International Pre-Arrival Checklist

The following checklist is a guide for planning your arrival to NYIT:

- Read all NYIT information in the acceptance and I-20 packets.
- Make appointment at the U.S. Embassy and pay SEVIS fee.
- Present I-20 and DS-2019 supporting documents at the U.S. Embassy.
- Secure an F-1 or J-1 visa.
- Visit nyit.edu/housing to view housing options and determine if you will live in NYIT residence halls.
- Complete and submit housing application and deposit (amount of deposit is subject to change).
- Contact the Department of Residence Life and Off-Campus Housing at reslife@nyit.edu to ensure housing information was received.
- Submit the NYIT Student Immunization Form to the Office of Wellness Services prior to registration.
- Plan to arrive/move in on ___________________.
- Arrange for transportation from the airport to NYIT.
- Take English Placement Test or Proficiency Exam.
- Meet with academic advisor to select courses for the semester.
- Attend the mandatory International Student Orientation.
- Make arrangements to meet student advisor and supply him/her with copies of my passport, I-20 or DS-2019, visa, and I-94 card and provide my U.S. address, phone number, and email.

If you have any questions regarding the above checklist, please email the NYIT Office of Admissions at admissions@nyit.edu or write to NYIT Office of Admissions, P.O. Box 8000, Old Westbury, NY 11568-8000.

Transportation

Transportation to NYIT from the airport is not provided. Please refer to the “enrollment information for international students” included with your acceptance package for directions to campus via public transportation or car.

Upon Arriving in the United States

As an international student with an I-20, you can only enter the U.S. 30 days before the first day of classes, which is Sept. 3, 2014. Once you arrive, you MUST report to the Office of International Education and contact the designated I-20 school official at NYIT. You will not be permitted to register for classes until you have met with your designated school official:

**Old Westbury**
Barbara Mulfari  
Harry Schure Hall, room 207  
Phone: 1.516.686.7585/7526  
Email: bmultari@nyit.edu

**Manhattan**
Robinson Despeignes  
26 W. 61st St., room 103  
Phone: 1.212.261.1514/1684  
Email: rdespeig@nyit.edu
You MUST bring the following items to your meeting:

- Passport
- Student copy of the I-20 form or DS-2019 form
- Copy of your I-94
- Proof of your address in the United States (where you will be staying while attending NYIT), your local telephone number, and a current email address.

**Important Notice:** If you enter the United States with the NYIT I-20 or DS-2019 form, you are expected to attend NYIT for at least one semester. For more information, please call NYIT at 1.516.686.7520 or visit our website at nyit.edu/international_education.

### Health Insurance

All international students holding an F-1/J-1 visa are automatically 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. No other health insurance policy can be substituted for the NYIT Health Insurance Plan. The cost of the policy is automatically charged each semester to your account with the Office of the Bursar.

Visit the insurance website at aetnastudenthealth.com for a full explanation of benefits, enrollment cost, medical claim forms, and deadlines for enrollment. Please email the Office of Wellness Services at ows@nyit.edu with additional questions.

### Immunization Information

New York State Public Health Laws §2165 and §2167 require all students enrolled for at least six (6) 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 registration for courses.

For more information, please email ows@nyit.edu.

### International Student Orientation for Fall 2014

For the orientation date, location, and time, please visit our website at nyit.edu/orientation. All new international students are required to attend and must register online. You may attend orientation at either our Manhattan or Old Westbury campus.

You will be receiving further information about meal plans and registration in the coming months. If you have any questions, please contact your campus-assigned international student advisor.
Placement Exams

All freshmen must take the English and Math placement exams. To view a schedule of placement exam dates and to register for an exam, please visit nyit.edu/placement. Appointments are accepted in order of request. You are encouraged to take the placement exam during orientation or before the first day of classes. Graduate students who scored below a 550 on the TOEFL written test, below 213 on the computer test, below 79/80 on the Internet-based test, or below a 5.0 on the IELTS are also required to take a proficiency exam and contact the English Language Institute (ELI) at eli@nyit.edu or 1.516.686.7686. English proficiency results are required prior to registration.

The Office of Residence Life and Off-Campus Housing

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 housing deposit as soon as possible. All students who prefer vegetarian meals must indicate this on both the room request and meal plan section of the housing application for the campus they will be attending.

Contact Information
For general information about housing and move-in dates, email reslife@nyit.edu.

For questions regarding the Manhattan campus, call 1.212.261.1737 or email sheim@nyit.edu. For information about off-campus housing near the Manhattan campus, please visit nyit.edu/housing.

For questions regarding the Old Westbury campus, as well as off-campus housing, call 1.516.686.1401, or email drhode01@nyit.edu.

See the list of local hotels near both campuses on page #8.

