



Rowan University

International Student Handbook



CONTACT

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This handbook is intended for
International Students that have been
recently accepted to Rowan University.

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Updated 11/05/18

Sign Your I-20

Once you have received your I-20, sign in blue ink on the bottom of page 1.

Pay Your SEVIS Fee

International students applying for an F-1 status are required to pay the I-901 SEVIS Fee which is \$200. Please do so prior to visiting the U.S. Embassy.



Go to www.fmjfee.com

It is extremely helpful to watch the updated tutorial on: <https://studyinthestates.dhs.gov/i-901-sevis-fee-payment-tutorial>. This tutorial guides you through each step of the required I-901 SEVIS Fee payment process, highlighting the information you must input and what you must do once you have completed the payment. The tutorial also clarifies instructions for making payments through the Western Union payment process.

Important Reminders Highlighted in the Tutorial

- Regulation requires all prospective F students to pay the I-901 SEVIS Fee before the U.S. Department of State issues them a visa to study in the United States.
- The I-901 SEVIS Fee is different from the fees for visa services issued by the Department of State.
- F students must pay their I-901 SEVIS Fee in order to study in the United States, to remain compliant and to maintain their student status.
- F students must print their I-901 SEVIS Fee payment receipt to present as proof of payment at their visa interview and to enter the United States at a U.S. port of entry. Showing an email notification alone will not be sufficient.
- The SEVIS ID on the payment confirmation receipt must always match the SEVIS ID on the student's most current Form I-20, unless the F student is considered a border commuter student. If the SEVIS ID is different, please email FMJfee.sevis@ice.dhs.gov to confirm if a new I 901 Fee payment is required.

Remember

When you access the Form I-901, you must have an I-20 from Rowan in order to complete this form. Be sure that you enter your personal information exactly as it appears on the I-20. To complete the Form I-901, you must enter the Rowan School code of [NEW214F00278000 for Glassboro](#) or [NEW214F00278001 for Stratford](#). You must also enter your SEVIS ID number, which is printed on the top left hand side of the I-20.

It starts with the letter "N".

Apply for Nonimmigrant Visa, DS-160

You must submit a completed DS-160, Online Nonimmigrant Visa Application:

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application.html> for all nonimmigrant visa categories.

Carefully read complete details about student visas on <https://travel.state.gov/content/travel/en/us-visas/study.html>.

You should have your passport and SEVIS ID number available while completing the DS-160. All answers must be in English, using English characters only, with the exception of providing your full name in your native alphabet. If you submit your application in any language other than English, it will be denied, and you may be required to submit a new application. Please read the Frequently Asked Questions on <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application/ds-160-faqs.html> for further details.

Note: *After you have completed the DS-160, you will need to print and keep the DS-160 barcode page.*

Make an Appointment at the U.S. Embassy

Apply for your visa as soon as possible! Please schedule an appointment at your local U.S. Embassy or Consulate in your home country to obtain your F-1 student visa.

- Locate a U.S. Embassy at <https://www.usembassy.gov>
- Understand Visa Appointment Wait Times at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html>

Please read information about nonimmigrant visa application fees at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html>. Applicants must pay these fees as directed prior to their visa interview, and they must bring the receipt to their interview. Read through all information provided online by the U.S. Embassy or Consulate that you will be visiting prior to your interview at <https://www.usembassy.gov/>. At your interview you will need to provide the documents listed in the section below.

What to Bring to Your Embassy Appointment

- Acceptance Letter
- Supporting Financial Documentation
- I-901 SEVIS Fee Receipt
- Signed I-20
- A valid Passport
- DS-160 Confirmation Page
- Photo

Please read the details of required and additional documentation at <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html#documentation>.

Additional Documentation may be Required

You may be asked to provide evidence of the following information:

- Transcripts, diplomas, degrees, or certificates from schools you attended, and Standardized test scores required by your U.S. school
- Your intent to depart the United States upon completion of the course of study
- How you will pay all educational, living and travel costs

Note: Be sure to present the original documents, not copies. To better prepare for your visa interview, please read through the “10 Points to Remember When Applying for a US Visa” at the NAFSA website at <https://www.nafsa.org/findresources/Default.aspx?id=8643>.

Note: The earliest the embassy will issue your visa is 120 days before the start of your program (the date on your Form I-20). You must NOT use your student visa to enter the U.S. more than 30 days before the start of your program. Also, DO NOT enter the U.S. on a B-1 or B-2 status (tourist) as it is considered fraudulent entry.

Enroll/Matriculate

Undergraduate Students

If you haven't done so already, please complete your Enrollment Confirmation Form at <https://www.rowan.edu/home/sites/default/files/International%20Center/enrollmentconfirmationform.pdf> and submit it to internationalapplicants@rowan.edu.

Deferred Acceptance

If you would like to defer your acceptance to the next semester, please request a revised Acceptance Letter from Admissions for the term you plan to enroll by sending an email to internationalapplicants@rowan.edu. Make sure to copy rowanic@rowan.edu. The International Center will revise your I-20 based on the new acceptance letter. Be sure to submit a complete request within 30 days of the start date noted on your I-20.

Graduate Students

Make sure you matriculate through the Global Learning & Partnerships portal.

Deferred Acceptance: If you would like to defer your acceptance to the next semester, please request a revised Acceptance Letter from Global Learning & Partnerships for the term you plan to enroll by sending an email to plumer@rowan.edu. Make sure to copy rowanic@rowan.edu. The International Center will revise your I-20 based on the new acceptance letter. Be sure to submit a complete request within 30 days of the start date noted on your I-20.

Graduate School of Biomedical Sciences (GSBS) Students

Accepted students will receive an enrollment confirmation letter with their acceptance letter. This should be signed and returned to GSBS along with your matriculation deposit. If you have questions, please contact

GSBS-Stratford@rowan.edu.

Activate Your Rowan Email

For all students **EXCEPT** Graduate School of Biomedical Sciences (GSBS):

If you do know your Banner ID and PIN, go to rowan.edu/selfservice. If you do not know your Banner ID or PIN, Rowan user name or password, go to id.rowan.edu. For additional assistance with username, password and PIN issues, call the Rowan University Support Desk at +1 856-256-4400 or email support@rowan.edu.

Steps required for activating your Rowan Network Account and email:

- Visit rowan.edu/password to activate your Rowan Network Account
- After your Rowan Network Account has been successfully activated, log in to your Rowan email account at <http://mail.students.rowan.edu>

After matriculation, Rowan Policy requires all official correspondence from Rowan University to be sent to your Rowan email address. To set up forwarding to a personal email account, please visit

<http://confluence.rowan.edu/display/IRT/Automatically+forward+Gmail+to+another+account>.

For GSBS Students: Students will receive instructions with their orientation packet for obtaining e-mail and network access credentials which is e-mailed to you after your enrollment confirmation letter and deposit is received. If you have questions, please contact GSBS-Stratford@rowan.edu.

Submit Your Health forms & Obtain Your Health Insurance

For All Students **EXCEPT** Graduate School of Biomedical Sciences (GSBS)

If you haven't already done so, please submit these forms and records (in English) to the Wellness Center as soon as possible. If you do not complete these requirements, you will not be permitted to begin classes or live on campus. The required health forms can all be found at <https://sites.rowan.edu/wellness/health/index.html>. If you have questions about health requirements, please email wellnesscenter@rowan.edu. For Frequently Asked Questions and important health and insurance information, please review International Students Health Services details at <https://sites.rowan.edu/wellness/health/resources/international.html>.

Health Insurance Waiver

Rowan University automatically enrolls all full-time students for the entire academic year in the Student Health Insurance plan. Students who already have health insurance may apply online for a Student Health Insurance Waiver at <https://sites.rowan.edu/bursar/healthinsurance/waivercriteriainstructions.html>.

