



# Welcome Booklet

Orientation

International Students

Congratulations on your acceptance to Madonna University! On the next page is a checklist for you to follow to make arrangements for your travel to the United States and to Madonna University. On the pages after the checklist is detailed information related to each activity. Refer to the entire Welcome Booklet for the information you will need



# Checklist

**Make sure you RSVP as soon as possible!**

**Go to the following link to complete the Arrival Form:**

[https://ww4.madonna.edu/mucfweb/ssl\\_forms/International\\_Arrival/client/general\\_for\\_m\\_2.cfm](https://ww4.madonna.edu/mucfweb/ssl_forms/International_Arrival/client/general_for_m_2.cfm)

**SUBMIT ENROLLMENT DEPOSIT OF \$50.00 (Deadline for Fall, 2017: May 1, 2017)**  
(See instruction on online payment process on Page 3.)

**SEND OFFICIAL FINAL TRANSCRIPT**

**APPLY FOR F-1 STUDENT VISA**

- Pay SEVIS I-901 Fee
- Schedule visa interview appointment with U.S. embassy in your country
- Prepare for your visa interview
- Notify the University of your visa approval.
- E-mail Ms. Grace Philson: [gphilson@madonna.edu](mailto:gphilson@madonna.edu)

**APPLY FOR ON-CAMPUS HOUSING**

- Submit Residence Hall Contract and \$175.00 deposit to:  
*Madonna University, Student Accounts  
36600 Schoolcraft Road  
Livonia, Michigan 48150, USA  
Attn: Ms. Peggy Finnigan-Jessup, Student A*
- Notify Residence Hall of your expected arrival date, time, or special request for early arrival.
- E-mail Ms. Sarah Gombar:  
[ResidenceLife@madonna.edu](mailto:ResidenceLife@madonna.edu) or  
[sgombar@madonna.edu](mailto:sgombar@madonna.edu)

❖ Undergraduate international students are required to live on campus during the first semester of study.

❖ The University does not provide assistance with off-campus housing arrangements.

❖ For Residence Hall Information and to download Residence Hall Contract:  
<https://www.madonna.edu/resources/residence-life>

**COMPLETE THE ARRIVAL RSVP FORM**

- RSVP and see orientation schedule.
- Use the RSVP link above.
- Email Ms. Amy Dickerson for more information:  
[aldickerson@madonna.edu](mailto:aldickerson@madonna.edu)

**REGISTER FOR ENGLISH (ESL) PLACEMENT TEST**

- To register for ESL placement test, complete Arrival RSVP form.
- ❖ ESL Program Information:  
<https://www.madonna.edu/academics/esl>  
Or E-mail: Ms. Hadeel Betti for more information:  
[hbetti@madonna.edu](mailto:hbetti@madonna.edu)
- ❖ Students who have met the English Proficiency Requirement will be required to take a writing assessment test during the first semester of study.

**RSVP FOR ATTENDING INTERNATIONAL STUDENT ORIENTATION**

- Use the RSVP link above.
- Email Ms. Amy Dickerson for more information:  
[aldickerson@madonna.edu](mailto:aldickerson@madonna.edu)

**RSVP FOR AIRPORT PICKUP SERVICE**

- Use the RSVP link above.
- Email Ms. Amy Dickerson for more information:  
[aldickerson@madonna.edu](mailto:aldickerson@madonna.edu)

**ACTIVATE E-MAIL AND ACCESS MY PORTAL**

- Contact [registrar@madonna.edu](mailto:registrar@madonna.edu) or 734-432-5400 if you don't receive your MY Portal Login.
- Contact 734-432-5800 or [helpdesk@madonna.edu](mailto:helpdesk@madonna.edu) for technical assistance.

**COMPLETE REGISTRATION PROCESS AFTER ARRIVING ON CAMPUS**

- Visit International Students Office, Rm 1001, 1411
- Visit ESL Program in Room 1304
- Visit Department of Your Field
- Register for Class at Room 2003
- Pay tuition in full at Student Accounts Office, Room 2005

**ATTEND INTERNATIONAL STUDENT ORIENTATION**

**CLASSES BEGIN**



## **SUBMIT THE ENROLLMENT DEPOSIT**

To reserve your place in the entering class, follow the steps below to submit your enrollment deposit.

