

Spring 2010 Orientation

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HOSTED BY

International Student and
Scholar Services (ISSS)

LOCATED IN THE

Elizabeth and Wynn Kearney
International Center
Centennial Student Union
(CSU) Room 250

Telephone: 507-389-281

Fax: 507-389-2790

Email: iss@mnsu.edu

New International Students MUST ATTEND ALL THREE DAYS!



Wednesday January 6

Thursday January 7

Friday January 8

*New students will **NOT** be able to register for classes at MSU until they have completed ALL THREE days of Orientation!*

Welcome to Our State and Our University!

PRIOR TO ORIENTATION

- **Report to the Kearney International Center (CSU 250) for Check-In**
Monday - Friday 8:00am - 4:30pm and BRING THE FOLLOWING DOCUMENTS:
 - MSU I-20 and all previous school I-20s
 - I-94 (white card stapled in the passport as the arrival/departure document)
 - Previous school transcripts (ONLY if you are a TRANSFER student)
 - PASSPORT
 - VISA

PRIOR TO ORIENTATION CHECKOUT ON FRIDAY JANUARY 8

- **Pay MANDATORY Student Health Insurance**
(Approximately \$599 at Cashier's Window—WA 128)
 - Keep paid receipt and bring it Friday January 8, 2008 to Orientation Check Out
- **Get your MavCard (Official Student I.D.)**
(Temporary location through August is 1st Floor CSU Room 123 Monday—Friday 8:00am - 4:30pm)
 - Bring a government issued photo ID (such as your passport)
 - Know your Minnesota State Mankato Student Tech ID number
- **Check the list at the Kearney International Center to find out if you are required to take the English Placement Test**
 - Requirements listed at -
<http://www.mnsu.edu/international/newstudents/pre-arrival/placement.html>



Spring 2010 Orientation

Things to Know!

IS THE INTERNATIONAL STUDENT & SCHOLAR SERVICES ORIENTATION REQUIRED?

YES. Random attendance will be taken during some of the required/mandatory aspects of ISSS orientation. Sessions you miss may require you to make up the session(s). ISSS has designed the orientation program to provide you with some helpful information as an international student at MSU. Even if you have been an international student elsewhere in the U.S., the policies/procedures at MSU may differ from your previous experience.

Information on make up requirements will be provided during orientation.

Depending on the number of missed sessions, ISSS is authorized to place and maintain a hold on your registration.

Make up orientation sessions will be scheduled Friday, Saturday, and/or Sunday — specific schedule of times to view the information will be announced during orientation.

Is the ISSS Orientation Required?

-YES

What is a Registration Hold?

-A registration hold is put on by departments which prevent students from registering for classes for different reasons.

TRANSFER STUDENT means you have previously studied and remained in the U.S. and directly transferred from your previous school.

You MUST take the Tuberculosis (TB) test on Tuesday January 12th sometime between 9:00 am — 4:00 pm at Health Services (Carkoski Commons Lower level Room 21)

AM I A TRANSFER STUDENT?

The word “transfer student” has many meanings. For immigration purposes, it means you have previously studied and remained in the U.S. and directly “transferred” from your previous school in the SEVIS system. For academic purposes, you may have credits that “transfer” to MSU from either a foreign or a U.S. based school.

YOU MUST TAKE THE (TUBERCULOSIS) TB TEST!

Testing is administered on **Wednesday, January 12 (second day of classes)** and the follow-up reading of the test on **Thursday, January 14** at Health Services in Carkoski Commons Room 21 (between Crawford and McElroy Residence Halls). This is a **mandatory requirement**. If you do not have the TB taken, read, and your TB testing form as proof (which you must bring to check out) a **HOLD** will be placed on future registrations. If you would like to read more about the TB testing, you may check the website at: <http://www.health.state.mn.us/divs/idepc/diseases/tb/factsheets/tst.html>

After your TB test has been read on Thursday, January 14, a van will be available on **Friday, January 15** to take you to the ISJ Health Clinic Center location in Mankato. This is **ONLY** necessary if Health representative requests for you to have further follow-up. Meet at the Kearney International Center at one of the times listed below to get a ride.

