INTRODUCTION

We hope this booklet contributes to your ability to understand and appreciate the culture of Manhattanville College. You should read it before you arrive. (You may also want to share it with your parents.) When you arrive to begin your studies, you will be adjusting to living in a new community with rules and customs different from your own. Ask questions and seek advice from many people, especially the staff of the Office of International Student Services (OISS). Take full advantage of the programs and activities organized for you to get the most from your Manhattanville experience.

We also urge you to become familiar with the Manhattanville Student Code of Conduct, which is available online. We are happy to help you with any questions you may have.

We are glad you are coming!

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PREPARING FOR YOUR DEPARTURE

Congratulations on your decision to attend Manhattanville College! You have made some very important decisions already, but there are still many things to do before you leave home. Your first months in the United States will be much more satisfying if you plan ahead. If you have not already done so, visit the U.S. educational advising center in your area.  
http://www.educationusa.info/ Most advising centers offer helpful pre-departure orientations for students making preparations to study in the United States. The advising centers are typically more accessible than the U.S. consulate. The following section discusses steps to obtain an F-1 student visa. If you will maintain another acceptable visa status to study in the U.S. (A, E, G, H, L, R) while at Manhattanville, go on to the Report Date section.

OBTAINING AN F-1 STUDENT VISA

Most international students will need an F-1 student visa to enter the United States to study. Contact the U.S. embassy or consulate nearest you to find out about the process http://www.usembassy.gov/ . This process can take up to eight (8) weeks and require a written application, an interview, and fee payment, so plan ahead. Apply for the visa using the Form I-20 that Manhattanville College sent to you. If several schools have accepted you, do not apply for a visa until you decide which one you will attend and then use ONLY the I-20 for that school. For more info see http://travel.state.gov/visa/temp/wait/wait_4638.html

Read all documents thoroughly, so that you know what your responsibilities will be when you enter the United States.

As an F-1 visa applicant, you are agreeing to study full-time in an educational program. This means a minimum of 12 credits (usually 15 credits if you have a scholarship) each semester for undergraduate programs. With this responsibility of full-time study, students with F-1 status are also given privileges: the ability to travel in and out of the U.S. (with permission), and the possibility of an on-campus job for up to 20 hours per week. You will learn more about your F-1 rights and responsibilities at our READY, SET, GO! pre-orientation workshop.
Before you apply for your visa, determine exactly what supporting documentation is required. The consulate nearest your home should be able to tell you their requirements. Several standard items are usually required for the process:

- A current, valid passport (with at least six months left prior to its expiration)
- An I-20 Form aka Certificate of Eligibility
- Proof of payment for the $200 - SEVIS 901 fee (pay online at www.fmjfee.com after your I-20 arrives; print a receipt)
- Evidence of financial support for the period of time (typically one year) and amount indicated on the I-20
- Proof that you have a permanent residence outside the United States
- One or more passport-type photographs
- Transcripts from previous schooling, especially if it was in the U.S.
- Your acceptance and scholarship letters from Manhattanville College

See tips for getting a visa: http://travel.state.gov/visa/temp/types/types_1268.html

Additional application materials may be requested to prove your eligibility for a student visa. These may include: evidence of English proficiency, school records, and additional evidence of strong ties to your home country (property deeds, family business documents) or of your ability to pay for your stay and study in the United States. An application fee and a short interview will be required.

The consular officer will place a visa in your passport. If you encounter any problems obtaining your visa, contact Manhattanville immediately, via phone or email. (+1914.323.5168 or oiss@mville.edu)

The "Report Date"
You are expected to arrive at Manhattanville College on the "report date" indicated at #5 on your Form I-20 (Students may enter the U.S. no earlier than 30 days prior to that date, however some consulates suggest only 10 days in advance). Students in A, G, or any status other than F-1, please read your acceptance packet carefully for this date or contact Manhattanville if you have any questions about your arrival date. Campus arrival time is very important because Manhattanville offers important pre-orientation activities (see your READY, SET, GO! brochure for details). If you must arrive later than your report date, contact the OISS in advance -- usually Immigration and Customs Enforcement will not allow a late arrival unless it is authorized on the I-20.