Important Payment Information

International students must be prepared to pay their balance in full upon registration. This includes the cost of tuition plus any mandatory college fees including room and board and health insurance. You may make your payments at any of our campuses, by bank wire, Pay to Study, or via mail. For information on how to pay your bill, please visit nyit.edu/bursar/payments.

Tuition and Fees

It is very important to note that the tuition and living expenses listed in the I-20 are estimates and not the exact tuition and fees. Please refer to the online NYIT Catalog (nyit.edu/catalog) for exact fees. Contact the Office of the Bursar at 1.516.686.7510 or via email at bursarow@nyit.edu if you need assistance. Fee information is also enclosed in your acceptance package.

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 is Aug. 1, Spring is Jan. 1. Summer and intersession payments are due when you register for these classes. If you register after the Aug. 1 or Jan. 1 due date, your payment is due when you register. In the event you are charged a late payment fee, the fee will not be waived.

Students may pay and accept their financial aid awards online by visiting my.nyit.edu and selecting the NYITConnect menu option. NYIT accepts Visa, American Express, MasterCard, and Discover.
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.

Tuition Payment Plan
NYIT has contracted with Sallie Mae to offer you a monthly tuition payment plan. If you are interested in this option, please visit Sallie Mae at tuitionpaysalliemae.com. When budgeting for your payment plan, please be sure you include tuition and fees as well as room and board, if applicable, as well as health insurance and insurance fees.

Bank Wire Transfer Information
To pay by wire transfer, follow these instructions:

TD Bank NA
TD Bank NA Branch address:
Massapequa East Branch
5555 Merrick Road
Massapequa, NY  11758
ABA – 026013673
Swift – NRTHUS33
Account Number - 7917486305

Please be sure to include your name and school identification number. Allow ample time for the transfer to occur. NYIT recommends that you make wire payments at least two weeks prior to the due date in order to avoid any delay in processing your registration. Please be sure to account for any wire transfer fees that may be assessed by your financial institution.

Note: It will take approximately one week for your wire transfer to be recorded to your student account. Also, your bank may charge you a wire transfer fee for this transaction.

International Student Tuition Payments
NYIT has partnered with Pay to Study to make your international payments easy, convenient, secure, and less expensive. An alternative to bank wire transfers, Pay to Study gives better currency exchange rates than those offered directly by banks or credit cards. Visit nyit.paytostudy.com to learn more and to make your payments.
INTERNATIONAL STUDENTS

Payment by Credit Card
To pay by credit card, follow these instructions:

Current students can pay their bill online by logging on to NYITConnect, or by faxing a Credit Card Authorization form to the Bursar's Office: 1.516.686.7833. NYIT accepts MasterCard, Visa, Discover, and American Express.

New students will not be able to pay their invoice online through NYITConnect until they have registered for classes and have been assigned an NYITConnect account. However, new students may pay by credit card by faxing a Credit Card Authorization form to the Bursar's Office: 1.516.686.7833.

For more information, visit nyit.edu/bursar/payments.

Refunds
Tuition will only be refunded in accordance with the withdrawal policy, which can be viewed at 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 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.
Student and Exchange Visitor Program (SEVIS) Fee Requirement

All F-1 and J-1 visa applicants are required to pay a fee. The fee for F-1 students is $200 USD and for J-1 students is $180 USD. This fee must be paid at the U.S. Embassy/Consulate. The SEVIS fee is required by the U.S. Department of Homeland Security to fund the Student and Exchange Visitor Program. This fee is not required by NYIT; it is required by the United States government. This notification is sent only to assist you with your visa application process.

The SEVIS fee must be paid before you visit the U.S. Embassy/Consulate for your F-1 or J-1 visa appointment. If you are a Canadian citizen, the SEVIS fee must be paid before you reach the U.S. port of entry/border.

You will be required to provide proof of payment to the U.S. Embassy/Consulate before you can make a visa appointment. Your receipt will serve as proof of payment. Please note that the SEVIS fee is nonrefundable even if you are denied the visa.

How do I pay the SEVIS fee?
The SEVIS fee must be paid in U.S. currency and can be paid one of two ways:

• Electronically, with a credit card by completing Form I-901 online at fmjfee.com. The Department of Homeland Security accepts Visa, MasterCard, or American Express. Print the receipt directly from your computer and bring it with you to your visa appointment. NYIT recommends you use this option to ensure timely processing of your payment.

• By mail, submit Form I-901 with a check or money order drawn on a U.S. bank and payable in U.S. currency. DO NOT SEND CASH. Ensure your payment envelope has your correct return address. Also, be sure to include both your payment and your coupon or Form I-901. You should note that the mail-in option can dramatically delay your application process. Students using this option must wait for a receipt to be mailed back to them before making a visa appointment.

Mail:

I-901 Student/Exchange Visitor Processing Fee
P.O. