



# Coming to New York

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Your Guide to Getting Started at  
New York Institute of Technology

The NYIT logo consists of the letters "NYIT" in a bold, blue, sans-serif font, centered within a solid orange square.

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# Welcome To NYIT!

Studying in a foreign country is an exciting and challenging experience. We congratulate you for taking on this challenge. This guide will prepare you with information about F-1 or J-1 student status, your arrival to New York, and your first few weeks on campus.

For many of you, this will be your first time in New York and in the United States. We are here to help you with your adjustment to a new school, community, country, and culture. You are joining more than 1,300 international undergraduate and graduate students from nearly 100 nations at our campuses in Manhattan and Old Westbury.

## Office of International Education

The Office of International Education supports and nurtures international students at NYIT by supporting a multicultural environment while embracing NYIT's presence in the global community. You will be contacted by an international student advisor who will be your personal contact during your time at NYIT. You are welcome to stop by the office to speak with an advisor or contact us at [oiie@nyit.edu](mailto:oiie@nyit.edu), 1.516.686.7526 (Old Westbury), or 1.212.261.1684 (Manhattan) about questions or requests concerning visas, immigration, travel, employment, or other matters.

## Coming to New York: Your First Weeks

Plan to arrive in New York before the semester begins so you have time to settle in, get to know your way around, meet new people, and feel more "at home" before classes start. The earliest you can arrive, according to immigration regulations, is 30 days before the program start date on your visa certificate (I-20 or DS-2019). You will need to arrive in time to attend the mandatory orientation at the campus where you will be taking classes.

## New Student Checklist

Visit [nyit.edu/intl/admitted](http://nyit.edu/intl/admitted) for complete information about your next steps.

### All New Students

- Activate your MyNYIT Portal at [my.nyit.edu](http://my.nyit.edu) to confirm your enrollment, pay your tuition deposit, and accept or decline your NYIT scholarship, if applicable.
  - Go to [register.nyit.edu/reset](http://register.nyit.edu/reset)
  - Enter your NYIT ID number and last name exactly as they appear on your acceptance email or letter.
  - Copy the security code exactly as it appears and submit.
  - Provide your date of birth to establish your secret security question and answer.
  - Create a security question and answer. The answer needs to be between six and 20 characters.

- Create a new password. Please read the password instructions carefully to create a secure password containing required characters.
- You have successfully created your NYITConnect account and email address. You may access it online in your MyNYIT Portal at [my.nyit.edu](http://my.nyit.edu).
- Confirm your enrollment at NYIT by submitting your nonrefundable tuition deposit by the required date in your MyNYIT Portal.
- Accept or decline your NYIT scholarship or aid online in your MyNYIT Portal, if you received one in your acceptance and financial aid packages.
- If you are a student-athlete, please be sure to get the required documents needed from your coach to process your scholarship, if applicable, prior to making your tuition payment.
- Secure your housing arrangements, whether it be NYIT housing or off-campus housing.
- Make travel arrangements for your arrival to NYIT within 30 days of the first day of classes. View orientation dates and register for orientation at [nyit.edu/orientation](http://nyit.edu/orientation). You are required to attend orientation.
- Register for a SEVIS Document Check-In Session and attend this when you arrive to campus. This is a requirement for all students with I-20s.
- Submit your proof of immunizations. You will not be allowed to go to class without these documents.
- Pay your tuition bill.

### **Undergraduate Students**

- **Tuition Deposit:** Your \$400 tuition deposit is due to NYIT by December 1 for the spring semester, May 1 for the fall semester, or within two weeks of receiving your acceptance letter or email if you are admitted after these dates. You can pay your deposit in your MyNYIT Portal by accessing NYITConnect.
- **Placement Exams and Registration:** All entering first-year students, including those who have received advanced placement credit or transfer credit for work done at another college, must take NYIT placement exams in mathematics, English, and reading prior to registration. You will meet with a first-semester advisor after your placement exams to register for your classes.

Transfer students who have not received credit for College Composition I and/or the first math course in their major must take applicable NYIT placement exams. Transfer students with credit for College Composition I and/or the first math course in their major do not need to take placement exams. You will register for classes with your first semester advisor.

You will be notified with more information about placement exams and registration. You can learn more and view practice exam questions at [nyit.edu/placement](http://nyit.edu/placement). Please note that these exams are administered strictly for placement purposes and will not affect your admission to NYIT.

- **Submit Final, Official Documents:** Send your final, official transcripts to the Office of Admissions, including any college-level work you completed, as well as official test scores prior to the start of your first semester.

## Graduate Students

- Tuition Deposit: Your \$500 tuition deposit is due to NYIT within four weeks of receiving your acceptance letter or email. You can pay your deposit in your MyNYIT Portal by accessing NYITConnect.
- Registering for Classes: You will meet with a graduate advisor in your program when you arrive to campus. You will be advised on the courses you need for your first semester, and then you will be able to register for courses with the Office of the Registrar. For a list of advisors and their schedules, visit [nyit.edu/advising/advisor\\_schedules](http://nyit.edu/advising/advisor_schedules).

Graduate students whose TOEFL scores fall between 500 and 550 (written), 173 to 213 (computerized), or 61 to 80 (Internet-based), or whose IELTS score falls between 5 and 5.5 will be placed in English language courses prior to arrival. You must meet with a staff member in the English Language Institute (ELI) prior to registering for classes. You do not need to take a placement exam.

- Submit Final, Official Documents: Send your final, official transcripts, test scores, and proof of degree to the Office of Admissions prior to the start of your first semester.

## English Language Institute (ELI) Students

- Students admitted directly to the English Language Institute without a TOEFL or IELTS score must take the NYIT placement exam in English prior to registration.

## Housing Options

### Residence Halls

Undergraduate and graduate students are welcome to live in full-service residence halls near the Manhattan and Old Westbury campuses. Although the residence halls are not located on NYIT's campuses, the Manhattan residence halls are a short subway ride from campus, while the Old Westbury residence halls are accessible via an NYIT shuttle bus.

NYIT housing is always in high demand. If you are interested in living in one of NYIT's residential facilities, we encourage you to submit a Residence Hall Application and your nonrefundable housing deposit as soon as possible. Housing is determined on a first-come, first-served basis. Visit [nyit.edu/housing](http://nyit.edu/housing) to access the application and to view housing options, costs, and move-in dates. You will receive your room and building assignment by email prior to your arrival to NYIT.

- For questions regarding the Manhattan campus, as well as off-campus housing, email [housingma@nyit.edu](mailto:housingma@nyit.edu) or call 1.212.261.1737.
- For questions regarding the Old Westbury campus, as well as off-campus housing, email [housingow@nyit.edu](mailto:housingow@nyit.edu) or call 1.516.686.1402.

## Off-Campus Housing

Finding a place to live off-campus in New York can be challenging. It is important to be prepared and do your research before selecting the place you're going to live for the next year or more. While you may want to begin your search in advance, you will find that most vacancies are not posted any earlier than 30 days prior to your move-in date. If you plan to live off-campus, try to come to New York at least three weeks ahead of time and arrange a temporary place to stay until you find an apartment.

We offer tools to help you find off-campus housing near our campuses. Visit [nyit.edu/housing/offcampus](http://nyit.edu/housing/offcampus) for assistance. You can also find temporary accommodations below.

- Local hotels near Manhattan campus: [nyit.edu/locations/manhattan\\_local\\_hotels](http://nyit.edu/locations/manhattan_local_hotels)
- Local hotels near Old Westbury campus: [nyit.edu/locations/westbury\\_local\\_hotels](http://nyit.edu/locations/westbury_local_hotels)

## Living in New York

### Weather

The climate in the New York area changes with the four seasons:

Season	Average High Temperature	Average Low Temperature
Fall (September – November)	61° F (16° C)	44° F (7° C)
Winter (December – February)	38° F (°3 C)	25° F (-4° C)
Spring (March – May)	61° F (16° C)	44° F (7° C)
Summer (June – August)	89° F (29° C)	68° F 20°(C)

- For the fall and winter, bring a heavy coat, warm sweaters, boots, gloves, hats, scarf, and heavy socks for the cold weather.
- For the spring and summer, bring lightweight clothing and a light jacket for the warmer weather.
- An umbrella and raincoat are appropriate for the fall and spring seasons. For more information about temperatures, rainfall amounts, and weather, visit [weather.com](http://weather.com).

