

Fall 2012

Pre-departure & Arrival Information

for International Students

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Welcome to the University of San Francisco!

The International Student and Scholar Services (ISSS) office has created this handbook to help you prepare for your first semester at the University of San Francisco (USF). Please take time to read this information very carefully. We hope it will answer your questions.

To access more information about USF, please visit www.usfca.edu. For more pre-departure information or to contact an Educational Advising and Information Center in your home country, please visit <http://educationusa.state.gov>.

This handbook contains information about the following areas:

A. What is ISSS?	2
Educational & Programmatic Outreach	2
Support Services & Immigration Advising	3
B. International Student Orientation	4
C. How to obtain a student visa	5
I-20 and DS-2019 information	6
SEVIS fee	6
Transfer/change-of-level students	7
D. Making housing arrangements	8
On-campus housing	8
Off-campus housing	9
Short-term housing	10
E. Making travel plans	10
F. What to bring with you	10
Important documents to bring	11
G. Forms to complete on the flight	12
H. Immigration and Customs procedures	12
I. Transportation options from the airport to USF	13
J. What to do when you arrive on campus	15
K. Registering for classes	16
L. Paying Tuition Fees	16
M. Who to contact if you have questions	16
N. Campus map	18

A. What is ISSS?

International Student and Scholar Services (ISSS) promotes a global perspective for the USF community through educational and programmatic outreach while fostering the holistic development of international students/scholars by providing support services and immigration advising.

The International Student and Scholar Services office consists of four full-time staff members, one graduate intern, and a team of student assistants. The ISSS team works to create a welcoming environment and provide high quality services for international students and the university community. Through our programs and services, we encourage all students to develop a global perspective and learn about cultures in addition to their own. We strive to provide our students with skills necessary to become fully integrated members of the USF community and well-prepared citizens of the world.

To fulfill our mission, ISSS offers orientation programs, immigration advising and document support, informational workshops, educational programs, and advocacy/training.

Educational & Programmatic Outreach

International Student Association

The International Student Association (ISA) promotes cultural education, advocates for the USF international student body, and provides a social community by being the voice of the international students, creating social interactions and developing educational opportunities for cultural enrichment. Advised by International Student and Scholar Services and recognized as an umbrella organization by the department of Student Leadership and Engagement, the International Student Association is a student group charged with representing the USF international student community.

Culturescape

Culturescape is the signature event for the International Student Association. Each November in conjunction with the International Education Week celebration, Culturescape is celebrated at USF. The event includes student performances (i.e., dance, voice, instrument, fashion, etc.) that highlight international cultures. Following the presentations, everyone is invited to enjoy international cuisine provided by international student organizations.

International Network Program

The International Network Program (INP) facilitates community development and assists with transitional adjustment for incoming international students by providing social activities and opportunities for engagement among new and returning USF students. The program is open to current U.S. domestics and internationals and all new international students, graduate and undergraduate. Participants are gathered in small groups. Planned

activities are offered monthly for the INP members. Additionally, group members are encouraged to meet independently to build relationships.

International Advisory Council

The International Advisory Council (IAC) serves as a consultation body to International Student and Scholar Services by identifying international student concerns, disseminating important information to the international community, and initiating proactive measures to address international student needs.

Global Residential Community

The mission of the Global Residential Community is to engage students, faculty, and staff in the common goals of gaining a global perspective, creating interactive internationally-focused learning opportunities, and forming meaningful intercultural relationships within the USF and San Francisco communities. The GRC will achieve these goals through the numerous activities and programs offered in a Residence Hall, at USF, and in San Francisco throughout the academic year. Programs will be developed largely from student interests and feedback.

International Education Week

The week prior to the Thanksgiving holiday is International Education Week (IEW), an annual celebration of international education and cultural exchange. The week provides opportunities to learn more about the world in which we live through a variety of on-campus activities and events. Past programs have included an International Fair, dance lessons, storytelling from around the world, educational speakers, Culturescape, and more!

Support Services & Immigration Advising

Orientation Programs

International Student and Scholar Services (ISSS) conducts mandatory orientation programs at the beginning of each semester for new undergraduate and graduate international students. The programs address areas of cultural adjustment, academics in the United States, immigration matters, San Francisco resources, and other points of interest.

Informational Workshops

ISSS conducts a variety of workshops to provide information and assistance to internationals. Workshop topics include off-campus employment (i.e., Optional Practical Training), employment after completing F-1 status (i.e., H1-B visa), job success strategies in the United States (i.e., cover letters, resumes, networking, interviewing, alumni advice, etc.), and taxes. More information in the “Workshops” section of the ISSS website (www.usfca.edu/iss).

Immigration Advising and Documentation Support

Internationally-related paperwork is processed through ISSS once international students and scholars arrive at USF. ISSS updates records in the federally mandated system, SEVIS (Student and Exchange Visitor Information System), to ensure internationals maintain lawful status while in the United States.

ISSS advisors provide internationals with assistance in understanding the U.S. immigration regulations and navigating application procedures for benefits such as status verification, work authorization, change of status, and exit/re-entry consultation. Specific documentation services include: issuance of I-20/DS-2019 forms, letters of support (i.e., new visa application, immigration status verification, social security application, etc.), and processing of employment authorization applications.

Advocacy and Training

ISSS also focuses on advocacy for internationals and intercultural training for the USF community. We are committed to working on campus to promote ethnorelativistic understanding, intercultural communication, and cultural awareness. ISSS accomplishes this goal through training sessions, guest speaking, classroom presentations, and referral resources.

B. International Student Orientation

International Student Orientation (ISO) will be held over two days on the University of San Francisco campus. As orientation approaches, dates and schedule details will be available at www.usfca.edu/iss. At orientation, you'll have the opportunity to meet other new students, ask questions of continuing students (ISO Guides), and learn about life at USF and in San Francisco. Attendance is mandatory for all graduate and undergraduate students, including transfers.

As an incoming international student, you need to plan your trip accordingly so that you arrive in San Francisco before orientation begins. If you have confirmation of on-campus housing, please contact the Student Housing and Residential Education (SHARE) by phone at +1(415)422-6824 or by email at orl@usfca.edu with any questions about housing. You can also check the Student Housing and Residential Education website for international student move in dates www.usfca.edu/housing.

Undergraduate students are also required to attend the New Student Orientation Program. As the date approaches, the university orientation schedule will be available for viewing at www.usfca.edu/orientation.

Graduate students are required to attend their department orientation program in addition to the International Student Orientation. Please contact your academic department for more information.

C. How to Obtain a Student Visa¹

A visa is a physical stamp in your passport that is used at a port of entry (typically an airport) to enter the United States. It is issued by a U.S. Embassy or Consulate abroad. The type of visa you use to enter the United States determines the type of status you will have during your stay. You will need a student (F-1 or J-1) visa to study in the United States.

If you are transferring from another U.S. school/college/university or pursuing another degree at USF, you do not need to apply for a new student visa unless your visa has expired and you are leaving the United States before starting your program at USF. Please note that it is impossible to obtain a visa once in the United States.

To apply for a visa, you will need to schedule an appointment at the nearest U.S. Embassy or Consulate in your home country. Visa processing times, application procedures, and requested supporting documents vary from one U.S. Embassy/Consulate to another, so please check with the Embassy or Consulate where you plan to apply for your visa. For a complete list of U.S. Embassies and Consulates, please visit <http://usembassy.state.gov/>.

Several standard items are required for the student visa application:

- A Non-immigrant visa application form (DS-160) and other supplementary forms (if applicable)
- A current passport, valid for at least six months
- I-20 form (for F-1 students) or DS-2019 form (for J-1 students)
- Evidence of financial support for the period of time and amount indicated on the I-20 or DS-2019, such as bank statements or scholarship/grant/sponsorship letters
- Proof that you will return to your home country after finishing your studies (for example, proof of permanent residence outside the United States, preferably in your home country, proof of property, presence of immediate family, future employment offers, etc.)
- Visa application fee (preferably in cash in the currency accepted by the U.S. Embassy or Consulate)
- One or more passport-style photographs
- Proof of payment of the SEVIS (I-901) fee

The consular officer may request additional documents, such as evidence of English language proficiency, school records to verify academic preparation, additional evidence of strong ties to your home country and/or your ability to support yourself while in the

¹ Canadian citizens are not required to apply for student visas. However, you must pay the SEVIS fee and provide a valid passport and I-20 form upon entering the United States.

United States. Read all visa application documents carefully so that you know exactly what you are agreeing to when you enter the United States on a student visa.

A brief interview with a consular officer may be required as well. Be prepared to answer questions regarding the reasons for which you have decided to attend a U.S. university, your ties to your home country, and your future plans after completing your academic program.

If approved, the consular officer will stamp a student visa in your passport. Please read it carefully and confirm it is a student visa (F-1 or J-1) and the information printed on the visa is accurate. If you receive a multiple entry visa, you may use it to enter the United States as many times as you wish up to the date of its expiration as long as you have a valid I-20 or DS-2019 form. If you receive a numbered-entry visa, you will be allowed to enter the United States only for the number of times specified on the visa stamp up to the date of its expiration.

I-20 and DS-2019 Information

The I-20 form is a 3-page, computer-generated document that is used by F-1 students. The I-20 will usually be enclosed with your acceptance letter from the Admission Office or academic department. The DS-2019 form is a 2-page, computer-generated document for J-1 students that is issued by the ISSS office or your “sponsoring agency.” Please check the information on your I-20 or DS-2019 to ensure that it is accurate. If there is an error on your I-20 or DS-2019 form (e.g., name misspelled, wrong date of birth, etc.) please contact the office that sent you your form as soon as possible.

If you are transferring from another U.S. school/college/university, your I-20 should be marked as “transfer pending from: (the name of your previous school).” The SEVIS ID number should be the same as your previous I-20. If you previously graduated from USF and have started a new degree program, your I-20 will be marked “initial” and the SEVIS ID number should be the same as your previous I-20.

If you have been accepted to more than one U.S. college or university and have received more than one I-20 or DS-2019, do not apply for the student visa until you have decided which school you will attend. If you decide to attend USF, use the USF I-20/DS-2019 to apply for your student visa and enter the United States using the same I-20/DS-2019!

SEVIS Fee

The United States Department of Homeland Security (DHS) requires F-1 and J-1 visa applicants to pay a one-time fee to supplement the administration and maintenance costs of the Student and Exchange Information System (SEVIS). The fee for F-1 visa applicants is \$200; the fee for J-1 visa applicants is \$180. The SEVIS fee should be processed by DHS at least three (3) business days prior to the consular interview. The

SEVIS fee is not payable at the U.S. Embassy or Consulate. You or another person (e.g., friend or family) may pay the SEVIS fee either by mail or online.

To Pay By Mail:

1. Download Form I-901 “Fee Remittance for Certain F, J, and M Nonimmigrants” from www.FMJfee.com.
2. Complete Form I-901. Be sure to write your name exactly as it appears on your I-20/DS-2019 form.
3. Prepare a check, international money order or foreign draft (drawn on U.S. banks only²) in the amount of \$200 USD for F-1 visa application or \$180 USD for J-1 visa application, made payable to “I-901 Student/Exchange Visitor Processing Fee”.
4. Mail the completed I-901 and payment to the address listed on Form I-901.

To Pay Online:

1. Access Form I-901 “Fee Remittance for Certain F, J, and M Nonimmigrants” from www.FMJfee.com.
2. Complete the form online and supply the necessary Visa, MasterCard or American Express information. Be sure to write your name exactly as it appears on your I-20/DS-2019 form.
3. Print a copy of the online receipt.

DHS will issue and mail an official paper receipt (I-797) within three days of processing the fee regardless of payment method. Express delivery service for the I-797 receipt may be requested at an additional cost. Anyone who submits an individual fee electronically will be able to print out an electronic receipt immediately at the time of payment for use in advance of the mail delivery of the official paper receipt. Although SEVIS fee payments will be recorded by DHS in the SEVIS system and will eventually be used by government officials to document the SEVIS fee payment, it is recommended that the official paper receipt be used to apply for the visa.

Please note, DHS will not refund the SEVIS fee if F-1 students are not granted a visa or choose not to come to the United States after their visas are granted. However, if your visa application is denied and you reapply for a new F-1 visa within 12 months of the denial, you will not have to pay the fee again.

² 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) a bank chartered or operated in the United States; b) a foreign subsidiary of a U.S. bank; or c) 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.

Transfer/Change of Level Students

The SEVIS fee is not required when transferring schools within the United States, changing to another degree program or level, requesting a program extension, renewing a student visa, or using F-1 program benefits such as practical training. If you are in lawful status prior to travelling internationally and are not physically outside of the United States for more than five months, you will not be required to pay the SEVIS fee.

If you are transferring to USF, you must request your previous institution to release your SEVIS record to USF. Once the SEVIS transfer is complete, USF will issue a new I-20 that will be mailed to you.

D. Making Housing Arrangements

It is important that you secure your housing arrangements early. San Francisco is a very popular city, so finding off-campus housing takes time. On-campus housing is available for freshmen and for those students who apply the earliest. Please note: the ISSS office does not have the staff or resources to assist you in securing housing in San Francisco.

On-Campus Housing

Living on-campus provides you with an authentic college experience that no student should miss. It is a chance to make new friends, learn first-hand about a different culture, and participate fully in the campus community. Accommodations on campus typically include two students living in one residence hall room. Your reservation for housing is not processed until you confirm housing arrangements.

If you would like to live on campus (or if you are required to live on campus) you must complete the online application in USFconnect. To access the application, log into USFconnect, click on the Student Tab, and click on USFrooms.

On-campus housing is very popular, so be certain to apply as soon as possible. If you have difficulties or questions, please contact the Student Housing and Residential Education office (SHARE) at orl@usfca.edu or (1)(415) 422-6824.