- Go to our [www.madonna.edu](http://www.madonna.edu) home page.
- Click on the “Resource” and then "Parents/Families" link at the top of the page.
- Click the “Make a Payment” link in the middle of the page.
- Click the “CashNet” link under the Credit Card Payments.
- Scroll down to Item #2: Enrollment Deposit
- Click on View Details
- Fill out the form
- Click “Add to basket”, then “checkout”
- If you haven’t registered an account on CashNet before, you will have to click “register” and create one.
- Follow the steps to complete the process.
- There may be a small service fee for using a credit card (2-3%)

## **SEND OFFICIAL FINAL TRANSCRIPT**

Send the Admission Office your final high school transcript with proof of graduation and/or your college transcript with final grades and credentials, if you have not done so during the application process.

## **APPLY FOR F-1 STUDENT VISA and INITIAL ENTRY TO THE U.S.**

### ➤ **APPLICATION DEADLINE**

Visa processing times vary widely by consulate, and by whether or not a security clearance must be requested. The general rule is to **apply for the visa as soon as possible**. However, the earliest that an F-1 visa can be granted is **one hundred and twenty (120) days** before the reporting date listed on the Form I-20. Students can enter the U.S. no earlier than **thirty (30) days** before the I-20 report date. Please contact the U.S. embassy or consulate in your home country for information regarding the U.S. visa application requirements and process before you actually go for the visa interview.

### ➤ **SEVIS I-901 FEE**

All new F-1 students are required to pay a SEVIS I-901 fee of \$200 before the visa interview at the U.S. embassy or consulate in your home country. Several payment options are available. The most convenient one is to pay online by using a credit card. **Please visit the SEVIS I-901 fee**

payment website at [www.fmjfee.com](http://www.fmjfee.com) and the SEVP website at [www.ice.gov/sevis](http://www.ice.gov/sevis) to learn more about the payment option and other related information regarding the SEVIS I-901 fee. Effectively immediately, when you provide a check as your method of payment, you are authorizing the Immigration and Customs Enforcement or its financial representative to use information from your check to make a one-time electronic funds transfer from your bank account. When entering the U.S., you will be required to present to the immigration officer the payment receipt of the SEVIS I-901 fee in addition to your passport and I-20. Therefore, make sure that you carry these three documents with you. Do not pack these documents in your check-in luggage.

#### ➤ VISA APPLICATION PROCESS

After receiving the I-20 A-B form, the student should read through the entire document carefully, and then sign the I-20 on Page 1. By signing the I-20, the student agrees to comply with all the terms and conditions as specified on Page 2 of the I-20. When applying for the visa to the U.S., you need to visit the American consulate or embassy with the following documents: 1) I-20 A-B, 2) valid passport, 3) financial documents, 4) letter of admission from school, and 5) SEVIS I-901 fee receipt. When the visa is granted, it is stamped into the passport, indicating where the visa was issued, the date the visa was issued, the date the visa will expire, the number of entries, the type of visa, and the visa number. When you collect your passport with the visa from the American embassy, you will also be given a sealed envelope containing all pages of the I-20.

#### ➤ PREPARE FOR YOUR VISA INTERVIEW

To successfully pass the visa interview and receive the F-1 visa, it is imperative that you are well prepared. The interview lasts only about 3 to 5 minutes. During this short period of time, you need to clearly demonstrate the following key points: 1) you have a good understanding of Madonna University, the program you are admitted into, and a clear purpose for your study; 2) You have sufficient funding for your study in the United States for at least one year; 3) You have a strong tie to your home country and you intend to return to your home country after completing your study in the United States.

To get detailed information about the F-1 visa, visit the following links posted by the U.S. Department of State:

For general information about studying in the U.S.: <http://StudyInTheStates.dhs.gov>

For general information about visas to the U.S.: <https://travel.state.gov/content/visas/en.html>

For information about F-1 student visa: <https://travel.state.gov/content/visas/en/study-exchange/student.html>

For information about visa denial: <https://travel.state.gov/content/visas/en/general/denials.html>

#### ➤ INITIAL ENTRY TO THE U.S.

On the flight to the United States, you will be given an I-94 to complete. It includes three sections: the instructions, the arrival record card, and the departure record card.

At the port of entry, you present to the immigration officer the following documents: 1) a valid passport with a valid visa, 2) sealed envelope with I-20 A-B, 3) SEVIS I-901 fee receipt, and 4) any other requested information such as financial documents or admission letter.

After examining all the documents, the immigration officer will enter all relevant data into the SEVIS system and return your valid passport with valid visa and an entry stamp.

Upon arriving in the United States, you should report to the International Students Office within 30 days of arriving or prior to the beginning of the semester, whichever date occurs first. You should submit several documents to the International Students Office. These documents include: 1) copy of passport and visa, 2) copy of stamped I-20, and 3) emergency contact information.

### **APPLY FOR ON-CAMPUS HOUSING**

International students in the undergraduate programs and in the ESL program are required to live on campus during the first year of the study. Graduate international students are strongly encouraged to live on campus, also, because no public transportation is available in Livonia. The information about the Residence Hall, its policies and contract, can be found at <http://www.madonna.edu/resources/residence-life>

Reserve your room by completing the following steps:

- Complete the Residence Hall Contract. A link to the residence hall contract can be found on the residence hall homepage: <http://www.madonna.edu/resources/residence-life>
- Include a deposit of \$175.00, which includes \$75.00 for room reservation and \$100 for room damage deposit.
  - The deposit can be made by check, money order, pay online, or wire transfer. (See Payment Method.) Make the check or money order payable to Madonna University. Please note that no room will be reserved until the deposit is received by the Student Accounts Office.
  - The room deposit will be applied to your room payment and is non-refundable if you do not come to campus after receiving your visa.
- Mail in your contract and payment to:  
Madonna University  
Student Accounts  
36600 Schoolcraft Road  
Livonia, Michigan 48150-1176  
USA  
Attn: Ms. Peggy Finnigan-Jessup
- Notify the Residence Hall of your expected arrival date and time or if you need to arrive on campus earlier than the scheduled move-in date. The contact person in the Residence Hall is Ms. Sarah Gombar, Director of Residence Life,

sgombar@madonna.edu, Tel: (734) 432-5755.

- Review the “What to Bring to the Residence Hall” list at the end of this booklet, and bring necessary items with you for comfortable living on campus.

### **REGISTER FOR ENGLISH (ESL) PLACEMENT TEST OR TAKE WRITING ASSESSMENT TEST**

The English placement test is required for students who do not meet the minimum English proficiency requirement (TOEFL, IELTS). The English placement examination tests your ability in Grammar, Reading, Vocabulary, Listening, Speaking, and Writing. It takes approximately 4.5 hours to complete. To get information about the ESL program or to reserve for the test, contact Ms. Hadeel Betti, Coordinator, ESL Program, [hbetti@madonna.edu](mailto:hbetti@madonna.edu), Tel: (734) 432-5560, [https://ww4.madonna.edu/mucfweb/ssl\\_forms/International\\_Arrival/client/general\\_form\\_2.cfm](https://ww4.madonna.edu/mucfweb/ssl_forms/International_Arrival/client/general_form_2.cfm)

Students who have met the English proficiency requirement will be required to take a writing assessment test during the first semester of study at Madonna University. Contact Frances FitzGerald at Writing Center, [ffitzgerald@madonna.edu](mailto:ffitzgerald@madonna.edu), Room 1403, Tel: (734) 432-1403, for detailed information.

### **RSVP FOR INTERNATIONAL STUDENT ORIENTATION**

All new international students to Madonna University are required to attend international student orientation. To reserve your attendance, contact Ms. Amy Dickerson at [aldickerson@madonna.edu](mailto:aldickerson@madonna.edu), Tel: (734) 432-5763.

### **RSVP FOR AIRPORT PICKUP SERVICE**

Airport pickup service at the Detroit Metro Airport will be provided for international students who are new to Madonna University. This service is available between 9:00 a.m. to 6:00 p.m. for the week before the semester starts. (Times and dates are subject to change depending on the semester.) To reserve this service, fill out the RSVP form at: [https://ww4.madonna.edu/mucfweb/ssl\\_forms/International\\_Arrival/client/general\\_form\\_2.cfm](https://ww4.madonna.edu/mucfweb/ssl_forms/International_Arrival/client/general_form_2.cfm)

#### **➤ TAXI SERVICE BETWEEN DETROIT METROPOLITAN AIRPORT AND THE UNIVERSITY**

If you prefer not to use the airport pickup service provided by Madonna University, or if the pickup service is not available during your arrival time, please follow the instructions listed below to get to Madonna University and the Residence Hall.



- When you arrive at the airport (Detroit Metropolitan Airport, Domestic or International Terminals), follow the sign – “Ground Transportation” to the 2<sup>nd</sup> floor; go across the bridge, and then down to the first floor.
- You will find two taxi services:  
Metro Airport Taxi (<http://www.metroairporttaxi.org>) and Checker Sedan (<http://www.checksedan.com>).  
The cost from the airport to Madonna University is about \$50.00 by Metro Airport Taxi and \$65.00 by Checker Sedan. The taxi service is available 24 hours a day.
- Tell the Taxi Driver, Madonna University is on I-96 and Levan. The address of Madonna University is 36600 Schoolcraft Road, Livonia, Michigan 48150. The address for the Residence Hall is 14221 Levan Road, Livonia, Michigan 48154.

If you are arriving within normal business hours, call the Residence Hall at (734) 432-5755 to let us know that you are on your way from the airport; outside normal business hours, call the Public Safety office at (734) 432-5442.

### **ACTIVATE E-MAIL AND ACCESS MY PORTAL**

The password information for your Madonna University (MU) email address and the My Portal account is sent to you in the admission package. Please activate your MU e-mail address and MyPortal account when receiving this information. University communications are always sent to your official MU email account. MY Portal web services allow you to register for courses online. Contact the Registrar’s Office [register@madonna.edu](mailto:register@madonna.edu) or 734-432-5400 if you do not receive your MU email password and MY Portal login information. Contact 734-432-5800 or [helpdesk@madonna.edu](mailto:helpdesk@madonna.edu) for technical assistance.

### **COMPLETE REGISTRATION PROCESS AFTER ARRIVING ON CAMPUS**

You must report to the University within 30 days **before** the beginning of the semester. Upon arriving on campus, visit the following offices to complete your registration and tuition payment process.

1. **International Students Office, Room 1001B, 1411, Tel: (734) 432-5791, (734) 432- 5763**  
*(Bring your passport, I-20, and I-94 when visiting the office.)*  
*(Appointment is necessary.)*

You will receive F-1 student visa guidelines.

2. **Office of ESL Program, Room 1304, telephone (734)-432-5560**  
*[Required for students who do not meet the minimum English proficiency scores (TOEFL, IELTS, etc) admission status] (Appointment is necessary.)*

You will take the English Placement Test to determine your English proficiency level. Based on the test result, you may be required to take ESL classes. For English proficiency requirement by Madonna University, see <http://www.madonna.edu/academics/esl>

**3. Department of Your Field of Study**

*(For students who have met the ESL requirements) (Appointment is necessary.)*

You will discuss your plan of study with an advisor in the department.

**4. Registration Office, Room 2003, telephone (734) 432-2003**

You will register for classes.

**5. Student Accounts Office, Room 2005, telephone (734) 432-5600**

You will submit tuition payment. **Please be sure that sufficient funding is available for such payments upon your arrival on campus.**

**TUITION PAYMENT**

All international students are required to remit payment according to the payment schedule indicated in the class Schedule book.

**PAYMENT INFORMATION**

Tuition and fees are payable in U.S. currency by cash, check, money order, e-check, wire transfer, or credit card (MasterCard, Discover, American Express or Visa). There is a 2.9% processing fee for all credit card payments and all credit card payments must be processed online.

- Payment by Check: Make the check payable to Madonna University and send the check to the following address. Make sure to include the student's name on the check.

Madonna University  
36600 Schoolcraft  
Livonia, Michigan 48150-1176, USA  
Attn: Student Accounts Office

- Payment by Wire Transfer: Use the following bank information. Make sure to include the student's name on the wire transfer receipt.

Name of Bank:	First American Bank
Bank Address:	1650 Louis Ave, Elk Grove, IL 60007
Account of:	Madonna University
Routing #:	071922777
SWIFT #:	FAMBUS44
Account #:	7811761702

- Payment Online by Credit Card:

Students/Parents/Friends can go online and create their own User Name and Password to make a payment

- Go to our [www.madonna.edu](http://www.madonna.edu) home page.
- Click on the “Resource” and then "Parents/Families" link at the top of the page.
- Click the “Make a Payment” link in the middle of the page.
- Click the “CashNet” link under the Credit Card Payments.
- A list of options for payments (such as Admission Fee, Graduation Fee, Advance Tuition, etc. Look for a link ‘Real-Time Payment’ or ‘Tuition Payment’ for current tuition payments, click on the ‘Select’ button on the right side of the line.
- After you choose your item/s to pay, you will be prompted for an ID and password **or you can create a user ID and Password**
- Students can then follow the directions from there to enter the amount, account information, etc. If choosing the option “Real-Time Balance” and you do not want to pay the full amount listed with that option, the amount can be changed on the next page prior to entering your payment information.