### What to Bring

When you arrive in the United States, carry your immigration-related documents, United States currency, and credit card(s) close to you at all times, such as in your pocket or purse.

Here are some recommended items to include in your personal bag or carry-on luggage (small daypack/backpack):

- Medications you use regularly and extra prescription eyeglasses or contact lenses. Many drugs in the United States require a prescription from a doctor, so if you have a chronic

health problem that requires medication, it is recommended to bring enough to last for a few weeks.

- Valuables, such as jewelry or irreplaceable items, including personal photos or letters.
- A phone charger, change of clothing, and toiletry items in case of unexpected delays, missed flight connections, or lost luggage.

**Pack Lightly:** You don't want to carry too many pieces of luggage during your travels. Anything you forget, and almost anything you would want to buy, is only a walk, bus, or subway ride away. The dress codes at United States institutions are often casual. NYIT students typically wear slacks, jeans, skirts, t-shirts, sweaters, and sneakers. You may wish to pack a few semi-formal/formal items for special occasions. Business attire, such as a suit, may be good to have handy for interviews, internships, or professional development activities.

Clothing can be purchased in the United States at fairly reasonable prices, especially after you become familiar with the best sources for shopping. When purchasing any item other than food, it is advisable to keep the sales receipt. If none is given to you, ask the cashier. You will need that receipt if the item you purchased is defective or unsatisfactory and you wish to return it to the store for a refund or exchange.

**Household Items:** Purchase items such as cooking and eating supplies, small electrical appliances, bed sheets, and towels in New York. These items can add unnecessary weight when you travel, and most can be found for moderate prices. In particular, electrical items from your home country may not be compatible with the United States' electrical supply and usage may not be permitted in the residence halls.

## Estimated Expenses

Most students live on limited budgets. It is best to manage your money wisely to ensure it lasts as long as possible. Be cautious about spending until you have become accustomed to the value of the dollar and know what your essential living expenses will be. This may take time and experimentation. Be extra cautious about overextending yourself through excessive use of credit cards. Finance charges on such cards accumulate rapidly.

The funding amount listed on your I-20 or DS-2019 gives a good idea of how much you can expect to need to pay for your tuition, fees, and living expenses for the academic year. We estimate that you will need \$13,350 per year for your individual living expenses. If you are bringing your family, your expenses will also be higher. You should plan to need an additional \$5,000 per year for your spouse and \$4,500 per year per child. You should also take currency fluctuations into account in order to ensure that you have more than the required amount available in the event the value of your country's currency decreases. For one of many online currency converters, go to [xe.com](http://xe.com).

**Banking:** The Office of International Education works with several financial institutions to help students obtain a checking or savings account. Checking accounts are generally used for day-to-day expenses and do not earn interest while savings accounts are used for funds that are not immediately required and earn interest.

Some banks may charge monthly fees and have minimum balance requirements; however, many banks also waive those fees and requirements for students. When you go to open an

account, tell the banker that you are a student at NYIT to find out if you will be exempted from those fees. The Office of International Education can advise you of banks that have offered special accounts to NYIT's international students.

In addition to a recommendation letter verifying your NYIT student status, which the Office of International Education can provide, you will need the following documents to open an account:

- Unexpired passport
- Form I-94
- Form I-20 or DS-2019
- NYIT student ID
- Some banks may require additional identification from international students. Check with the specific bank branch where you wish to open an account.

Always show caution when it comes to money and valuable possessions. Keep purses and wallets out of sight. Do not carry too much cash when you go out. Do not display jewelry.

**As you plan your budget, keep the following in mind:**

- You are required to register as a full-time student every semester (except the final term of a degree program if you need less than a full-time course load to graduate).
- You may be required to take English courses, which may increase the time you need to earn your degree, as well as costs. The English Language Institute at NYIT has five levels. The lowest level is for students who have little to no basic English skills (6 Level). The other four levels (7, 8, 9, and 500 Level) are aimed at improving your English for academic purposes.

Placement into these levels is based on your IELTS or TOEFL examination scores. If you have not taken either of these examinations, you will take the ACT Compass examination upon your admission to our program. IELTS or TOEFL scores are not necessary for admission into the ELI. However, IELTS or TOEFL scores are necessary for admission to a degree program at NYIT. For more information and to view an example of a student's academic plan, visit [nyit.edu/eli](http://nyit.edu/eli).

- If you have accepted an assistantship, your salary is subject to city, state, and federal taxes, unless there is a tax treaty between your home country and the United States. United States tax law requires NYIT to tax scholarship and fellowship grants that exceed the cost of tuition and fees to individuals on F-1 and J-1 visas.
- Medical costs in the United States are high, even when you have health insurance. All students are required to carry NYIT health insurance, and it is strongly recommended that your dependents are covered by health insurance while they are in the United States. J-2 dependents are required by law to have health insurance.
- If you are commuting to campus, or require public transportation to get around, you need to factor in public transportation costs, such as subways, trains, or buses.

## **Cultural Adjustment**

Moving to a new country, new city, and new academic environment is a significant adjustment. “Culture shock” is the name given to the feeling of disorientation that may occur when a person is placed in unfamiliar surroundings. When you arrive to New York, you will encounter new sights, sounds, smells, tastes, languages, customs, and experiences that are different from your home country.

Each individual experiences culture shock differently and there is no way to know in advance how you will respond to cultural adjustment. It is important to understand that if you are experiencing difficulties, your feelings are normal and you will get through them. The Office of Counseling and Wellness is here to help you adjust to life at NYIT and in New York.

Although people react differently, here are some suggestions that may help you with your cultural adjustment:

- Maintain your perspective. Remember that thousands of students have come to NYIT from other countries and thrived. It is this cultural immersion that will help you to have a competitive edge over others throughout your career.
- Temper your expectations. Your reactions to life in the United States, in New York, or at NYIT may be based on preconceived notions of what you expected. If you find yourself feeling confused or disappointed, ask yourself if your initial expectations were reasonable.
- Keep an open mind. People at NYIT may act differently than what you may be used to. It is important to understand that they are acting in accordance with their own values. Do not judge their behavior using the same standards you would use in your home country.
- Learn from experience. Moving to a new country and learning about a new culture can be one of the most rewarding experiences in your life. This is a wonderful way to understand your own values and broaden your mind.

We are here to help! If you would like to talk to someone about how you are feeling and your adjustment to life at NYIT, visit the Office of Counseling and Wellness to speak with a counselor or receive additional information to help you adjust and enjoy your time at NYIT.

- Manhattan Campus, 26 W. 61<sup>st</sup> St., Mezzanine Level, 1.212.261.1770
- Old Westbury Campus, Harry Schure Hall, Room 208, 1.516.686.7976

## **Health Insurance and Immunizations**

### **Student Health Care**

There is no national government-supported system for paying medical expenses in the United States. Doctor and laboratory fees, hospitalization expenses, and medication may be costly if you require these services. Typically, hospital costs in the New York area are between \$500 and \$1,000 per day, which does not include physician’s fees that may also be expensive. It is very important to have health insurance. Therefore, NYIT requires that all international students be covered by the NYIT Health Insurance Plan.

As an F-1 or J-1 student, you will automatically be enrolled in NYIT's Plan 1 Basic Accident Medical Expense Benefit and the Plan 2 Basic Sickness Medical Expense Benefit and Supplemental Accident and Sickness Medical Expense Benefit through Aetna Student Health. Enrollment is mandatory and you will be billed for this each semester through the Office of the Bursar. No other health insurance policy can be substituted for the NYIT Health Insurance Plan. Your NYIT insurance policy does not cover any other members of your family. It is recommended that you purchase separate insurance coverage for each of them.

Visit [aetnastudenthealth.com](http://aetnastudenthealth.com) for more information about medical benefits, enrollment cost, medical claim forms, and enrollment deadlines. Contact the Office of Wellness Services at [ows@nyit.edu](mailto:ows@nyit.edu) with additional questions.

If you have a minor illness or common aches and pains, go to one of the preferred health care providers listed on the Aetna website. You should only go to the hospital if you have an emergency.

### **Immunization**

New York State Public Health Laws §2165 and §2167 require all students enrolled for at least six semester hours or the equivalent per semester to provide written proof of immunization against measles, mumps, and rubella, and a meningococcal meningitis vaccination response. Students must submit a completed copy of NYIT's Student Immunization Form to the Office of Wellness Services prior to registering for courses. Tuberculosis testing is also required. You will not be able to attend class without this documentation. For more information and to access the form, visit [nyit.edu/immunization](http://nyit.edu/immunization) or email [ows@nyit.edu](mailto:ows@nyit.edu).

## **Getting around New York**

### **Transportation from Area Airports to NYIT's Manhattan Campus**

- From **John F. Kennedy International Airport (JFK)**, take New York City (NYC) Subway A to Columbus Circle (West 59th Street and Broadway). NYIT is two blocks north at 1855 Broadway and West 61st Street. You can also make a reservation with Super Shuttle ([supershuttle.com](http://supershuttle.com)) and pay directly online. After you arrive at John F. Kennedy (JFK) Airport and pick up your luggage, look for "Ground Transportation" signs, and then look for the transportation desk and a Super Shuttle representative (in a blue uniform). For additional information on ground transportation, visit [panynj.gov/airports/jfk-ground-transportation.html](http://panynj.gov/airports/jfk-ground-transportation.html).
- From **LaGuardia Airport (LGA)**, take Manhattan Bus 60 (M60) to the west side of Manhattan (last stop) and change to NYC Subway train 1 or 9. Get off at West 59th Street/Columbus Circle. NYIT is two blocks north at 1855 Broadway at West 61st Street. Call 800.AIRRIDE, which will give you information about transportation options from different airports to campus. For additional information on ground transportation, visit [panynj.gov/airports/lga-ground-transportation.html](http://panynj.gov/airports/lga-ground-transportation.html).
- If you arrive at **Newark International Airport (EWR)** you can arrange for a shuttle ride at the Airport which will take you to your destination. You can book online or call toll free

1.877.599.8200. For additional information on ground transportation, visit [panynj.gov/airports/ewr-ground-transportation.html](http://panynj.gov/airports/ewr-ground-transportation.html).

- A licensed NYC yellow taxicab: This is a faster but more expensive option (the current flat rate is \$52 from JFK to Manhattan and approximately the same from JFK to Old Westbury). You may pay by cash or by credit card. After you get your luggage, follow the signs for taxis and make sure to choose a **licensed** yellow taxi.

You may also contact the United States embassy in your home country for assistance as you plan your arrival.

### **Directions to NYIT's Old Westbury Campus**

The Long Island Railroad (LIRR) provides access at several train stations, including Westbury, Hicksville, Manhasset, and Greenvale, which is the closest to campus. From the station, you can take a taxi to campus. Nassau Inter-County Express (NICE) bus route N20 (Flushing to Hicksville via Northern Boulevard) stops at the NYIT campus (weekdays only).

From the west, take the Long Island Expressway to Exit 39 (Glen Cove Road North). Follow Glen Cove Road north to Northern Boulevard (Route 25A). Turn right onto Northern Boulevard and continue east for just over a mile to the NYIT entrance on the right. From eastern Long Island, take the Long Island Expressway to Exit 41 (Broadway/ Route 107). Follow Route 107 north to Northern Boulevard, turn left, and continue west to the fourth traffic light. NYIT entrance is on the left.

### **In Case of Emergency**

If you find yourself detained at a United States point of entry during regular business hours (9 a.m. – 5 p.m., Monday – Friday), call NYIT's Office of International Education at 1.212.261.1514 (Manhattan) or 1.516.686.7585 (Old Westbury) and ask to speak to an international student advisor.

If you are in an emergency situation and NYIT's Office of International Education is not available, please call NYIT Security at 1.516.686.7789 (Old Westbury) or 1.646.273.7789 (Manhattan). A security officer will get in touch with an Office of International Education staff member, who will then contact you and try to resolve the problem.

## **Traveling in New York**

There are many ways to get around New York City, which is comprised of five boroughs—Manhattan, Queens, Brooklyn, the Bronx, and Staten Island.

**The Grid Pattern of Manhattan:** Streets in Manhattan are numbered and run from east to west. If you're on 23rd Street and wish to get to 42nd Street, you simply go 19 blocks north. To get from 80th Street to 75th Street, walk 5 blocks south. The avenues of Manhattan run north to south, some with numbers and others with names. Those that are numbered go from east to west with First Avenue being close to the East River and Twelfth Avenue on the far west side of the island. The named avenues include (among others) Park Avenue, Lexington Avenue, and Madison Avenue. The named avenues are primarily on the east side between Fifth and Third

Avenues in midtown and uptown. On the west side, Seventh, Eighth, and Ninth Avenues turn into Columbus Avenue, Central Park West, and Amsterdam Avenue above 59th Street.

The exceptions to the grid rule (all found below 14th Street) are the Financial District, Chinatown, Little Italy, the Lower East Side, Greenwich Village, Soho, and Tribeca. Because most of these southern section streets bear names rather than numbers (Delancey Street, Wall Street, Church Street), orientating yourself can be tricky. So it's important to download a good map application onto your smartphone, such as use Google maps, or ask for directions when necessary.

Learn more: [frommers.com/destinations/new-york-city/663725#sthash.RCUhi7bh.dpbs](http://frommers.com/destinations/new-york-city/663725#sthash.RCUhi7bh.dpbs).

**Public Transportation:** View information, schedules, and maps for New York City subways, buses, and commuter rail lines at [mta.info](http://mta.info). You can download an MTA subway map onto a smartphone, and there are also a lot of useful apps for navigating the city, such as [HopStop.com](http://HopStop.com) or [Letsembark.com](http://Letsembark.com).

- **MetroCard:** MetroCards are electronic fare cards that are used for public transportation (subways and buses) in all five boroughs of New York City. There is a basic fare for each ride. Learn more at [mta.info/metrocard](http://mta.info/metrocard).
- **Subway:** The subway is the most efficient, rapid, easy, and affordable way to get just about anywhere you'd want to go in Manhattan. It runs 24 hours a day, 7 days a week, and yes, it gets crowded at rush-hour (roughly from 8 to 9:30 a.m. and from 5 to 6:30 p.m. on weekdays), but even then it's still the fastest way to get from point A to point B.
- **Bus:** Riding buses when you have the time is enjoyable, and may be necessary when travelling across the city. You board the bus at the front, and pay by using a MetroCard. Bus drivers stop at bus stops only if there is someone waiting there, or if someone on the bus presses the "stop requested" strip located between windows in advance of the stop. It's a good idea to take a bus late at night when traveling alone rather than a subway.
- **Taxi:** Official New York City taxis, licensed by the Taxi and Limousine Commission (TLC), are yellow, with the rates printed on the door and a light with a medallion number on the roof. You can hail a taxi on any street. The passenger is charged by the time and distance on a meter. It is usual to tip the driver 10-20% of the fare.
- The Old Westbury campus is in Long Island. You can get around by car, bus, or the Long Island Rail Road.

## Staying in Touch with Family and Friends

**Local & Long Distance Calls:** For local or long distance service you must dial 1 plus the 10 digit number (example: 1.212.261.1684 for the Office of International Education). The area code is the first three numbers. In the above example, 212 is the area code.

**Toll-Free Calls:** These numbers are often referred to as “800 numbers” after the original area code. For service, dial 1 plus the toll-free 10-digit number. The following area codes indicate toll-free calls: 800, 822, 833, 844, 855, 866, 877 and 888.

**International Calls:** Dial 011 + country code + area code + number. See [countrycallingcodes.com](http://countrycallingcodes.com) for a list of country codes.

**Mobile (Cell) Phone Service Providers:** You have a few choices for cell phone service, including a pre-paid plan or monthly plan with a one-year or two-year contract, or without a contract. Since you most likely do not have a credit history in the United States, cell phone companies may require a refundable deposit before a contract can be approved. If you opt for a pre-paid plan, please read the fine print. Some companies charge a fee to customers who use a calling card with the pre-paid plans. If you choose to sign a contract, you will be charged a fee if you cancel the service before the agreed upon length of time.

**Local Post Offices:** Find locations and hours of operation by inserting the neighborhood zip code at [usps.com](http://usps.com). Zip (postal) codes are required for all United States mailing addresses. You can look up a zip code at [usps.com](http://usps.com).

## Staying Safe at NYIT and in New York

NYIT does everything it can to ensure the safety of its students, faculty, staff, community members, and property. Security professionals at NYIT campuses are trained in emergency response procedures (fire, bomb threat, and medical emergencies). In addition, NYIT employs several alert systems—including text, email, and voice notification—designed to keep you informed as early as possible in the case of an emergency.

**In an emergency, call 911 on a phone to get immediate assistance from the police, fire department, or ambulance. You should also call Campus Security at:**

- Old Westbury: 1.516.686.7789
- Manhattan: 1.646.273.7789

Learn more about campus safety precautions, tips for commuting to campus, and housing security at [nyit.edu/emergency/safety](http://nyit.edu/emergency/safety).

## Important Payment Information

You must be prepared to pay your balance in full upon registration. This includes the cost of tuition plus any mandatory college fees including room, board, and health insurance. You can view information about tuition and fees at [nyit.edu/tuition](http://nyit.edu/tuition). However, each student’s balance varies according to his or her plan of study. For more personalized attention regarding your tuition and fees, please contact the Office of the Bursar at [bursar@nyit.edu](mailto:bursar@nyit.edu) or call 1.516.686.7510 or 1.212.261.1620. Please include your student ID, semester you plan on attending, your student status, whether or not you will live in residence halls, and which campus

you plan on attending. For information on how to pay your bill, please visit [nyit.edu/bursar/payments](https://nyit.edu/bursar/payments).

## **Tuition and Fees**

Please note that the tuition and living expenses listed in the I-20 are estimates and not the exact tuition and fees. Please refer to [nyit.edu/tuition](https://nyit.edu/tuition) for exact fees. Students who do not make payments in accordance with the payment due dates are at risk for cancellation of their classes and residence hall assignment as well as being charged a late payment fee.

The due dates are as follows: fall semester is August 1; intersession and spring semesters are January 1; and summer semester is May 1. If you register after the August 1 or January 1 due date, your payment is due when you register for classes. In the event you are charged a late payment fee, the fee will not be waived.

Please note all fees are subject to change.

### **How to Make Tuition Payments**

There are various options to pay your NYIT invoice. Please include your first and last name and NYIT student ID number on all payments to ensure accurate and timely posting of payments to your account. You will need to accept or reject your financial aid first, if applicable, before making your payment.

Please note that you can grant others access to paying your bill by signing into your MyNYIT Portal at [my.nyit.edu](https://my.nyit.edu) and accessing NYITConnect to authorize a payer or payers by selecting the Parent Pin option.

### **Payment Options**

We offer a number of ways for our international students to pay for New York Institute of Technology tuition, fees, and housing. We encourage you to consider Flywire or TransferMate (formerly Pay to Study) as a cost effective and expedited way to make your payments to include international credit cards in your home currency. [Find out more.](#)

## **Late Fees and Refunds**

### **Late Registration Fee**

Continuing students who register after the first day of classes will be assessed a late registration fee. This fee must be paid in addition to your tuition and fees at the point of registration or you will not be permitted to register. This fee is not subject to waiver and is nonrefundable.

### **Late Payment Fee**

Students who do not pay in accordance with the terms listed above will be assessed a late payment fee for each applicable due date. This fee must be paid in addition to your tuition and fees. This fee is not subject to waiver. Please note: all fees are subject to change.

## **Refunds**

Tuition will only be refunded in accordance with the withdrawal policy, which can be viewed at [nyit.edu/bursar/refund](http://nyit.edu/bursar/refund).

No transcript, grade report, diploma, or refund checks will be released to any student who owes tuition or any type of fee or fine to the college at the time of the request. No refund check will be released if there is a restriction on your account, including but not limited to SEVIS, library, or security.

A 30-day hold will be placed on all refund checks from the date of the last payment remitted by personal check.

## **Tuition Refund Insurance**

Students and their families often face economic uncertainties. That is why we have secured optional Tuition Refund Insurance coverage for NYIT students offered through A.W.G. Dewar. This policy supplements NYIT's published refund schedule through the Tuition Refund Plan (TRP). Subscribers are eligible for a refund throughout the term, even when NYIT's own refund policy has expired. Costs covered include tuition, room, mandatory fees, and meal plans. Participation is entirely optional. For additional information regarding the plan or to enroll, visit [collegerefund.com](http://collegerefund.com) or call 1.617.774.1555. Please note that enrollment in the plan must take place prior to the start of the semester.

## **Additional Information**

In the event that all sums are not paid when due, the student shall be responsible for the payment to NYIT of the principal sum due plus all costs, including, but not limited to, collection agency fees in the amount of 33% of the principal sums due, legal fees in the amount of 50% of the principal sums due, interest on the outstanding balance at the maximum legal rate, and any and all court costs filing fees, interest, and judgment execution costs associated with the collection of delinquent amounts. All collection matters shall be governed by New York State law and the courts of New York State shall have jurisdiction in these matters.

# **Helpful Information for Your Education**

As you begin your classes at NYIT, you will probably notice some similarities and some differences between academic life here and in your home country. The following section will provide you with some information about the United States education system and tips on how to have a successful academic experience at NYIT.

## **Overview of the United States Higher Education System**

The United States education system, as a whole, is intended to provide a broad education for as many people as possible. A high percentage of the population completes both secondary and postsecondary education.

American students attend primary and secondary school for a combined total of 12 years. These years are referred to as the first through twelfth grades. Around age six, U.S. children begin primary school, which is most commonly called "elementary school." They attend five or six years and then go onto secondary school.

Secondary school consists of two programs: the first is “middle school” or “junior high school” and the second program is “high school.” A diploma or certificate is awarded upon graduation from high school. After graduating high school (12th grade), United States students may go on to college or university. College or university study is known as “higher education.” Performance on aptitude examinations, such as the SAT or ACT, may be used as admission criteria.

Undergraduate degrees (Bachelor of Arts or Bachelor of Science) in the United States include a general education component and usually take four years to complete, depending on the program. The first year of study is called freshman year, the second is the sophomore year, the third is junior year, and the final is senior year. At NYIT, most undergraduate students (commonly referred to as undergrads) complete coursework in the discovery core curriculum, which consists of courses in communications, literacy, critical and analytical thinking, an interdisciplinary mindset, ethical and civic engagement, a global perspective, and knowledge of the nature and process of arts and sciences. Students begin in entry level courses in their major and then continue to the hands-on, practical courses in their major.

Graduate study includes coursework toward a master’s degree or doctorate in all fields. At the graduate level, students study only their program along with other subjects that will aid them in their field of study.

Learn more about the American Education System: [studyusa.com/en/a/58/understanding-the-americaneducation-system](https://studyusa.com/en/a/58/understanding-the-americaneducation-system).

## Keys to Academic Success

In many ways, you may find United States higher education quite different from that of your own country. It is important that you pay close attention to the academic guidelines of your particular degree program, consult with your academic advisor and/or professors when you have questions, and seize every opportunity to talk to experienced students—international or American—in your field of study.