Documents to Bring to the United States (IN YOUR HAND LUGGAGE, NOT CHECKED BAGGAGE)
When you travel, remember to keep your passport, I-20, SEVIS 901 fee receipt, and all other identification with you -- NOT IN YOUR SUITCASE. Bring with you to the United States any documents about your academic, medical, and legal history:

- Official transcripts from secondary schools, colleges, or universities
- Copies of your medical records, including certificates of immunizations and vaccinations in the event that the Health Center did not receive copies you sent previously. Also, keep an extra copy at home with your family.
- Information about medical conditions or treatments, prescriptions for medication and eyeglasses
- Original birth certificate (in original language), for applying for a Social Security card once you obtain campus employment
- International Driver’s Permit – (you can obtain this only in your home country, not the U.S.) with this and a valid driver’s license from your home country you are allowed to drive in New York. Google it if you want more info.
- Obtain English translations of the academic documents and have the translations certified by a U.S. educational advising center or a U.S. consulate or embassy. Retain copies of all original documents for your records.
- National Identity card if it has a photo and birthdate
**International Transfer Student**

If you are transferring from an overseas college or university and you want your academic credits to transfer too, please complete the following procedure. Please bring two (2) official original (stamped/sealed and signed) transcripts in sealed envelopes from your previous institution. Once in the U.S. you will need to have your transcript evaluated by World Education Services [www.wes.org](http://www.wes.org) for a fee. If your transcript is not in English you will also have to pay an additional fee for an authorized translation. University Language Services [www.alsintl.com/university.htm](http://www.alsintl.com/university.htm) can provide that service, for a fee.

**Health Insurance**

Manhattanville requires all F-1 student visa holders to have health insurance to cover the cost of medical treatment not provided by our Health Center. A mandatory comprehensive Health Insurance Plan for Non-immigrant Students is offered by Manhattanville and is built into the fees you will pay. If proof of an **existing U.S. based comparable health insurance plan** is provided (not travel insurance), enrollment in the Manhattanville plan may be waived after review by the insurance company representative. [https://consolidatedhealthplan.com/group/78/home](https://consolidatedhealthplan.com/group/78/home)

Health insurance in the U.S. typically does not cover regular dentist visits or eye care. Additional policies are available. Dentists can be very expensive, so if you need your wisdom teeth pulled or have other dental issues, try to have the issue dealt with prior to coming to the U.S. Some students wait until home visits to have their dental needs met.

**English as a Second Language Instruction**

If you have been given a provisional admission you may be required to complete English Language courses or to submit additional scores on standardized language proficiency tests before you are allowed to enroll in a full load of courses. To determine the conditions of your admission, carefully read your letter from the Admission office. There is an ESL center on campus that can provide this support.

**What to Bring ... and How to Get it Here**

To keep travel simple, bring as little as possible. You are less likely to lose luggage if you follow the baggage limitations of the international airlines. However, bringing certain items from home will help you to feel more comfortable in your new surroundings -- especially photos and room decorations.

**Communicate Before you Pack and Travel**

Use Skype to plan and connect with others who will join you at Manhattanville; this is especially helpful for roommates. The OISS has Skype too – oiss.mvillle – we should be online during the summer. If you “friend” oiss@mvillle.edu on Facebook, we will add you to our new international student group (it’s a closed group) so that you can meet the other new students beforehand.

**Climate and Clothing**

Manhattanville is located in Purchase, New York in Westchester County, a suburban area north of New York City. This region has four very distinct seasons. Fall and spring are mild (averaging between 45° - 75° F), and a sweater or jacket will usually keep you warm. Winter can be as warm as fall, as rainy as spring, or it can be snowy and freezing (below 32° F). If you stay during the summer months, it may be pleasantly warm or blazing hot.

If you are from a warm climate, it is advisable to buy your winter clothes here since selection is better. Classroom attire is causal – jeans and tee shirts are fine. Student dress can be incredibly casual - however, there are times (Fall/Spring Formals, International Bazaar) where ‘dressing up’ is appropriate and FUN! If you have a traditional outfit from your country, bring it. Many people wear their traditional clothing for the International Bazaar - an annual campus event.

**Shipping and Baggage**
Most international airlines have strict rules that limit the amount of luggage you can bring with you. It is sometimes as little as 20 kilos or 44 lbs. Check the airline. If you ship some of your belongings in advance, clearly label all packages to:

[YOUR NAME]
c/o Manhattanville College
2900 Purchase Street
Purchase, NY USA 10577

You can obtain information about freight and shipping services through local travel agents. Pick a reliable company, since they will be responsible for your things. Be sure to insure any valuable items. Your packages can be picked up at our campus Post Office when you arrive.

**ELECTRONICS**

In the U.S., we use the 110-volt system. Do not bring your hair dryer or other appliances unless it has convertible voltage. It is easier to buy one here; hair dryers usually cost under $20.