9 a.m. **OR** 12 noon **OR** 3 p.m.

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Wednesday, January 6

8:30 am- 11:30 am <u>CSU 256</u>	ALL STUDENTS ARE REQUIRED TO HAVE A TB TEST If you had a TB test prior to January 6, 2010 please bring documentation with you.
9:00 am-10:30 am <u>CSU 253/4/5</u>	Light Breakfast and Resource Fair STUDENT ATHLETES ONLY will have pre-academic advising (Memorial Library 125) Jason Westman - Center for Academic Success
11:00 — 11:30 am <u>CSU 253/4/5</u>	Elizabeth and Wynn Kearney International Center Welcome Thomas Gjersvig, Director of International Student & Scholar Services Caryn Lindsay, Director of International Programs Kimberly Conntag, Interim VP for Undergraduate Studies & International Education Scott Olson, Provost and Vice President for Academic Affairs Murtaza Rajabali, Minnesota State Student Association Dilip Pokhrel, International Student Association President
11:30 am-12:30 pm <u>CSU 253/4/5</u>	Meet Peer Mentors - Students assigned to orientation groups led by MSU Peer Mentors. U.S. and Minnesota Laws, Public Safety, Driving Regulations & Severe Weather Suzie Dugan, Campus Security & Jerry Huettl, Mankato Director of Public Safety.
12:30 pm-1:30 pm <u>Carkoski Commons</u>	Lunch and Optional Tour Activity- for students not needing to take the Math Placement Test — Peer Mentors walk Orientation groups to Carkoski Commons. Students living ON Campus should Check In to the Residence Halls
1:30 pm-3:30 pm <u>TBD</u>	Math Placement Test — This test is intended for undergraduate students only. Check with the Staff at the Center for Academic Success testing site prior to 1:30 pm to see if you are required to take the test. Remember to bring your MavCard and #2 pencil.
3:30 pm-4:00 pm <u>CSU 253/4/5</u>	Campus Computer and Technology — Presentation on logging into MSU computers and checking e-mail
4:00 pm-4:30 pm <u>CSU 253/4/5</u> Location TBD	*For New Students: Tips on How to Succeed Academically - Clark Johnson, Faculty/ Academic Adviser and Representatives from the Center for Academic Success *On-Campus Work Permit Procedures for U.S. Transfer Students & Grad Assistants - Marlene Roede and Bonnie Sellner, Business Services; Matt Carlson, Career Development Center. Only for those who already possess a U.S. Social Security card (bring it with you) and Graduate Assistants who already have a contract (bring it with you) are also invited to attend since they have a job offer. A separate session for new students without a Social Security number will be announced during orientation.
4:30 pm —5:45 pm <u>CSU 253/4/5</u>	Small Group Session on Cultural Adjustment - Ludmi Herath will divide students into Orientation Groups to do an activity.
6:00 pm <u>Bethel Baptist Church</u>	Free Dinner- Meet at Parking Lot 11 for a ride or you can walk to Bethel Baptist Church located at 1250 Monks Avenue. The group will not enter the church's worship area. *This free dinner is provided by the community regardless of your religious/faith background.
9:00 pm <u>Otto Rec. Center</u>	Activities and Games - Students can play sports such as basketball, soccer (football), or dodge ball. Don't want to play? Come to watch and socialize. Getting Involved by Todd Pfingsten, Campus Recreation.

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Thursday, January 7
MANDATORY FOR ALL STUDENTS

8:30 — 9:30 am
CSU 253/4/5

Light Breakfast

8:45 am — 11:45 am
TBD

Mandatory English Placement Test — Peer Mentors will help you check the list posted in the North Ballroom or the Kearney International Center to find out if you are exempt. (The Kearney International Center does NOT make the decision.) All questions and concerns need to be directed to the English Placement Test proctors at the testing site before 8:45 today. English courses taken in the U.S. do not waive students from the test requirements. The requirements are based upon your English test scores: TOEFL with a score of 575 or better on the paper and pencil exam; 232 or better on the computer based exam; 89 or better on the web-based exam; 6.5 or better on the IELTS.

9 am AND 10 am
CSU 253/4/5

Optional Campus Tour for Students not taking the English Placement Test - Peer Mentors will guide students around the MSU campus.