- **Expect different values in the United States educational system.** Differences exist, for instance, in educational philosophies as well as academic requirements, traditions, and standards. You may find some methods of teaching stimulating, while others may seem confusing. For example, you may assume that it is important to memorize large quantities of information, or that the way to study your field is to concentrate on a very limited aspect of it in great depth. Here, on the other hand, you may find that memorizing material is considered less important than synthesizing ideas from a variety of sources, or that a field of study might be approached by contemplating the works of a large number of sources. It is important to recognize that differences of this kind exist between the systems of the United States and other countries, and to understand that you may have to adjust your thinking.
- **Select your courses wisely, especially during your first semester.** Do not take more courses than necessary. Make sure you have a combination of classes that have both light and heavy coursework. When arranging your course schedule, consult with your academic advisor as well as experienced students who are familiar with different courses and professors. If you are taking ELI language courses in addition to regular

coursework, keep in mind that ELI courses can be very time-consuming; taking too many regular courses when your knowledge of English is limited may make it difficult to understand the instructor or the required coursework.

- **Study and work hard from the beginning.** Keep up with readings and assignments from the first day of classes. If you are accustomed to waiting until halfway through—or the end—of the term to begin studying, you will need to change your approach so you do not fall behind.
- **Become familiar with course types.** At NYIT, we offer lectures, labs, fieldwork, and studio courses that vary by program. As part of the discovery core curriculum, students are encouraged to think critically about issues and develop opinions with a global understanding. Discussions and hands-on experiences are part of most classes in order to help students understand complex material.
- **Ask questions.** It is very important for you to contribute to discussions in the classroom. In the United States, questioning or challenging the teacher is encouraged and valued. It is viewed as a sign of interest, attention, and independent thinking. In many classes, your grades will be determined by your contributions to class discussions. If you sit in respectful silence, it is likely assumed you are not interested in what is being said or that you are unable to contribute. International students from non-English-speaking countries often have language problems, so they are reluctant to talk in class. Do not let this be a deterrent for you. The more you speak in class, the more practice you will get, enabling you to overcome these barriers.
- **Connect with your professors.** In colleges and universities in the United States, professors expect students to ask questions during or immediately following the class. Generally, they expect students to be proactive and come to them directly for help. Professors are available to offer support and assistance but the student needs to seek out help. Accordingly, they are available for you to visit them in their offices to for academic assistance. If you are not doing well in a class or you have questions, you do need to reach out to the professor. Otherwise, the professor will not know you are having difficulties and will assume you are not interested.
- **Obey NYIT's academic integrity policy (referred to as the "honor code").** Most colleges and universities in the United States have established honor codes—rules that you are expected to follow as you complete your academic work. These rules relate primarily to academic honesty and originality.
  - **Cheating** is not tolerated. In the United States, academic cheating may be defined as receiving unauthorized help on an assignment or exam, or representing another person's work as your own. It also includes downloading and using pre-written papers or portions of pre-written papers available on the Internet. In addition, you may not receive from any student or give to another student any information, answers, or help during an examination or any other kind of test. You may not use unauthorized sources for answers during an examination, including, but not limited to notes, books, smartphones, computers, and other students. You may not obtain test questions illegally before exams.

- **Plagiarism** is a failure to do your own original work for a written assignment and using another writer's words or ideas as though they were your own. It is literary "theft" and is not tolerated in academic work. Students found guilty of plagiarism are severely penalized. If you quote directly—that is, copy an exact phrase, sentence, paragraph or other portion from a book or other written material—you must enclose the borrowed words in quotation marks. You must also cite the source by providing the author's name and title of the work. Usually, this can be done using footnotes or creating a list of works cited at the end of a written assignment. NYIT offers resources to help you cite sources correctly.

Following the honor code is the responsibility of each student. Generally, there are no elaborate systems to prevent cheating (i.e., monitoring devices during examinations). However, professors and other students are sensitive to indications that a person may be cheating. Students found guilty of violating the honor code are subject to penalties.

If you commit an act of dishonesty as defined in this handbook, even for the first time:

- You will almost certainly receive an "F" (failing grade) for the assignment;
- You will probably receive an "F" for the entire course;
- You may be expelled from the university and consequently lose your F-1 or J-1 status.

If you have any questions at all about what to do regarding any of these issues, talk to your instructor, academic advisor, or the Office of International Education.

## **Visa and Immigration Information**

### **How to Obtain F-1 or J-1 Student Status**

To be eligible for F-1 or J-1 student status to attend NYIT, you must first be admitted to a full-time program and receive an I-20 or DS-2019 from the Office of Admissions. Students attending NYIT must use an I-20 issued by NYIT or a DS-2019 issued by NYIT or a sponsoring Exchange Visitor organization such as the Institute of International Education. The requirements for obtaining F-1 or J-1 status differ for students who are outside the United States and those who are already in the United States.

### **If you are outside the United States**

Once you have been issued your I-20 or DS-2019, all admitted students (except Canadian and Bermudan citizens) must apply for an F-1 or J-1 entry visa and use the visa with the NYIT I-20 or DS-2019 to enter the United States.

Students who have had their SEVIS records transferred from another school in the United States to NYIT may continue to use an unexpired entry visa with NYIT's I-20 or DS-2019 to enter the United States.

### **Applying for an F-1 or J-1 Entry Visa at a United States Consulate**

Check your I-20 or DS-2019 to see that all information is correct. If you have informed us that

your dependents will come with you to the United States, they will each receive a Certificate of Eligibility to apply for the F-2 or J-2 visa.

The Department of State is the federal agency responsible for the issuance of visas at United States consulates. There are clear instructions on its website for applying for an F-1 or J-1 visa. We have provided you a list of helpful websites below. You should also check the website of the consulate or embassy at which you will apply for additional requirements and fees.

- Pay the I-901 SEVIS fee at [fmjfee.com/i901fee/index.jsp](http://fmjfee.com/i901fee/index.jsp) in advance of your visa appointment. You will need to refer to the SEVIS number on your I-20 or DS-2019 to make your visa appointment and pay the I-901 SEVIS fee. Take the printed receipt with you to your visa appointment.
- Complete the electronic DS-160 nonimmigrant visa application online and upload photos. Note that F and J are nonimmigrant visas that require you to demonstrate your intention to return to your home country following the completion of your studies.
- Please refer to the following websites for information on applying for a visa:
  - What is a United States visa?  
[travel.state.gov/visa/questions/what/what\\_4429.html](http://travel.state.gov/visa/questions/what/what_4429.html)
  - Student Process Steps: How to Navigate the United States Immigration System  
[ice.gov/sevis/students/index.htm](http://ice.gov/sevis/students/index.htm)
  - List of Consulates Worldwide  
[usembassy.gov](http://usembassy.gov)
  - Wait Times by Consulate for F and J Visa Appointments  
[travel.state.gov/visa/temp/wait/wait\\_4638.html](http://travel.state.gov/visa/temp/wait/wait_4638.html)
  - Applying for an F-1 Visa  
[travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)
  - Applying for a J-1 Visa  
[travel.state.gov/visa/temp/types/types\\_1267.html](http://travel.state.gov/visa/temp/types/types_1267.html)
  - Frequently Asked Questions Regarding the I-901 SEVIS Fee  
[ice.gov/sevis/i901/faq3.htm](http://ice.gov/sevis/i901/faq3.htm)
  - Tips for Preparing for a Visa Interview  
[nafsa.org/resourcelibrary/default.aspx?id=8643](http://nafsa.org/resourcelibrary/default.aspx?id=8643)

### **Potential Delays and Visa Processing Time**

Recent changes in U.S. laws governing visa policy and procedures have increased the amount of time it can take to obtain a visa. Apply early! Even with the visa processing improvements that have been made and will continue to be made, it is inevitable that delays will sometimes occur. Processing times will vary.

The State Department's goal is visa delivery no more than 30 days from the time of application in most cases, although cases that require administrative processing could take longer. Most administrative processing is resolved within 60 days of application. When administrative processing is required, the timing will vary based on individual circumstances of each case. Therefore, before making inquiries about status of administrative processing, applicants or their representatives will need to wait at least 60 days from the date of interview or submission of

supplemental documents, whichever is later. Learn more:

[travel.state.gov/content/visas/english/general/administrative-processing-information.html](http://travel.state.gov/content/visas/english/general/administrative-processing-information.html).

If you want to visit the United States and require a visa, plan to schedule your visa interview well in advance of your departure date. Learn more at [usembassy.gov](http://usembassy.gov) and contact the embassy or consulate where you will apply for detailed “how-to” instructions.

Security checks and clearances based on nationality, name checks, or sensitive areas of study that are of concern to United States national security may require further administrative processing, which takes additional time after the visa applicant’s interview by a consular officer.

Applicants are advised of this requirement when they apply. Although the Department of State strives to resolve these additional clearances within 60 days, it is on a case-by-case basis and can take longer. There is no way for NYIT to intervene or expedite this process.

For more information, please refer to the Department of State website on United States Visa Policy at [travel.state.gov/visa/questions/policy/policy\\_4433.html](http://travel.state.gov/visa/questions/policy/policy_4433.html).

There may be delays at the airport after arrival as all F and J students’ SEVIS records are checked for admissibility.

### **Entering the United States on an F-1 or J-1 visa for the first time**

Admission to the United States is under the jurisdiction of the United States Customs and Border Protection of the Department of Homeland Security. You may enter the United States up to 30 days before the first day of classes for the semester you are attending NYIT. If you are pursuing a joint degree program between NYIT and an institution overseas, you should follow these steps:

- **Step 1: Present your documents to the United States Customs and Border Protection Officer.** Keep your passport and Certificate of Eligibility (I-20 or DS-2019) in your carry-on bag. You will have access to your checked luggage only after you pass through inspection. You will need to show the officer the following documents:
  - Passport
  - F-1 or J-1 visa (unless you are a citizen of Canada or Bermuda)
  - I-20 or DS-2019

You should also carry the following documents in case you are asked:

- Acceptance letter from NYIT
- I-901 fee payment receipt
- Proof of finances

The officer will stamp your passport for admission in F-1 or J-1 until D/S (duration of status). Your I-94 arrival record is evidence of your legal entry to the United States, your immigration status, and how long you may stay in the United States.

If entering the United States by air or sea, an automated Form I-94 record will be generated for you by the officer. You will be provided with an admission stamp on your passport that is annotated with date and place of admission, class of admission, and the date when you may stay. F and J are admitted for D/S (duration of status) rather than a specific date. The electronic arrival/departure record can be obtained and printed from

[cbp.gov/I94](http://cbp.gov/I94) . Print a paper copy of your arrival record each time you enter the United States throughout your academic program for your personal records. For more information from the Department of Homeland Security about arriving in the United States, visit [studyinthestates.dhs.gov/students/arriving](http://studyinthestates.dhs.gov/students/arriving).

➤ **Step 2: Complete SEVIS Document Check-In with the Office of International Education**

The final step in ensuring your valid F-1 or J-1 status is to report your arrival to the Office of International Education. You will be able to register for a SEVIS Document Check-In Session. Visit [nyit.edu/intladmitted](http://nyit.edu/intladmitted) for information about check-in.

## **If you are in the United States**

### **If you are admitted to NYIT and are in the United States in a status other than F-1 or J-1 student**

You may exit the United States and follow the procedures above to obtain F-1 or J-1 status through entry to the United States or apply for a change of status to the Citizenship and Immigration Services within the United States. If you are in B-1/B-2 or F-2 status, you are not permitted to study and must be in either F-1 or J-1 status *before the start* of the academic term.

The processing time of a change of status application is unpredictable and cannot be expedited. Students receiving funding from the university through a teaching or research assistantship must be in F-1 or J-1 student status by the beginning of the term to be paid. Not all individuals are eligible to apply for a change of status, so it is important to speak with an international student advisor about your plans. Generally, it is preferable to leave the United States and return in F or J status if possible.

### **Transfer of F-1 SEVIS record to NYIT**

If you are currently in F-1 status from another United States institution and intend to begin your studies at NYIT, you are considered a transfer student for the purposes of issuing an I-20. A transfer of the supervision of your F-1 status from your current school to NYIT is required by the Department of Homeland Security.

You will be considered a transfer student if one of the following applies to you:

- You are in the middle of a degree program at another United States institution and are leaving that program to begin studying at NYIT.
- You will have completed a degree program at your current institution and will begin a new degree program at NYIT.
- You are currently on authorized Optional Practical Training (OPT) from another school and will begin a new degree program at NYIT.

You are required to register for full-time studies at NYIT in the first available term after leaving your previous school or the first term after the summer vacation period. The Department of Homeland Security does not allow you to have a semester off between schools, except for the summer.

### **How to transfer your F-1 or J-1 status to NYIT from another institution**

You must request a transfer of their SEVIS record from your current institution to NYIT and

maintain your F-1 or J-1 status without leaving and re-entering the United States. If you are transferring to NYIT, you need to contact the Office of Admissions once you are admitted to complete the I-20 transfer process. You must submit a copy of your passport, financial documents, sponsor's Affidavit of Support, copy of your current F-1 visa, and copies of all previously issued I-20 forms.

In addition, you must have the Transfer-In Form completed by an international student advisor at your current school and set a "release date" of your SEVIS record. The transfer procedure must be completed within 60 days of your program completion at your current school. NYIT's Office of Admissions can process the I-20 or DS-2019 for you only after your records have been transferred.

After receiving the I-20 or DS-2019, please complete SEVIS Document Check-In with the Office of International Education. Visit [nyit.edu/intladmitted](http://nyit.edu/intladmitted) for information about check-in. If you are not leaving the United States before coming to NYIT, use your last date of entry to the United States on the arrival report form.

Individuals in J-1 status might not be eligible for a transfer and should consult both the international student advisor and their current immigration sponsor.

If you want to transfer out of NYIT to a new university, you need to meet with the Office of International Education to complete the transfer out process. An administrative fee of \$2,500 will be charged to any new student who transfers prior to their initial registration or prior to the completion of their first semester at NYIT. This is not a fee to transfer the SEVIS record. Your SEVIS record will be transferred without payment. Please know that withholding payment will cause your account to be turned over to a collection agency. Payment can be made by credit card, check, money order to the Office of Bursar.

### **Receiving your I-20**

The Office of Admissions will process your I-20 and send it to you. If you are traveling or moving before coming to NYIT, remember to update the Office of Admissions with your current address for mail delivery.

If you are not planning to leave the United States before arriving to NYIT, you will pick up your I-20 in person from the Office of International Education when you arrive on campus.

If you plan to travel outside the United States after completing your studies at your previous institution but before starting your program at NYIT—and your current F-1 visa is valid and unexpired—you may use it in conjunction with NYIT's I-20 to re-enter the United States even though your former school's name is on it. If your visa has expired, you will need to apply for a new F-1 visa, but you are not required to pay the SEVIS fee again, since you are considered to be a continuing student under the same SEVIS record. You may re-enter the United States any time.

### **Report your arrival in New York within seven days to complete the SEVIS transfer procedure.**

Complete SEVIS Document Check-In with the Office of International Education. Check [nyit.edu/intladmitted](http://nyit.edu/intladmitted) for information about check-in.

## Dependents

Spouses and children under the age of 21 can receive dependent status of students in F-1 and J-1 status. Dependents would hold F-2 and J-2 statuses, respectively. F-2 and J-2 dependent records can be created at any time during your academic studies. The dependents' purpose of stay in the United States is to accompany the F-1 or J-1 student (also known as the principal alien), and their status is dependent upon yours.

In order to have a dependent certificate of eligibility processed, you need to provide documentation showing additional funds available to cover the living expenses of your dependents. A minimum of \$5,000 is required for your spouse and a minimum of \$4,500 for each child for the first year. A copy of each dependent's passport must also be provided.

F-2 dependents are not permitted to work in the United States. F-2 spouses and children attending post-secondary education are not permitted to study in F-2 status and would be required to change to F-1 status for full-time study. F-2 children enrolled in primary and secondary school are permitted to study. J-2 dependents can study part-time or full-time without changing status and are eligible to apply for employment authorization from United States Citizenship and Immigration Services.