For GSBS Students

You will receive health forms and instructions in your orientation packet which is e-mailed to you after we receive your enrollment confirmation letter and deposit. If you have questions, please contact GSBS-Stratford@rowan.edu.

Arrange Your Housing

For All Students EXCEPT Graduate School of Biomedical Sciences (GSBS)

Rowan's policy states that all undergraduate students who are unmarried, under age 21, and not living with a parent or legal guardian are required to reside in university residence facilities until the completion of their second academic year (58 credits). If these conditions apply to you, please complete the Housing Reservation Form at:

<https://www.rowan.edu/home/sites/default/files/International%20Center/housing2oreservation2ofom2ofillable4.pdf>.

For your convenience, We have attached an International Housing Reservation Form to this Handbook.

Please check your on-campus housing options at <https://sites.rowan.edu/housing/housing-options/index.html>. If you qualify for an exemption from the policy, please complete Statement of Student Residence Form at

https://www.rowan.edu/home/sites/default/files/International%20Center/stamentofstudentresidence_o.pdf.

For more Information about Housing and Off-Campus Accommodations

Please contact: housingquestions@rowan.edu or visit the website of Residential Learning and University Housing at

<https://sites.rowan.edu/housing/housing-options/Off%20Campus%20Resources.html>.

For GSBS Student

GSBS does not offer on-campus housing; however, there are many off-campus housing opportunities close to the campus. For more information, go to GSBS Student Life: <https://www.rowan.edu/som/gsbs/studentlife/housing.php>.

Meal Plan

For All Students EXCEPT Graduate School of Biomedical Sciences (GSBS)

You can check the meal plan options at <https://sites.rowan.edu/housing/meal-plans/student-plans.html>. For detailed information about the new meal plans process, check <https://sites.rowan.edu/rowancard/index.html>. An optional Rowan Card Account is also available to all students that gives the convenience of purchasing power all over the campus without money, checks, or credit cards. For more information visit

<https://sites.rowan.edu/rowancard/Resources/Students/index.html>.

For GSBS Students

No meal plans are available; however there are on-campus cafeteria options that will take cash and credit cards. Open for select meal times only. For more information, go to GSBS Student Life at

<https://www.rowan.edu/som/gsbs/studentlife/services.php>.

Items to Bring on the Plane

- I-20 for Rowan University
- I-901 Receipt
- Valid passport
- U.S. visa for Rowan University
- Admission letter from Rowan University
- Financial support documents
- Immunization records (with English translations)
- Medical records regarding chronic medical conditions (with English translations)
- Prescription(s) for medication(s)
- Airplane ticket(s)
- Cash, traveler's checks, or any international bank card (ATM or debit card). *We recommend carrying \$300-\$500 in U.S. currency for travel emergencies (such as problems with flight connections – you might need to spend the night in a hotel, for example).*
- Directions to the International Center: **201 Mullica Hill Road, Hawthorn Hall, 3rd Floor, Glassboro, NJ 08028**
- Contact information for family/friends at home (telephone numbers and email addresses)
- Contact information for family/friends in the U.S. (telephone numbers and email addresses)
- Contact information for the International Center: **Phone: 856-256-4292; Email: rowanic@rowan.edu**

Arrival Information & Move-In Day

Important

Please download and complete the Pre-Arrival Confirmation Form at our website. This form must be completed by all newly accepted international students. We have attached this form to the end of this handbook for your convenience.

Airport Pick-Up

If possible, we suggest that you fly into Philadelphia International Airport since it is the closest to the Glassboro and Stratford campuses. If you need transportation from Philadelphia International Airport (PHL), the International Center offers a complimentary (free) pick-up service that will bring you to the Glassboro campus or your nearest living accommodation within 30 miles from PHL airport. As soon as you get your airline ticket, please send your arrival information to rowanic@rowan.edu.