12:00 pm — 1:30 pm
Meet in CSU 253/4/5

Banking 101—Pizza will be provided while you listen to information about applying for a bank account from various campus representatives (starting at 12:30 pm)—Mark Murphy, Wells Fargo Bank Manager and Gary Urban, Business Services, Karen Bunde, The Campus Hub.

Tuition Payment, Finance and Credit Session—Twyla Tinney, Student Financial Services

1:30 pm — 2:30 pm
CSU 253/4/5

Student Conduct Session— Mary Dowd, Student Affairs

2:30 pm — 3:00 pm
CSU 253/4/5

Health Insurance & Wellness Session— Kathy Grant and Dr. Randy Hurd, MSU Health Services and Ishrat Kamal-Ahmed, Kearney International Center, Representative from the Counseling Center

3:00 pm — 3:15 pm
CSU 253/4/5

Kearney International Center Procedures and Information— Information on In-State meetings by Thomas Gjersvig, Kearney International Center

3:15 pm — 4:30 pm
CSU 253/4/5— will depart for assigned lab spaces

Data Information Sheet — Please bring your I-20 (F-1, J-1 document or DS-2019), your I-94 (small white card usually stapled in passport) and your passport with visa page as you will need everything to fill out the form. Know your local address and emergency contact phone number. To access this form in advance, please visit the website at: <http://www.mnsu.edu/iso/newstudents/orientation.html> You will complete the data sheet during a lab session (rooms announced during orientation).

Spring 2010 Orientation

Friday, January

MANDATORY FOR ALL STUDENTS

8:00 am -9:00 am
CSU 253/4/5

Light Breakfast provided by the Kearney International Center

REMINDER: Get your T.B. Test read at the Health Services (Carkoski Commons Room 21) at least 48 hours after your initial (Tuesday) test.

9:00 am -10:30 am

Mandatory Immigration Rules and Regulations Session

- Make sure you have your I-20 (F-1) or DS-2019 (J-1), your I-94 (small white card usually stapled in passport) and your passport with visa page.

TBD

F-1 Students: Thomas Gjersvig, ISSS Director

TBD

J-1 (Exchange & Sponsored) Students: Caryn Lindsay, IPO Director & Ishrat Kamal-Ahmed, Immigration & Programs Coordinator

10:30 am-12:30 pm
CSU 253/4/5

CHECK OUT– Students **MAY NOT** register for courses until they complete the check out process. Please bring the following documents to CSU 200 for collection by Kearney International Center Staff.

1. **Proof of purchase for your Health Insurance**
2. **Your MavCard**
3. **Immunization Form**
4. **Completed Student Data Form (completed during Wednesday's Orientation)**
5. **Completed Student Responsibility form (found in your Orientation Packet)**
6. **Proof of TB Testing (after Test you should receive a form)**
7. **Orientation Sign-In**

During the Check Out period, you will be informed if you are required to register for some ESL courses and/or culture class (KSP 106). If you do NOT register for these courses, the Kearney International Center will place and retain a HOLD on your schedule until you are registered for such courses.

12:30 pm
CSU 253/4/5

ALL UNDERGRADUATE TRANSFER STUDENTS – Transfer Credit Evaluation/Policy Session– Diane Berge and Andrew Hlubek, Office of Admissions

Registration & Academic Advising

1:00 pm-2:00 pm
TBD

EXCHANGE and GOVERNMENT SPONSORED Students (non-degree) – Caryn Lindsay, International Programs and Ishrat Kamal-Ahmed, ISSS

1:00 pm-1:45 pm
TBD

GRADUATE Students- Questions and Answer Session with Chris Mickle. *Contact your department and faculty academic advisor in advance to select courses. You will be able to register after the Q & A session.*

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Friday, January MANDATORY FOR ALL STUDENTS

1:00pm-4:00pm
CSU 253/4/5

UNDERGRADUATE Students –Meet in 253/4/5 with break out labs detailed below

- **College of Science, Engineering & Technology** - (Angie Bomier, TBD)
- **College of Business**- (Linda Meidl, TBD)
- **College of Allied Health & Nursing**- (Mark Schuck, TBD)
- **College of Arts & Humanities**- (Connie Miller, TBD)
- **College of Education**- (Cheryl Kalakian, TBD)
- **School of Nursing**- (Kelly Krumwiede, TBD)
- **College of Social & Behavioral Sciences**- (Clark Johnson, TBD)

Saturday, January 9

8:30 am – 11:30am
Kearney Int'l Center

Check Out Follow-Up—Check your student account to see if you have a hold. If you have a hold, you **MUST** come to the Kearney International Center.