**Domestic Partners:** Domestic partners are not eligible for F-2 or J-2 dependent status but can apply for a B-2 visa to accompany the student. Although B-2 visits are usually for short periods of time, it is permissible for the partner to accompany the student for the duration of a study program in the United States. To qualify, the accompanying partner must demonstrate intent to depart the United States at the conclusion of the student's authorized stay, to maintain a residence outside the United States, and to meet other visitor visa eligibility requirements. The visa allows the individual to apply for entry at a United States port of entry. United States Customs and Border Protection officials at the port of entry determine the length of time you are authorized to remain in the United States in B-2 status.

## Guidelines for Maintaining Student Status

Under United States immigration law, it is your personal responsibility to maintain lawful F-1 or J-1 student status. By following the guidelines listed below, you will be able to maintain lawful F-1 or J-1 student status. You must maintain lawful student status if you wish to enjoy the benefits associated with it, such as on-campus employment, practical or academic training, employment, and the ability to re-enter the United States when you travel. The Office of International Education is available to help you if you are unclear about anything related to your immigration status.

- **Keep your passport valid at all times.** You must have a valid passport in your possession. For information on renewing your passport, visit the website of your country's embassy or consulate in the United States. More information can be found at [embassy.org/embassies](http://embassy.org/embassies).
- **Report any address or phone number changes.** You can change your address or phone number in your MyNYIT Portal at [my.nyit.edu](http://my.nyit.edu). Once you are logged in, go to

NYITConnect, and update your personal information.

- **Report any changes to your name, social security number, or date of birth.** It is very important that your records (passport, I-20, visa, NYIT student records) be consistent. Please make sure that all spellings, as well as your date of birth, are correct on all documentation. You can change your name, social security number, or date of birth by completing the Application to Change Personal Information and submitting it with supporting documentation to the Office of the Registrar. This form can be found online at [nyit.edu/managing\\_your\\_classes/forms](http://nyit.edu/managing_your_classes/forms).
- **Report changes in major and/or degree level.** Your I-20 should reflect your current major and degree level. If it does not, you must contact the Office of International Education immediately since that information is registered with the federal government and must be accurate.

A change in major and/or degree level is known as a change in program. Examples include switching from the English Language Institute to a full-time undergraduate or graduate degree program, switching from a bachelor's degree program to a master's degree program, or switching from one major to another. If you change majors or degree levels, you must notify the Office of International Education and present documented proof of the change (a copy of the Change in Program form signed by your new department chairman or a new admission letter). The Office of International Education may be able to help you obtain the appropriate documentation.

- **Make sure your I-20 does not expire (see item five on your I-20).** You must apply for an extension before your I-20 form expires if you intend to stay at NYIT and cannot complete your program by the current I-20 expiration date. Requests for an extension may be submitted up to 60 days prior to the expiration date of the I-20 form. You will need to submit the Academic Advisor's Recommendation form for Extension of Stay as well as a new NYIT Financial Affidavit of Support form.
- **Maintain a full course of study each semester.** United States federal regulations [8 CFR 214.2(f)(6)] require you to pursue a full course of study each fall and spring semester until graduation or transfer to a new school. A full-time course load varies according to academic level.
  - Undergraduate: 12 credits in the fall semester and 12 credits in the spring semester. This may include English language courses if required by NYIT.
  - Graduate: Nine credits in the fall semester and nine credits in the spring semester. This may include English language courses if required by NYIT.
  - English Language Institute only: If you are enrolled in the English Language Institute only (and not in any other academic classes), you must be enrolled for 18 hours per week of English language study for the semester.

Failure to register and attend NYIT as a full-time student is a violation of your non-immigrant status and can result in the loss of F-1 benefits (including employment eligibility both on- and off-campus), and may, in the future, require you to depart the United States. You are not required to attend classes during the summer or interim semesters, though you are certainly welcome to do so, and there is no minimum course load required during those periods.

Remember that withdrawing from or ceasing to attend a class may cause you to drop below full-time status. Even if a class is cancelled through no fault of your own, you are still required to be registered for enough credits to remain full-time. Consult an academic or international student advisor to make sure your status remains full-time.

If there is a legitimate reason (such as academic or medical) that you cannot maintain full-time status, contact your international student advisor at the NYIT Office of International Education. Email [oi@nyit.edu](mailto:oi@nyit.edu) or call 1.212.261.1684 (Manhattan) or 1.516.686.7526 (Old Westbury).

## Returning to the United States after Travel Abroad

During your studies, you may exit the United States for brief trips and then return to the country to continue your studies. You may do this as many times as you like, as long as you carry the necessary documentation to re-enter the country. You must always enter the United States in F-1 or J-1 status while you are enrolled at NYIT. The Office of International Education cannot advise on entry requirements of other countries. If you are planning to travel to a country that is not your home country, you should contact the consulate of the country to which you will be traveling for entry information. A list of consulates in Manhattan can be found at [nyc.gov/html/ia/html/affairs/consular.shtml](http://nyc.gov/html/ia/html/affairs/consular.shtml).

To re-enter the United States, you must carry the following documents:

**1. Passport** – valid for at least six months into the future on the date you return to the United States. There are exceptions that allow nationals of countries with an agreement with the United States to be admitted to the United States up to the expiration date of the passport. For a list of these countries, visit [ice.gov/sevis/travel#\\_Toc81222003](http://ice.gov/sevis/travel#_Toc81222003).

**2. I-20 or DS-2019 signed for travel** – A travel signature (recertification) by an advisor in the Office of International Education is valid for a year from date of issue. The signature is on the bottom of page 3 of the I-20 and on page 1 of the DS-2019 form. (Note for J-1s: If your DS-2019 was issued by a sponsoring organization such as the Institute of International Education, the sponsoring agency must sign the form.) You will need to get a new signature once a year to permit further entries if you plan to travel abroad. To obtain a new travel signature, come to the Office of International Education with your passport and I-20 or DS-2019. If there has been any change to the information on the first page of your I-20 or DS-2019, such as change of program or change in the source of funding, bring relevant documentation and the Office of International Education will issue you an updated form instead of signing the current form.

**3. Valid F-1 or J-1 visa** – The visa must have an expiration date in the future and be valid for further entries when entering the country. Most visas allow for multiple unlimited entries; occasionally a visa will be issued for a limited number of entries. If your visa is expired or the entries allowed have already been used, you will need to apply for a new visa at a United States consulate while outside the United States. The process is the same as applying for the visa the first time, but as a continuing student, you will not need to pay the SEVIS fee again. In addition to the documentation required by the consulate, it is advisable to have an official academic transcript from NYIT's Office of the Registrar.

### **Travel for F-2 and J-2 dependents**

Dependents of students must carry the same type of documents as the student, which includes an unexpired passport, unexpired, valid F-2 or J-2 entry visa, and an I-20 or DS-2019 signed for travel. If traveling separately from the student, dependents should carry photocopies of the F-1 or J-1's immigration documents (passport, visa, I-20, or DS-2019).

## **Employment**

### **Social Security Number**

The Social Security Administration (SSA) has the right to approve or deny an application for a Social Security number. In October 2004, the SSA implemented a new evidence rule before issuing a social security number, requiring F-1 students to provide the following:

- A valid passport, visa stamp, and I-94 card.
- A SEVIS Form I-20.
- Evidence of full-time enrollment (i.e., course schedule).
- An original letter from the Designated School Official (DSO) that specifies your on-campus employer as well as the nature of the employment.
- A letter from your on-campus employer that verifies the nature of the employment, the anticipated or actual job start date, the number of hours you will be working, the employer's identification number, and your student supervisor.

### **Abide by United States Federal Employment Regulations**

As an F-1 student, you may work no more than 20 hours per week on campus when classes are in session [8 CFR 214.2 (f)(9)]. These 20 hours include the work you do for an assistantship. You may not work off-campus (including internships for academic credit) without prior authorization from our office and the United States government.

### **Off-Campus Employment**

Curricular Practical Training (CPT) is employment directly related to your field of study. CPT may be a paid or unpaid internship, practicum, or other type of employment offered by a sponsoring employer through a cooperative agreement with the school. It may take place during the academic year or the summer.

**F-1 Practical Training** – F-1 students are eligible to apply for practical training authorization to work in their field of study after having completed two semesters as a full-time student.