Arrival Information Includes:

- First and Last Name
- U.S. Phone Number (If Available)
- Date and Time of Arrival
- Airline and Flight Number
- Record Locator
(This is a six digit confirmation code associated with your airline that uses both numbers and letters)
- Drop Off Location
- Copy of airline ticket

Ground Transportation

Students who do not request a free airport pick-up have to arrange their own transportation to Rowan. For updated information about ground transportation from the Philadelphia airport to Rowan's Glassboro campus, please check https://sites.rowan.edu/international/_docs/f1forms/ground-transportation.pdf.

Move-In Day

For International Students who live **on-campus**, Move-In day for **Spring 2019** is **Wednesday, January 16, 2019 from 8:00 AM to 5:00 PM**. If you plan to live on-campus, the International Center staff will help you move to your dorms on this day. Please report to the International Center, Hawthorn Hall, 3rd Floor, 201 Mullica Hill Road, Glassboro, NJ 08028 between the hours of 8:00 AM to 5:00 PM and we will provide you with a Welcome Packet that includes: a sheet set, throw blanket, laundry basket, pillow, towel, and one snack. Afterwards, the International Center will direct you to the Office of Residential Learning and University Housing. A Residential Assistant (RA) will provide you with all required moving and housing information and help you move into your dorm.

Mandatory Orientation

All undergraduate and graduate international students are required to attend the International Student Orientation. Attending the orientation is mandatory to maintain your F-1 status.

- International Student Orientation Day 1 (Mandatory for undergraduate and graduate students):
Thursday, January 17, 2019
- International Student Orientation Day 2 (Mandatory for undergraduate and graduate students):
Thursday, January 18, 2019

The full schedule for the International Orientation Day 1 and 2 is online. Minor changes might occur to the schedule so please check <https://sites.rowan.edu/international/f1internationalstudents/accepted-students.html#arrival> for the latest updates.

Important Information about Placement Tests (Undergraduates Only)

All in-person placement tests will take place on the 3rd floor of Savitz Hall. Students also have the option to take the placement tests at home from their computer. Please visit the Testing Center webpage at <https://sites.rowan.edu/student-success/advising/incoming-freshman/placement-test.html> for more information about both options. All students who are required to take the test will be notified via email by the Testing Center. If you have any questions about placement tests, please contact Testing Services at testingservices@rowan.edu or call Lara LeBeau on 856-256-4263 or email lebeau@rowan.edu for more information.

For GSBS and SOM Students ONLY

The International Center will reach out to all GSBS and SOM International students for more information about Spring 2019 Orientation.

Paying Your Bill

Rowan University offers **three methods** for the payment of your tuition, fees, housing, and meal plan costs.

Option 1: Online Payment

- Go to: www.rowan.edu/selfservice.
- Choose “Access Banner Services” and log in using your Rowan ID number and PIN.

To **access** an online “real-time” bill (without schedule) or view payment instructions, click on “Bursar Services,” then choose “Official Billing/Account Statement.”

To **make a payment**, click on “Bursar Services,” then choose “ePay Center,” and then click “View Bills and Make a Payment” to be directed to the secure payment site. At the payment site, you may choose to pay in full by clicking the “Make a Payment” button, or you can enroll in the deferred payment plan by clicking on the “Payment Plans” tab.

Option 2: Wire Transfers

Ask the bank to process a wire transfer transaction using the information below:

- TD Bank, NA
300 Delaware Ave. Wilmington, DE 19801
- Swift Address: NRTHUS33
- ABA: 0312-0136-0
- Name: Rowan University
- Depository Account
201 Mullica Hill Rd. Glassboro, NJ 08028
- Account: 8280612
- School Code: 002609

Note:

Make sure the bank includes your name and your nine-digit Rowan ID number in the transaction. Please e-mail bursar@rowan.edu or call at 856-256-5161 to ensure that your transfer is processed and your account is credited.

Option 3: Payment by Mail

- Make a check or money order payable to “Rowan University” (in U.S. dollars)
- Include your name and your nine-digit Rowan ID number

Mail to: Rowan University – Bursar’s Office
201 Mullica Hill Road, Glassboro, NJ 08028