10:00 am -11:00 am
TBD

On-Campus Work Permit Procedures for New Students - Marlene Roede and Bonnie Sellner, Business Services; Matt Carlson, Career Development Center

9am/12pm OR 2pm

If you need to get a Chest X-ray (as determined by your TB results) at one of these provided times, please meet in Lot 11 (bad weather meet outside CSU 250) for the shuttle to Immanuel St Joseph Hospital-Mayo Health Systems

11:00 am

Van for Qualified International Students (Social Security Office & IRS)

- Master's level who have already been offered a Graduate or Teaching Assistantship - to the Social Security Office to apply for a SSN# (must have the job offer and completed SSN form from the International Center)
- Athletes on scholarship who do not possess a SSN# - to the Internal Revenue Service (IRS) to apply for an ITIN

2:00 pm

Optional Campus Tour - Meet outside the Kearney International Center. Peer Mentors will take students to visit different sites around campus including the Memorial Library.

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Sunday, January 10 (Optional)

Activities TBD

MAKE-UP ORIENTATION SCHEDULE Monday, January 11

Make up orientation is only permitted for those who had unanticipated delays and or/made special prior arrangements with the Kearney International Center. If you have arrived before January 6 but missed specific sessions; please attend make-up sessions on Saturday, Sunday, Monday or Tuesday. See schedule posted during orientation. Depending on the amount of orientation missed, you may be required to attend **LATE ARRIVAL ORIENTATION** which is scheduled on the first day of MSU classes.

Checklist of To Do Items for Late Arrivals

- Take English Placement Test- check with International Center at 8 a.m. to see if required to take-** Report by 8:15 am on Monday, January 11 (ML 109) (only for those approved late arrivals to take the test for the first time). Center for Academic Success will proctor. Re-takes of the test are not accepted according to the English Department
- Take the Math Placement Test (UG only)** at 8:15 if not taking English Placement Test
- Pay the MANDATORY Student Health Insurance**
- Get your MavCard**
- Take the TB Test at Student Health Center**
- Complete the Data Information Sheet-** To access this form please visit the website at: <http://www.mnsu.edu/international/newstudents/documents/DataSheet2.pdf>
- Complete the Student Responsibility Form** (found in your Orientation Packet)
- Log-In to the D2L make up orientation-** review modules, and successfully pass all quizzes

Report to CSU
250 at 8:00 am

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Additional Information

Your MSU e-mail account (ending in @mnsu.edu) will be considered your primary e-mail for all important MSU information (including immigration updates, billing and In-State Contribution hour opportunities).

New students will automatically be added to the Kearney International Center student e-mail network. It is very important that you receive and read these e-mails as they contain information and announcements. If you are not receiving mail from the Kearney International Center at your mnsu.edu account, please let us know. Make sure that you periodically check the Kearney International Center website for any updates that you may have missed: <http://www.mnsu.edu/international>

SOCIAL SECURITY NUMBERS

IRS regulations for F-1 students now require a job offer before applying for a Social Security Number. You will need to wait until January 14th 2010 to apply for a work permit and Social Security Number. The Social Security Office requires that you be in the U.S. for at least 10 days and be registered in SEVIS (which the Kearney International Center staff must do after the drop/add period). For additional information on applying for Social Security Numbers: <http://www.ssa.gov/pubs/10181.html#apply>

If you obtain a Social Security Number, please update this at The Campus Hub because the Kearney International Center CANNOT enter a Social Security Number into the MSU computer system. Business Services must have this information in order to pay you if you are working on campus.

Graduate Assistants are required to be registered full-time as part of their Assistantship contract and often begin employment on the first day of classes; therefore, they must apply for the work permit immediately upon arrival.