Curricular Practical Training (CPT) can be used for required or course-based internships during the academic program in certain schools and departments. F-1 degree and certificate program students are eligible for up to 12 months of Optional Practical Training (OPT) authorized by USCIS for off-campus work during and/or after the completion of their degree program. Some fields of study in Science, Technology, Engineering and Mathematics (STEM fields) may be eligible for an additional 17-month extension.

**Dependent Employment** – F-2 dependents are not eligible to work in the U.S. J-2 spouses are eligible to apply for employment authorization from USCIS.

**Dependent Study** - F-2 dependents may take only 1 or 2 courses for recreational purposes and must change to F-1 status if they register full-time or in a degree program. J-2 dependents are eligible to study as they wish.

**Message for Canadian Students**

All regulations pertaining to F-1 and J-1 status apply to Canadian citizens. The only difference between the requirements for Canadian citizens and all other international students is that Canadians do not require an entry visa from a U.S. consulate to enter the United States. While Canadian citizens do not need an entry visa to enter the United States, you must always present your passport and I-20 or DS-2019 to the DHS official when you enter the United States. On your first entry to the U.S., you will need to present the following documents: passport, I-20 or DS-2019, admission letter, proof of finances, and *receipt of the I-901 SEVIS fee payment*. It is a violation of B-2 status to study in the United States, so it is important that you present these documents to the DHS official to be admitted in F-1 or J-1 status. If arriving at a land border, you will need to be issued an I-94 Arrival/ Departure paper card; if traveling by air, your arrival record is automated and the CBP officer will stamp your passport with the date of entry, port of entry, and classification (F-1 or J-1).

***View Contact Information on next page...***

## NYIT Contact Information

### Office of International Education (OIE)

The Office of International Education (OIE) offers programs and services designed to meet the needs of all international students and alumni. The OIE can answer any questions you have about becoming an NYIT student, including your arrival in New York, visas, and class registration.

#### *Old Westbury*

Harry Schure Hall, Rm. 207  
Phone: 1.516.686.7526  
Fax: 1.516.686.7483

#### *Manhattan*

26 W. 61st St., Rm. 104 & 108  
Phone: 1.212.261.1684  
Fax: 1.212.261.1691

Email: [ois@nyit.edu](mailto:ois@nyit.edu)

### Office of Admissions

The Office of Admissions aims to enroll students who have the potential to thrive in our academic programs, and we see that potential in you! The Office of Admissions helps prospective students get to know NYIT, reviews student applications, and administers admissions decisions for undergraduate and graduate programs at NYIT.

#### *Old Westbury*

Gerry House  
Phone: 1.516.686.7520  
Fax: 1.516.686.1116

#### *Manhattan*

16 W. 61 St., 1st floor  
Phone: 1.212.261.1508  
Fax: 1.212.261.1505

Email: [admissions@nyit.edu](mailto:admissions@nyit.edu)

### Office of Financial Aid

Financial aid covers financial assistance available to help students pay for the cost of attending college, including scholarships, grants, work study, and loans. The Office of Financial Aid reviews each student's information to determine the amounts and different types of aid that he/she is eligible to receive.

#### *Old Westbury*

Harry Schure Hall, 1st floor  
Phone: 1.516.686.7680  
Fax: 1.516.686.7997

#### *Manhattan*

16 W. 61st St., 1st floor  
Phone: 1.212.261.1590  
Fax: 1.212.261.1501

Email: [finaid@nyit.edu](mailto:finaid@nyit.edu)

**Office of the Registrar**

The Office of the Registrar is responsible for student registration, course scheduling, enrollment verification, and student record maintenance.

*Old Westbury*

Harry Schure Hall, 1st floor  
Phone: 1.516.686.7580  
Fax: 1.516.686.1074

*Manhattan*

16 W. 61st St., 1st floor  
Phone: 1.212.261.1600  
Fax: 1.212.261.1608

Email: [registrar@nyit.edu](mailto:registrar@nyit.edu)

**Office of the Bursar**

The Office of the Bursar is available to answer any questions you have regarding tuition, making payments, and your student account.

*Old Westbury*

Harry Schure Hall, 1st floor  
Phone: 1.516.686.7510  
Fax: 1.516.686.7833

*Manhattan*

16 W. 61st St., 1st floor  
Phone: 1.212.261.1620  
Fax: 1.212.261.1646

Email: [bursar@nyit.edu](mailto:bursar@nyit.edu)

**Student Solutions Center (SSC)**

The Student Solutions Center is a resource where you can get answers to your questions, take care of your basic registration and financial aid needs, and learn more about all that NYIT has to offer.

*Old Westbury*

Harry Schure Hall, 1st floor  
Phone: 1.516.686.7878  
Fax: 1.516.686.1463

*Manhattan*

16 W. 61st St., 1st floor  
Phone: 1.516.686.7878  
Fax: 1.212.261.1750

Email: [ssc@nyit.edu](mailto:ssc@nyit.edu)

**English Language Institute (ELI)**

Based on your IELTS or TOEFL examination scores, you may be placed into NYIT's English Language Institute to prepare you for your academic career and everyday life in the United States.

*Old Westbury*

Whitney Lane House, Rm. 10  
Phone: 1.516.686.7686  
Fax: 1.516.686.7775

*Manhattan*

1855 Broadway, Rm. 303  
Phone: 1.212.261.1729  
Fax: 1.646.273.6025

Email: [eli@nyit.edu](mailto:eli@nyit.edu)

**Office of Residence Life and Off-Campus Housing**

The Office of Residence Life and Off-Campus Housing will help you make the most of your time outside the classroom by offering residence halls near our Manhattan and Old Westbury campuses and by helping you find the perfect living space off-campus while you're in New York.

*Old Westbury*

Bolivar Hall Storefront Office  
at SUNY Old Westbury  
Phone: 1.516.686.1402

*Manhattan*

26 W. 61<sup>st</sup> St., Rm. 107  
Phone: 1.212.261.1737  
Email: [housingma@nyit.edu](mailto:housingma@nyit.edu)

Email: [housingow@nyit.edu](mailto:housingow@nyit.edu)

### **Office of Counseling and Wellness**

The Office of Counseling and Wellness coordinates student mental health, disability, immunization, and health insurance services.

#### *Old Westbury*

Harry Schure Hall, Rm. 208  
Phone: 1.516.686.7976  
Fax: 1.516.686.7891

#### *Manhattan*

26 W. 61st St., Mezzanine Level  
Phone: 1.212.261.1770  
Fax: 1.212.261.1772

Email: [ows@nyit.edu](mailto:ows@nyit.edu)

### **Office of Student Affairs**

The Office of Student Affairs aims to make your time at NYIT rewarding by offering resources, activities, and programs to enhance your academic experience.

#### *Old Westbury*

Student Activity Center, 2nd Floor  
Phone: 1.516.686.7635  
Fax: 1.516.686.1416  
Campus Life: [deanow@nyit.edu](mailto:deanow@nyit.edu)  
Orientation: [orientationow@nyit.edu](mailto:orientationow@nyit.edu)

#### *Manhattan*

26 W. 61<sup>st</sup> St., Rm. 200  
Phone: 1.212.261.1532  
Fax: 1.212.261.1691  
Campus Life: [deanma@nyit.edu](mailto:deanma@nyit.edu)  
Orientation: [orientationma@nyit.edu](mailto:orientationma@nyit.edu)

### **Office of Global Exchange**

The Office of Global Exchange helps students who are part of exchange programs and cohorts from other countries and schools.

#### *Manhattan*

16 W. 61<sup>st</sup> St., Rm. 1102  
Phone: 1.212.261.1517  
Email: [globalexchange@nyit.edu](mailto:globalexchange@nyit.edu)

### **Campus Security**

Security is available 24 hours a day, 365 days a year to ensure the safety and security of our students, staff, faculty, and property.

#### *Old Westbury*

Simonson House  
Phone: 1.516.686.7789  
Fax: 1.516.686.1186

#### *Manhattan*

1855 Broadway, Lobby  
Phone: 1.646.273.7789  
Fax: 1.212.261.1505