This contract is a legally binding agreement; once signed, you are required to live on campus for the duration of the contract. University housing operates August through May with a brief closure during the winter holidays (usually around December 15-31).

Housing Requirement The University of San Francisco has an On-Campus Housing Requirement for first year students or transfer students with less than 40 credits to live on campus for their first two semesters of enrollment at USF. Exceptions to the Housing Requirement are granted to students who live with their parents, at their parent's permanent address, within 30 miles (50 kilometers) of the University. If you are subject to the Housing Requirement, you must submit a license agreement and deposit or have an exemption request approved before you can register for classes. In addition, all on-campus residents are required to purchase a campus meal plan. All USF residence halls are nonsmoking. If you smoke, you must only do so in designated areas.

If you are required or choose to live on campus, you must fill out an On-Campus Housing License Agreement and send it, with the required deposit of \$300.00 (US), to the One Stop Office at USF. This License Agreement is an official contract; once you have signed the agreement you will have to live on campus for the duration of the agreement. It is very difficult to cancel the contract. After the Student Housing and Residential Education office (SHARE) receives your License Agreement and housing deposit, you will be assigned to a room in a campus residence hall. You will be notified of the building and room to which you have been assigned. Before you leave your home country to come to USF, be sure to confirm your housing arrangements. Due to limited space in on-campus residence halls, if you wait until you arrive at USF to make these arrangements it is likely that all rooms in the residence halls will be occupied.

New students cannot register for classes until the contract or exemption form has been completed.

If you are a transfer student with upper-class status (e.g., sophomore, junior, senior), then you also have the opportunity for living on campus in a specific theme community: The Global Residential Community. The **Global Residential Community** (GRC) is a year-long on-campus program that provides upper class residential students with a unique academic and experiential learning opportunity. Members of GRC are USF international and domestic students who want to learn more about different cultures and share their own. Approximately 16~20 students participate by sharing their culture with each other. Students live on the same floor of a residence hall and gather weekly to participate in activities (e.g., international films, art museums, restaurants, plays, etc.). International students are encouraged to apply. For more information, contact ISSS or ORL.

Please confirm your housing arrangements before arriving at USF. Questions can be directed to the Student Housing and Residential Education office at orl@usfca.edu. Due to limited space in on-campus residence halls, you should not wait until you arrive at USF to make these arrangements.

Off-Campus Housing

If you are eligible for and decide to live off campus, **do not** apply for housing using USFrooms. However, if you fall into a category of student that is required to live on

campus and you would like to be considered for exemption from this requirement, you must log in to the USRooms system and complete the housing exemption form.

Student Housing and Residential Education office (SHARE) offers very limited assistance in locating off-campus housing. Renting an apartment in San Francisco will take some time and effort and can be fairly expensive.

Locating Off-Campus Housing: There are many real estate brokers and apartment-finding services throughout the city that can aid your search for a place to live in San Francisco.

If you would like more information about off-campus housing, please visit:

http://www.usfca.edu/Housing_and_Residence_Life/Rental_Resources/
http://www.usfca.edu/Housing_and_Residence_Life/Tips_for_Renters/

More About Living Off-Campus: With the competitive rental market, it can take up to three weeks to locate accommodation, so plan your arrival and living arrangements in San Francisco accordingly. In order to rent an apartment, most rental agencies and landlords will verify your “credit history” in the United States, which would be evidenced by prior rentals in the United States, U.S. bank accounts, or credit cards. However, if you are new to the United States, then you can explain to the landlord that you do not have the mentioned documents. Additionally, ISSS has created a letter that explains these circumstances on behalf of USF international students. To access the letter, visit <http://web.usfca.edu/issv/vendor/> and follow the instructions provided. Typically, landlords are understanding and welcome international guests.

A “lease” (or rental agreement) is a binding legal contract between you and the property owner that obligates you to pay the landlord monthly rent for the duration of the lease. Most leases are for 12 months and are very difficult to alter or break. Living off-campus, while providing greater independence, may also result in expenses that you would not have if living on campus. These extra expenses include furniture, house appliances, transportation costs, and utilities such as water, electric, and gas service.

Short-Term Housing

When you first arrive in San Francisco you will likely need an immediate place to stay while you continue your search for more permanent housing. A listing of local hotels, hostels, and residence clubs is available in the “Nearby USF Establishments” section of http://www.usfca.edu/Housing_and_Residence_Life/SGH/Local_Hotels/Motels/

E. Making Travel Plans

International students are expected to arrive at USF prior to the start of International Student Orientation (*as orientation approaches, dates, times, and schedule details will be available at www.usfca.edu/issv*). In most cases, the date of the International Student Orientation will also be the program start date indicated on your I-20 or DS-2019. **If you**

cannot arrive by the program start date specified on your I-20 or DS-2019, notify the ISSS office.

If you have confirmation of on-campus housing, please contact the Student Housing and Residential Education office (SHARE) by phone at +1(415)422-6824 or by email at orl@usfca.edu for any questions about housing. You can also check the SHARE website for international student move in dates.

If you wish to travel within the United States before the start of classes, you may do so on your student visa. You may enter as early as 30 days before your program start date on your I-20 or DS-2019. U.S. Embassies and Consulates usually issue the F-1 or J-1 student visa as early as 90 days before the entry date on the I-20 or DS-2019. **Do not** enter the United States on a tourist visa (B-2) or under the Visa Waiver Program.

F. What to Bring With You

Although California is known for being the “land of golden sunshine,” the city of San Francisco does not have a very warm climate. The temperature in San Francisco averages between a high of 70 degrees and a low of 40 degrees Fahrenheit (21 to 4.5 degrees Celsius). The summer months (June through August) are usually cold and foggy. September and October are the warmest months, while the months between December and March usually bring rain and colder temperatures. You will require a light-weight jacket or coat at all times of the year and a medium- to heavy-weight coat for certain winter months. You should bring plenty of warm clothing as students who come from warm or tropical climates usually find San Francisco’s temperatures to be rather cool. Most of the students dress informally for class (jeans and shirts) but dress more formally when they go out to dinner or attend special events.

Do not ship any of your personal belongings to your campus address prior to your arrival; they will be returned if you are not there. USF will not accept any packages on your behalf and cannot store them for you on campus. If you wish to ship some of your belongings in advance, you will need to ship them to a private address. You can obtain information about freight and shipping services through your local travel agents or postal service. Insure any valuable items that you ship overseas. Items for your room can be purchased once in the United States.

Plan to bring with you enough money to cover the expenses of your first month, which is likely to be one of the most expensive periods of your stay. Keep in mind that you will be required to pay your USF tuition and fees prior to the start of classes. In addition, you will need to pay for local transportation, meals, and possibly several nights of lodging. If you plan to live off-campus, you should bring enough funds to pay a safety deposit and one month’s rent before you move in. Be careful if you choose to carry cash and avoid carrying a large sum of cash. Travelers’ checks are a safer way to carry money, but not all vendors accept them. Having a credit card, such as Visa or MasterCard, is recommended.

To access money from your home country bank in order to pay your tuition and fees, we suggest you discuss the situation with your home country bank prior to your departure. New students typically select the bank wire transfer that transfers funds directly from their home country bank to USF in order to pay for their tuition and fees during their first semester. Please visit <http://www.usfca.edu/payment/> to view the different payment options.

Important Documents to Bring

Bring with you to the United States any important documents that relate to your immigration, travel, legal, academic, and medical history:

- Passport, identification cards, driver's licenses, etc.
- Marriage certificate and birth certificates (for you and your dependents if applicable)
- Proof of health insurance coverage in the United States (if you already have coverage)³
- Information about medical conditions or treatments, prescriptions for medication (including the generic and brand names), and eye glasses
- Medical and dental records, including certificates of immunizations and vaccinations (especially rubella, rubeola, and tuberculin for you and your dependents if applicable)⁴
- Any other copies of immigration and travel documents from the past
- Official transcripts from secondary schools, colleges, or universities

³ Note: Because of the high cost of medical care in the United States, all F-1 and J-1 students are **required** to have adequate health insurance while in the United States. International students will be automatically enrolled in the USF health insurance plan. The cost of the health insurance will be included in your fees. The university has negotiated a competitive rate with a private health insurance company. Do not purchase health insurance in your home country, as you will be registered and charged for the USF health insurance policy. For more information regarding the health insurance requirement, please contact the Student Health Insurance Office at studentinsurance@usfca.edu, (1)(415) 422-6809 or visit http://web.usfca.edu/HPS/International_Students/.

⁴ A note about Immunizations: California state law requires all university students to be immunized against measles, mumps and rubella (referred to as "MMR" in the United States). You will be required to show proof (in English) of your immunizations. If you do not have the proper immunizations (or certification of such immunizations) you will be required to obtain the immunization at the USF Student Health Clinic upon arrival. If you have any questions regarding the immunization requirement, please contact the USF Student Health Clinic by telephone at (1)(415) 750-4980 or by fax at (1)(415) 750-8155.

If possible, obtain English translations of these documents and have the translations certified by a U.S. educational advising center at the U.S. Embassy or Consulate. Retain photocopies of all original documents for your records.

G. Forms to Complete on the Flight

Toward the end of your flight, the airline flight attendant will give you a Customs Form and an Arrival-Departure Record (Form I-94). Please fill these forms out while you are on the airplane and have them ready along with your Passport and I-20 (or DS-2019) when you depart the plane. It is forbidden to bring certain items into the United States (for example, fruits, vegetables, drugs, or firearms). You will be asked to report the value of the things you are bringing in to the United States. Simply follow the directions on the forms. If you have questions, ask the flight attendant for clarification.

H. Immigration and Customs Procedures

Wait in line in the immigration area until an Immigration Officer is available to process your documents. Present your Passport, Visa, Form I-20 (or DS-2019) and Form I-94 to the officer. After questioning you about your plans in the United States, the officer will process your documents for entry. You will be required to use an inkless, digital fingerscanner to scan your fingerprints. Follow the officer's instructions by placing each finger on the scanner. The officer will also take your digital photograph. These procedures add only seconds to the overall processing time.

The immigration officer will stamp your passport, I-20 (or DS-2019), and I-94 card once you have been cleared for entry into the United States. Your passport, I-20 (or DS-2019), and I-94 will be returned to you. Please check that all original documents are returned to you and that they are stamped in red ink and marked "F-1" (or "J-1") and "D/S".

Proceed to the appropriate baggage claim area to pick up your luggage. Baggage carts are available inside this area. After this, you will be directed to the Customs Service for inspection of your baggage. Give the Customs Form to the Customs Official and allow your baggage to be checked. After your baggage has passed through Customs you will be allowed to exit the airport.

I. Transportation Options from San Francisco International Airport to USF

Newly arriving USF international students will be able to take a USF-sponsored transportation shuttle from San Francisco International Airport to the USF campus **on certain days during certain times.**

As the International Student Orientation date draws near, **information about the times/days of the shuttle service will be available at www.usfca.edu/iss.**

USF Guides will welcome arriving students in the lobby area of the international terminal. Look for the USF Guides who will be holding USF signs and identified by green & gold balloons.

The USF Guides will direct new students to the USF Shuttle when it returns to the airport from USF. In addition to the Guides in the international terminal, there will also be a USF Guide riding on the shuttle to answer questions and to ensure that students know what to expect upon arrival on campus.

Note: No one is required to use the shuttle; if you prefer to get to campus as quickly as possible, you are welcome to use alternative forms of transportation noted below.

Keep in mind that the shuttle will only transport students from the airport to the campus and will not make any other stops in the city. If you do not have arrangements to live on campus, you may choose to use alternative transportation to other destinations.

Anyone with questions or concerns should not hesitate to contact the International Student and Scholar Services office at (1)(415) 422-2654 or email us at iss@usfca.edu.

Door-to-Door Shuttle Service

Shuttle buses, or door-to-door shuttles, leave from the departures/ticketing level at all terminals approximately every 12 minutes and will drop you off anywhere in the city of San Francisco. Depending on the number of passengers, door-to-door shuttles may make multiple stops. No reservation is necessary, but is recommended for passengers arriving after 11:00 pm. The cost for this service is between \$15 and \$25 and a tip of 15% is recommended as a courtesy. You may pay by cash or credit card (Visa, Mastercard, American Express), although some companies only accept credit with advance reservations. These vans have luggage space and generally carry 4 to 6 passengers. Some of the bay-area shuttle companies and their phone numbers are listed below followed by the address for USF.

Super Shuttle	(1)(800) 258-3826 (from within the U.S. only)
American Airporter Shuttle	(1)(415) 202-0733
Door-to-Door Airport Express	(1)(415) 775-5121
Pacific Airport Shuttle	(1)(415) 681-6318

Address for the University of San Francisco: 2130 Fulton Street, San Francisco, CA 94117. Estimated time from San Francisco International Airport (SFO) to USF by general shuttle is 45 minutes to 2 hours (pending number of passengers and drop off locations).

Door-to-door shuttles and taxis typically drop off students at the Visitor's Entrance (Guard Shack) on Golden Gate Avenue at Roselyn Terrace (between Parker Avenue and Masonic Avenue). The attendant at the visitor's entrance will be able to give you directions to your residence hall. If no one is on duty in the Visitor's Entrance, then either go to Phelan Hall 140 if between 8:30am-5:00pm or go directly to your assigned residence hall if between 5:00pm-8:30am. Each Residence Hall has a staff member on duty at the front desk located in the entrance to the hall.

Taxis (Cabs)

Taxis depart from designated taxi zones located outside of the arrivals/baggage claim area of the international terminal. The approximate cost of a taxi from the airport to USF is between \$40.00~\$55.00. As a courtesy, you should tip the driver 15% of the total cost. If you share the trip with other people, passengers can divide the bill to pay an equal portion of the fare. If possible, you should verify the approximate cost of the ride before you accept the taxi, but licensed cabs are on a metering system so the driver is required to charge the rate that appears on the electronic device located in the cab. You will need to give the specific street address of the University to the taxi driver. The USF address is noted below. You should have no trouble finding a taxi outside of the international terminal, but the phone numbers of some Bay-Area taxicab companies are:

DeSoto Cab (1)(415) 970-1300
Luxor Cab (1)(415) 282-4141
National Cab (1)(415) 648-4444
Yellow Cab (1)(415) 333-3333
Veterans Cab (1)(415) 552-1300

Address for the University of San Francisco: 2130 Fulton Street, San Francisco, CA 94117. Estimated time from San Francisco International Airport (SFO) to USF by taxi is 30-45 minutes.

BART (Bay Area Rapid Transit)

If you have lots of luggage, you may want to take a shuttle service or taxi rather than BART. BART is San Francisco's "metro"/"underground"/"tube" system. You can take BART from the San Francisco airport by following the BART signs in the airport baggage claim terminal to the BART station. You should take a Dublin/Pleasanton-bound BART train from the airport and should exit the train at Powell station. The cost to ride BART from the airport to Powell station is under \$10 and ticket machines are located just inside the airport BART station.

Just outside of the Powell BART station you should catch the Outbound #5 Fulton Street bus. The bus stop is located in front of the Gap clothing store and the Cable Car turnaround. You should take the #5 Fulton Street Bus to the Fulton and Clayton stop, which is directly across the street from the University of San Francisco. An electronic signboard on the bus located in the front by the driver indicates the upcoming stop. To

request the stop, you will need to pull the wire lever or stop button located throughout the bus. If you have problems or concerns about getting off at the correct stop, tell the bus driver that you need to get off at the University of San Francisco. The cost to take the bus from Powell station to the University is \$2.00 and you should make sure to have exact change for the ride. Estimated time from San Francisco International Airport (SFO) to USF by BART is 1 to 1.5 hours.

J. What to do When You Arrive on Campus

If you are living on campus and know to which room you have been assigned, go directly to the front desk at the residence hall where you will be living. If you do not know what room you have been assigned, you will need to contact the Student Housing and Residential Education office (SHARE) during business hours (Monday through Friday, 8:30am to 5pm) for your room assignment. If you arrive when ORL cannot assist you, you will need to find alternate accommodations for a place to stay.

All international students are required by the U.S. Citizenship and Immigration Services to report to the International Student and Scholar Services office to complete their status verification. Visit the ISSS office (University Center, 5th Floor) with your immigration documents **no later than Monday, August 27th, 2012.**

Procedures for Status Verification:

- 1) **New students who have not attended a U.S. educational institution before coming to USF** must bring their I-20 (DS-2019 for J-1 students), passport, visa, I-94 card, and current local address to the ISSS office.
- 2) **Students coming to USF from another U.S. school** (including high school or English language school) must bring their I-20 form(s) from their previous school(s), USF I-20, passport, visa, I-94 card, and current local address to the ISSS office.
- 3) **New graduate students who have recently completed a degree at USF** must also complete status verification procedures, as your old I-20 is no longer valid. Bring your old and new I-20 forms, passport, visa, I-94 card, and current local address to the ISSS office.
- 4) ISSS staff will make copies of all your documents and immediately return them to you. Please make duplicate copies of all important documents for your own records.

K. Registering for Classes

Undergraduate students will register for courses during general student registration. As further information becomes available closer to the start of orientation, it will be posted at www.usfca.edu/orientation.

Graduate students should contact their program department to inquire about registering for classes.

IMPORTANT: Undergraduate international students are required to register for and complete at least 12 units of coursework each semester in order to maintain their full-time enrollment (as required by the U.S. Citizenship and Immigration Service). Graduate and doctoral international students must maintain full-time status by registering for a minimum of 6 units; LLM students must register for 10 units; JD students must register for 12 units.

L. Paying Tuition Fees

Tuition fee payments are handled through the USF One Stop Office. If you have questions about how and when to pay your tuition fees visit <http://web.usfca.edu/tuition>. If you have further questions, you can contact One Stop via email at onestop@usfca.edu or by phone at (1)(415)422-2020.

M. Who to Contact if You Have Questions

Following is a list of general resources. If you are unable to contact someone or have general questions, do not hesitate to contact the ISSS office. We look forward to seeing you at orientation!

International Student and Scholar Services (ISSS)	Phone: (1)(415) 422-2654 Fax: (1)(415) 422-2412 Email: iss@usfca.edu
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Student Housing and Residential Education (SHARE)	Phone: (1)(415) 422-6824 Fax: (1)(415) 422-2480 Email: orl@usfca.edu
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Residence Halls:	Phone:
Gillson Hall Front Desk	(1)(415) 422-6183
Hayes-Healy Front Desk	(1)(415) 422-6444
Lone Mountain Front Desk	(1)(415) 422-6845
Loyola Village Front Desk	(1)(415) 422-5525
Phelan Hall Front Desk	(1)(415) 422-6626
Pedro Arrupe Front Desk	(1)(415) 571-4020
Xavier Hall Front Desk	(1)(415) 422-6700

Office of Undergraduate Admission (Toll-free calls within the United States)	Phone: (1)(415) 422-6563 Phone: (1)(800) 225-5873 Email: admission@usfca.edu
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Office of Graduate Admission

Phone: (1)(415) 422-4723
Email: graduate@usfca.edu

Intensive English Program

Phone: (1)(415) 422-6862
Email: esl@usfca.edu

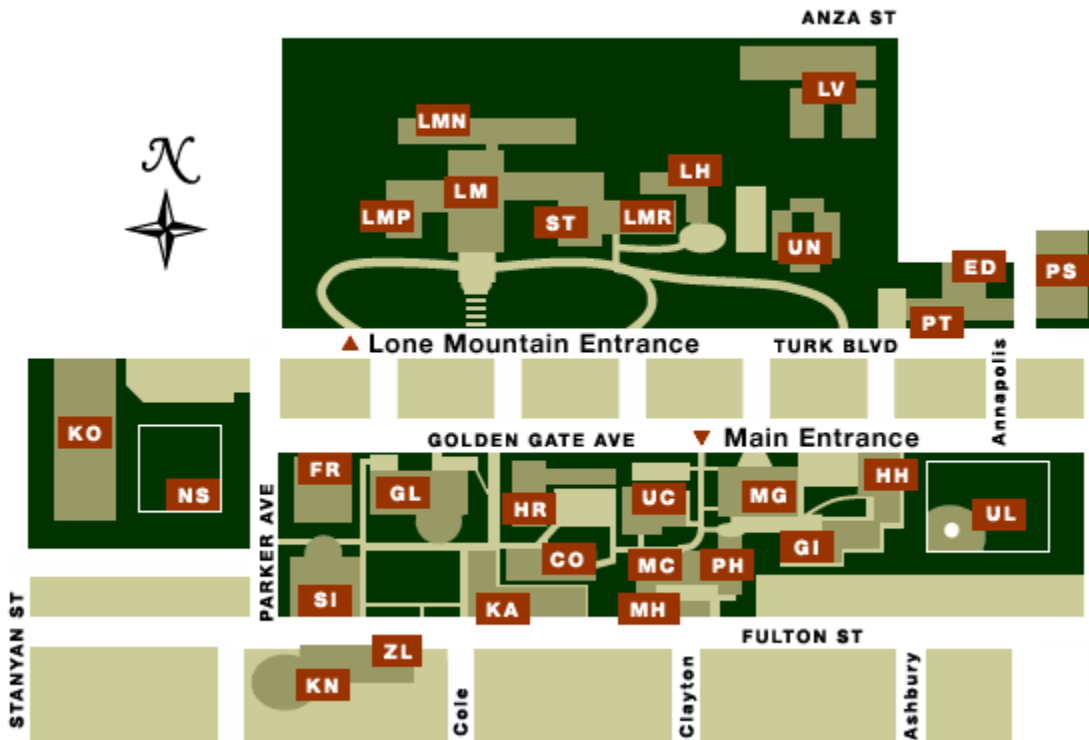
Student Health Insurance

Phone: (1)(415) 422-6809
Email: studentinsurance@usfca.edu

USF Student Health Clinic
(immunization clearance)

Phone: (1)(415) 750-4980
Fax: (1)(415) 750-8155

N. Campus Map



Main Campus

- CO** Cowell Hall
- FR** Fromm Hall
- GI** Gillson Hall
- GL** Gleeson Library
- HH** Hayes-Healy Hall
- HR** Harney Science Center
- KA** Kalmanovitz Hall
- MC** McLaren Conference Center
- MG** Memorial Gymnasium
- MH** Malloy Hall
- PH** Phelan Hall
- SI** Saint Ignatius Church
- UL** Ulrich Field & Benedetti Diamond
- UC** University Center

School of Law

- KN** Kendrick Hall
- ZL** Dorraine Zief Law Library

Koret Health & Recreation Center

- KO** Koret Center

Lone Mountain Campus

- LH** Loyola House
- LM** Main Bldg/Classrooms/Study Hall
- LMN** Lone Mountain North
- LMP** Pacific Wing
- LMR** Rossi Wing/Administration
- LV** Loyola Village
- ST** Studio Theater
- TC** Tennis Courts
- UN** Underhill Building ROTC/Upward Bound

School of Education

- ED** School of Education
- PT** USF Presentation Theater

College of Professional Studies

- PS** College of Professional Studies