Note: You can open bank accounts without a Social Security number by completing a W-8 form—ask your bank representative for the form.

HOUSING

Your housing should be a priority. While we can provide SOME information, the Student Leadership and Development website www.mnsu.edu/housing will be able to provide you with more options. If you will be living on campus, the cell phone for orientation dormitory access after hours (8:00 am until 11:00 pm) is: 507-351-7853

IMPORTANT: When you have secured off-campus housing in Mankato, please enter your new address into the system when registering. Make sure that your address is listed under **local permanent address**. You cannot enter a P.O. Box as your “local permanent address” since Immigration requires a street address. If you have difficulty, please contact the Campus Hub. This record is automatically uploaded into the SEVIS database (as required by law) to notify Immigration of your address in the U.S.

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THINGS TO KEEP IN MIND

Please remember that all MSU bills are payable and due by their stated due dates. Late fees, holds and in-state tuition cancellation can be possible consequences of not paying. Check your registration account for billing information

- If anything major in your life changes, please inform the Kearney International Center. (Some examples: You get a new passport, Visa page, or I-94 card; you want to get married; you want to work; you want to change your visa status.)
- To process any paperwork, request a letter, or get an official SEVIS/immigration-related signature from a Kearney International Center staff member, it generally takes 3-5 working days to process and/or sign any papers or documents. We understand how important some of these things are however, it is always best that you plan ahead and don't wait until the last minute to get these things done.
- For important meetings with Kearney International Center advisors, it is necessary to make an appointment at least one day in advance. However, to accommodate students that have quick questions, our Staff has a first come, first serve "walk-in" hour on most days which varies each week with each staff member. While our Staff is here to help you, please attempt to keep your walk-in visits from 5-10 minutes. To see what time walk-in hours are available, please contact the Kearney International Center one day in advance.
- While the Kearney International Center should be the primary source of information, many of the forms and general information can be found online at **www.mnsu.edu/international**. If you visit the site and still have questions, please stop by our office. It is important to keep in mind that sometimes immigration and work rules change so be sure to check for updated information.
- You are responsible for your Immigration papers (I-20/s, DS2019's, Passport, Visa Page, I-94 cards, etc.). MSU and the Kearney International Center are not responsible for updating your paperwork. It is important to keep in mind that, after you leave MSU, the Kearney International Center will no longer keep your file after 4 years. It is best to keep all of your paperwork in your own possession.
- In-State tuition is a great benefit. In order to maintain your In-State scholarship, it is important that you keep track of the requirements and deadlines associated with the award. You can review the current requirements by visiting the Kearney International Center webpage at:
<http://www.mnsu.edu/international/scholarship/instate.html>

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HELPFUL WEBSITE ADDRESSES

Please visit the following websites for additional information.

Campus Computer and Technology	http://www.mnsu.edu/its/started/
Campus Employment	http://www.mnsu.edu/cdc/students/mavjobs/
Campus Hub, MavCard & TCF Bank	http://www.mnsu.edu/mavcard/
Data Information Sheet	http://www.mnsu.edu/international/forms/datasheet2.pdf
Friendship Family Program	http://www.mnsu.edu/international/events/ffp/
Immigration Rules and Regulations	http://www.mnsu.edu/international/immigrationlaws/
International Student Association	http://krypton.mnsu.edu/~isa/
International Student In-State Tuition	http://www.mnsu.edu/international/scholarship/instate.html
Land to Air Shuttle Service	http://www.landtoairexpress.com
Mankato Public Bus	http://www.ci.mankato.mn.us
Off-Campus Housing Resources	http://www.mnsu.edu/activities/housing/
Public Safety, Driving Regulations	http://www.dps.state.mn.us/dvs/index.html
Residential Life	http://www.mnsu.edu/reslife/
Student Health Care and Health Services	http://www.mnsu.edu/shs/clinic/services.html http://www.mnsu.edu/international/health-insurance.html
TIPS—Succeed Academically	http://www.mnsu.edu/supersite/academics/success/
Tuition, Payment, Finance and Credit Session	http://www.mnsu.edu/campusHub/