**COMPUTERS**

Many students also bring their own computers to Manhattanville. The residence halls are wireless. Students communicate with their parents and friends using one of the many Instant Messaging or VOIP systems via the Internet. Skype is very popular; most laptops come equipped for this. Some students buy their laptops before arrival and have it shipped to campus. Popular stores that sell laptops are Best Buy, Wal-mart, Target and Amazon. The college offers technology discounts, please see [http://www.mvile.edu/about/mymville/students/information-technology-for-students/technology-discounts.html](http://www.mvile.edu/about/mymville/students/information-technology-for-students/technology-discounts.html)

**TELEPHONE SERVICE: LANDLINES AND CELL PHONES**

Manhattanville does not have landline phones in residence hall rooms. Bring an unlocked GSM cell phone with you. Once here you can purchase a “SIM Plan” (Google it, many are available: AT&T, T-mobile, Simple, etc.). Once you are here a while you can get a new phone with a contract plan. We cannot authorize Social Security only for cell phone plans.

**MEDICATION**

If you have a medical condition that requires daily or regularly scheduled medication, please be advised that health care is ridiculously expensive in the United States. You may bring medication into the U.S. for personal use only. To be able to bring any kind of medication into the U.S., a doctor’s note, or the original prescription, is required. The doctor’s note should state the name and quantity of the medicine you are bringing into the U.S. It cannot exceed the quantity needed for 90-day stay. The note must also confirm that the medication is only for your personal use. It is also important to keep the medication in the original container.

**PERSONAL HYGIENE, HOUSEHOLD ITEMS AND SHOPPING**

Toothpaste, shampoo, conditioner, laundry detergent... you can buy it all here. Bring just enough shampoo, toothpaste, and hygiene products to get you settled.

Many students buy their bed linens and towels after they arrive. It is helpful, however, to bring one set (Tee-knit twin sheets seem to fit the twin XL) with you for that first night before we go shopping. A Twin X-Long sheet set will fit any bed. The College does not rent sheets or towels. Students should buy a reading lamp. Halogen lamps and candles are not allowed on campus. Alarm clocks (if your phone is not loud enough) are essential -- getting to class on time is important.

Our campus bookstore has essentials -- notebooks, pens, toothpaste, etc. Manhattanville is only a short bus ride from White Plains a small city with many stores and restaurants.
**MONEY**

Bring with you enough money (cash/debit/credit card) to cover the expenses for your first month, which is likely to be one of the most expensive periods of your stay. Before the term begins you will pay for local transportation, possibly several nights of lodging off campus, and meals. After you arrive on campus, your expenses will include:

- Books and supplies
- Clothing appropriate for the climate
- Household and personal items: computer, phone, bedding, etc.
- Pocket money for movies, meals out, local transportation, activities, etc.

**WIRING PAYMENTS AND PAYMENT PLAN ENROLLMENT**

You may choose to send your payment for tuition, fees, and room and board directly from your bank to Manhattanville’s bank, Wells Fargo, via wire transfer.

**Wells Fargo Bank, N.A., 420 Montgomery Street, San Francisco, CA 94104**

- International wires, Swift Code: WFBIUS6S
- Account # 2000013016584
- Beneficiary: Manhattanville College Operating Account
- Reference Information: Student Name and Student ID#

For information about Manhattanville’s Monthly Payment Plan, visit www.afford.com or call 888.713.7234. For an enrollment fee, tuition payments can be spread over a 10-month period – please be aware that using a credit card to send the money via this system will incur a 2.99% fee.

**BANKING**

During orientation, **Wells Fargo** comes to campus to assist students in opening a local bank account. You may choose to open an account with Wells Fargo or go off campus to other banks. Both Citibank and HSBC have locations convenient to campus. Usually the best solution is to open a savings account with an ATM/Debit card. After an account has been established, it is possible for parents to have money wired directly into the student’s account.

Wells Fargo has an ATM on campus. Anyone can use this ATM, but if your account is at another bank, you will be charged a fee ($1-3) every time you insert your card. The ATM is part of -- AMEX Cash, Cirrus, Credit Union 24, Discover NOVUS, Master Card, PLUS, PULSE, and JCB systems.

Students often open just a savings account (for a supply of cash accessed by ATM) and use credit cards and money order (available for purchase at the campus Post Office) to pay bills. Now with worldwide banking if you have an ATM card from your home country bank, you can easily take out dollars from any ATM; the only consequence is a $1-$3 fee every time you do a cash withdrawal and a currency conversion fee. Operating in cash is a good way to control your finances – you can only spend what you have! Campus jobs require “direct deposit” into a U.S. bank, so that is another reason to open an account.