## **MEDICAL INSURANCE**

All international students at Madonna University are required to carry valid catastrophic health insurance that is purchased in the United States during their entire stay in the United States including the OPT period. Contact Amy Dickerson at [aldickerson@madonna.edu](mailto:aldickerson@madonna.edu), Office of Student Life (Room 1411) for detailed information of medical insurance requirements and to submit the proof of medical insurance upon arrival on campus.

The medical insurance coverage needs to have the following minimum benefits:

- Medical benefit of at least \$100,000 per accident or illness;
- Repatriation of remains in the amount of \$25,000;
- Expenses associated with the medical evacuation of the international student to his or her home country in the amount of \$50,000;
- A deductible not exceed \$500 per accident or illness.

International students may apply for any company of their choosing that meets the minimum coverage requirements by Madonna University. They may also purchase insurance from the following companies.

**Student Secure Insurance (There are three options: Elite, Select, or Budget.)**

<http://www.internationalstudentinsurance.com/student-health-insurance/>

**International Student Insurance** - <http://www.internationalstudentinsurance.com/>

**ISOA** - <https://www.isoa.org/>

**PSI Service** - <http://www.psiservice.com/psiweb/>

## **EMPLOYMENT**

According to US immigration rules, international students without a valid work permit issued by the US government may seek employment only on campus. On-campus employment is limited; therefore, not all students can find a job. Without employment, you are not eligible to obtain a social security number (SSN). You may find it difficult to obtain a car or apartment without a SSN.

## **IMPORTANT PAPERS YOU NEED TO BRING**

Please bring all the items which are listed below. When traveling to the United States, be sure your official papers are in order, organized, and filed together in a secure place, such as a small folder or carry-on luggage. Do not place these in your check-in luggage.

1. **Passport** – It must be valid for six months beyond your intended stay in the United States. It can be revalidated at your Consulate in the United States, if necessary. (The passport should be carried with you.)
2. **Form I-20 AB** – This is the Certificate for Non-Immigrant (F-1) Student Status you received from the Admissions Office. You will present this at your Port-of-Entry. You should also have proof of sufficient funds (one year's expenses).
3. **Medical Records** – You must be properly immunized before you leave; bring your history of immunization (immunization record), medical records, and documentation of special conditions with you. Also bring a second pair of eye glasses and any necessary prescription medication.
4. **Transcripts** – If you are bringing final academic transcripts, make sure you have an English translation of notarized and authentic copies. We recommend you also bring course descriptions or syllabi, if possible.
5. **International Driver's License** – You must possess a valid driver's license, either international or American, in order to drive in the United States.
6. **Second Identification** – Bring a second document which identifies who you are, if possible. The driver's license noted above is a good example; a photo ID would be recommended.

## **WHAT TO BRING TO THE RESIDENCE HALL**

## **DO BRING OR PURCHASE IN THE U.S.:**

- Pillow, blanket, bedspread, sheets, pillowcase (extra long twin bed)
- Towels, toiletries
- Desk lamp, desk organizer
- Wastebasket
- Drawer liner
- Personal items (pictures, posters, etc)
- White putty (sticky tack) to hang items on wall
- Surge protector
- Sewing kit
- Umbrella, raincoat
- Cleaning supplies
- Broom or small vacuum
- Laundry basket, detergent, starch, iron
- Clothes hangers
- Dishes, food storage containers, can opener
- Flip Flops for shower
- Fan
- Flashlight
- Personal radio, stereo with headphones
- Alarm clock
- Small first aid kit (bandages, aspirin, cotton balls, etc)
- An open mind and sense of adventure

**\*\* The U.S. uses 120V/60Hz electricity and type A and B sockets/plugs\*\***

## **DON'T BRING**

- Appliances with exposed heating elements
- Candles or incense
- Firearms or any other weapons
- Double-sided tape to hang items on surface
- Alcoholic beverage (We are a dry campus.), or alcoholic beverage containers used as decoration

Please visit the website <http://www.madonna.edu/resources/residence-life> for more information about the rules and regulations in the Residence Hall.