CAMPUS HOUSING: New international students are required to attend Orientation which begins the Wednesday prior to start of classes. Thus you are allowed to move into campus on Tuesday prior to classes beginning. You will likely receive information saying you may not move into your campus housing until the Friday prior to classes - Disregard that information! You are indeed allowed to move in early. Please plan your arrival date to campus for the first day of orientation.

More information will be sent to you throughout the summer months. In the meantime, Radford University looks forward to your enrollment and activity on our beautiful campus. Our primary website address is http://www.radford.edu/. From this site, you can find videos and information about student life, academic programs, and the New River Valley area where we are located. I encourage you to browse through the website frequently.
Congratulations on your decision to enroll as an exchange student at Radford University for the next term! We are very excited that you will be with us!

As you review the admissions package, there are a few things that are different for an exchange student. Please pay special attention to the following differences from statements in the tabs titled:

**DEPOSITS**

- **Tuition and Fees Deposit**: As an exchange student, you DO NOT PAY a deposit for tuition and fees. As an exchange student, you are not charged tuition and fees.

- **Room and Board Deposit**: As an exchange student, we have waived your requirement to pay room and board deposit. You are not required to make a deposit. If you do pay a deposit, it will be counted towards your room and board fees. You will be expected to make full payment for room and board by the payment deadline.

**REGISTER FOR QUEST**

- You are not required or expected to register for the summer Quest Orientation Program. In July, you will be asked to register for the Fall Quest, held on August 24, 2018.

**HEALTH RECORD FORM**: A physician must complete the Health Record Form to document your immunizations and health history. The form must be submitted to the Student Health Center by no later than the first day of classes.

**ARRIVAL DATE/MOVE-IN TO CAMPUS HOUSING**: New international students are required to attend Orientation which begins the Wednesday prior to start of classes. Thus you are allowed to move into campus on Tuesday prior to classes beginning. You will likely receive information saying you may not move into your campus housing until the Friday prior to classes - Disregard that information! You are indeed allowed to move in early. Please plan your arrival date to campus for the first day of orientation.

More information will be sent to you throughout the summer. In the meantime, Radford University looks forward to your exchange semester or year on our beautiful campus. Our primary website address is http://www.radford.edu/. From this site, you can find videos and information about student life, academic programs, and the New River Valley area where we are located. I encourage you to browse through the website frequently.
APPENDIX III

ARRIVAL & TRANSPORTATION FORM
International Student Arrival Information 2018

Confirmation of Arrival must be received by July 30, 2018.

PLEASE COMPLETE FULLY AND SUBMIT THIS FORM BY July 30, 2018 TO tking54@radford.edu

STUDENT NAME: ________________________________________________________________

CONTACT INFORMATION: _______________________________________________________

EXPECTED ARRIVAL DATE: ____________________________, 2018

NUMBER OF GUESTS ACCOMPANYING STUDENT: ________________________

ON-CAMPUS HOUSING RESERVED: _____________________________________________

Please Circle below, and include flight information to request the IEC arrange transportation with Roanoke Transportation Service to campus

☐ I am arriving by car, train or bus, and have arranged transportation to be on-campus by _____ a.m./p.m., on January __, 2018.

☐ I am arriving at Roanoke Airport via ______ (name of Airline) on flight #:____ at ______ am _______ p.m., and I request transportation from the airport to campus be arranged for me. Please attach your complete flight itinerary.
Global Ambassadors Program International Student Application

Last/Family Name: 

First Name: 

Contact Phone Number: 

Radford E-mail: 

Radford ID Number: 

Country of Citizenship: 

Age: 

Gender: 

Classification: 

Major/Minor: 

Male
Female
Undergraduate Graduate
Exchange Student
Local Address:  

Language(s) You Speak:  

Is this your first visit to the U.S.?  

- [ ] Yes  
- [ ] No  

Do you have a spouse and/or relatives in the U.S.?  

- [ ] Yes  
- [ ] No  

List two or three activities or hobbies that you enjoy:  

What do you hope to gain from the program? (Ex: To meet new people and make friends.)  

Completed applications can be submitted to the International Education Center (Cook Hall 105) or via e-mail iec@radford.edu.  

For more information, please contact tking54@radford.edu.
APPENDIX V

REGISTRATION FORM
INTERNATIONAL STUDENT ORIENTATION

Wednesday, August 22, 2018

RETURN THIS FORM NO LATER THAN MONDAY, July 30, 2018 TO:
Radford University International Education Center
P.O. Box 7002, Radford, Va 24142, USA
Fax: 540-831-6588 or Email:
tking54@radford.edu

NAME: ____________________________

                           Last                           First

Name as you would like it to appear on badge, if different from above:

____________________________________________________________________

COUNTRY(-IES) TO BE LISTED ON YOUR BADGE: ____________________________

SCHOOL: □ Undergraduate
           Graduate
         □ Exchange
         □ Other (Please specify _____________________________)

ARRIVAL INFORMATION:

□ I plan to attend the International Student Orientation. I will arrive at approximately

____________________________________________________________________

                           Time                        Date

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PLEASE CHECK ONE OF THE FOLLOWING:

☐ I am arriving by car.
☐ I am arriving by train or bus.
☐ I am arriving at Roanoke Airport via ___________ Airline on flight #: ___________ arriving at __________________ am/pm and I have arranged transportation to Radford University campus.

DIETARY RESTRICTIONS: Meals will be provided during orientation. Please complete the following:

- No Restrictions: ______
- Vegetarian: ______ (will eat animal products, but not meat)
- Vegan: ______ (no animal products whatsoever)
- Kosher: ______ (no pork meat or by-products)
- Food Allergies (list) ____________________________________________________________

HOUSING:

- I have reserved my on-campus housing: ______ yes: ______ no
- I plan to live on-campus, but have not yet reserved my on-campus housing: ______ yes: ______ no
- I plan to live off-campus: ______ yes: ______ no