**CREDIT CARDS**

Bring your foreign credit card to the U.S. even if you are not planning to use it. In order to get a credit card (valid outside your home country) you may have to give the bank a deposit. You will need it if you want to rent something, from cars to textbooks. Generally, if you have a credit card you are more trustworthy in the eyes of various institutions, like banks, department stores etc. Getting a U.S. credit card isn’t very easy as a new student, but possible as an upperclassman.
LOCAL TRANSPORTATION
Manhattanville College is 25 miles outside New York City. A local public bus (#12 Beeline www.beelinebus.com/) comes directly to the campus on a regular schedule. The bus can take you to a variety of shopping centers and to the White Plains train station. By taking the combination of the public bus and the train, you can be in Manhattan (NYC) in less than one hour. Manhattanville also has a free bus service, the VALIANT EXPRESS, which goes to local shopping/business district at specific times throughout the week and into New York City on Saturdays.

ACCOMMODATIONS AND FOOD SERVICE
All first-year students are required to live on campus, unless close family (aunt, uncle, etc.) lives within a reasonable distance (not NYC). Residence halls are coed (males and females on the same floor) and have twin beds, desks, chairs, drawers, closets and sinks. Depending on your seniority as a student and their availability, double and suite rooms are available. Cooking burners are not allowed in the rooms, however small microwaves are. Small microwaves and refrigerators can be rented or bought at the beginning of the academic year. Cash-card operated laundry facilities are in each residence hall.

The Cafeteria and Pub offer a variety of foods and meal plans. First year Manhattanville students and ELI students must sign up for 19 meals per week. Other options are available to upperclassmen.

3 IMPORTANT CAMPUS RESPONSIBILITIES

Once you have arrived at Manhattanville, many new personal responsibilities await you. Some of the most important are:

- **Make a plan to buy/rent your books:** One of the first (and most expensive) things you will do after you arrive on campus is buying or renting your textbooks. After you have registered for classes, you will know which books are needed. New and less expensive used ones will be available at the college bookstore, at online services such as Amazon.com and even for rent at sites such as chegg.com. Just be sure to get your hands on them promptly and be prepared to spend some money to do it (although some people do share books). Books are not included in your bill from Manhattanville. Renting books costs considerably less but you have to remember to send books back at the end of the semester.

- **Maintain your scholarship and financial aid:** Remember if you have a scholarship you are required to make normal progress in your program, which usually means completing 15 credits per semester. If you are thinking about dropping a class for any reason, make sure it will NOT affect your scholarship for future semesters. Also, all students need to submit new financial documents each year in order to keep aid/scholarship packages. This happens each spring semester (due March 1), so be on the watch for those requests and provide the information to Student Financial Services in advance of the deadline.

- **Notify Manhattanville of any change of family address:** If your family moves, you need to provide that new address to the Registrar’s office in Brownson Hall. Important documents are sent throughout the year to your parents, and they need to arrive in a timely manner.
TRAVEL TIPS AND ARRIVAL IN THE U.S. AND MANHATTANVILLE

Remember that you may be crossing several time zones when you are traveling to Manhattanville. Read up on jet lag and how to minimize it. Be sure to drink plenty of water, minimize caffeine, eat well, take walks during your flight(s), and plan on staying awake when you reach your destination. Understand that it may take several days to fully adjust to your new time zone.

Arrange for your flight as soon as you know your “report date” printed on your I-20 form or in your acceptance letter. Initially, most students should travel to JFK rather than other area airports. Travel from Newark International (EWR) to campus is more difficult and expensive. Once you are here a while, then you can figure out your transportation options. Manhattanville College can assist you with information about your arrival, including the distance from the airport to the campus and the most reliable form of transportation. In most cases, you should plan to take a van or shared-ride service from the Ground Transportation Desk at JFK airport.

If you are traveling alone, GO Prime Time Airport Shuttle goes directly to the Manhattanville campus, but you must make a reservation at least 24 hours before your flight’s scheduled arrival. You can make a reservation for a discounted fare with Prime Time by clicking on the Prime Time shuttle logo on the front page of the Office of International Student Services web page or go to http://2theairport.hudsonltd.net/res?USERIDENTRY=manhattan&LOGON=GO. The cost for travel to campus using Prime Time is approximately $47. Do not take a taxi unless the distance is quite short or you have been advised to do so by MVILLE. Ask the cost of the trip before getting into the taxi. The cost of a taxi directly from the airport should not be more than $150 including tolls, however some taxi’s will double that because they will return with an empty car.

Keep your passport, travel documents, and money with you at all times. Keep important papers in your carry-on luggage, with photocopies in your other bagage. Label your bagage inside and out with your name and both your home and U.S. addresses and telephone numbers. Use the address and phone number of Manhattanville College if necessary. Keep in your carry-on luggage all of the items you would need for one night’s emergency stay in a hotel.

Toward the end of your flight, the airline personnel will give you several forms to complete for the U.S. Citizenship & Immigration Services and U.S. Customs. You will be asked to report the value of the things you are bringing into the United States. Simply follow the directions on the forms. If necessary, ask the flight attendant for clarification.

Present your passport, visa, I-20, SEVIS 901 fee receipt, and evidence of financial support to the U.S. immigration officer at the airport. After questioning you about your plans in the United States, the immigration officer will record your fingerprints and other identification features electronically, and review your Form I-20. After this, you will be directed to an area for inspection of your baggage.

After you have claimed your luggage, you will go the Ground Transportation area of the airport. Go Prime Time Shuttle and other van services depart from this area. Your trip to Manhattanville will take approximately one-two hours depending on the type of transportation (taxi, limo/van) and time of day.

Once you have arrived at Manhattanville, please go to the Residence Life Office (located in Founder's Hall), then visit the Office of International Student Services (also in Founder's) as soon as possible. Offices are open Monday through Friday from 9:00 am to 5:00 pm, and check-in must be conducted only during those hours. Plan ahead, so that you know where to go if you arrive at night or on the weekend. The Office of International Student Services or Admissions can recommend convenient places to stay.

Welcome to Manhattanville!
TRANSPORTATION OPTIONS FROM JFK TO MANHATTANVILLE

There are many ways to get from the airport to the campus. The following list is from the Port Authority website check for updates at http://www.panynj.gov/airports/jfk-taxi-car-van-service.html

All of the following are available from the GROUND TRANSPORTATION desk at the airport. We highly recommend **shuttles

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<tr>
<td>All County Express</td>
<td>Westchester County, New York</td>
<td>1.800.914.4223</td>
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<tr>
<td><strong>Go Prime Time Shuttle of Connecticut</strong></td>
<td>Westchester County, New York</td>
<td>1.800.377.8701 x222</td>
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<td>-- they know how to get to our campus --</td>
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<td><strong>Shuttle Me NY (free wifi)</strong></td>
<td>Westchester County, New York</td>
<td>1.914.495.8656</td>
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OFFICE OF INTERNATIONAL STUDENT SERVICES

Throughout this booklet you found references to the Office of International Student Services (OISS). The office is located in Founders Hall, Rooms E&F in the Student Gallery. The OISS will be a very important source of information and service to you while you are a student in the United States. You should visit the office as soon as you arrive at Manhattanville and whenever you have questions about living and learning in the United States.

The OISS is your best source of information, advice, and assistance related to your nonimmigrant student status. As you read this booklet, you may discover other ways in which the advisors can assist you. Our door is always open.

Many of your questions can be answered by viewing our web page or by emailing us directly at oiss@mville.edu, LA.Adams@mville.edu or Katherine.Palmer@mville.edu.

We can’t wait to meet you!
These are not professional photos, it is just to give you an idea about the freshman residence hall.

There is a men’s and a women’s bathroom on each floor. The showers are on one side and the toilets stalls on the other. Very typical of this style of housing.
Hotels in the Area

Crowne Plaza
66 Hale Avenue
White Plains, NY 10601
Phone (914) 682-0050
Fax (914) 682-0405
http://www.crowneplaza.com

HYATT House
101 Corporate Park Drive
White Plains, NY 10604
Phone (914) 251-9700
http://whiteplains.house.hyatt.com

Doral Arrowwood
975 Anderson Hill Rd
Rye Brook, NY 10573
Phone (914) 939 - 5500
http://www.doralarrowwood.com/

Courtyard Marriott
631 Midland Avenue
Rye, NY 10580
Phone (914)-921-1110
Fax (914) 921-2446
http://www.marriott.com

LaQuinta Inn
94 Business Park Drive
Armonk, NY 10504
Phone (800) 527-1498
Fax (914) 273-4105
http://lq.com

Renaissance Westchester Hotel
80 West Red Oak Lane
West Harrison, NY 10604
Phone (914) 694-5400
Fax (914) 694-5616
http://www.marriott.com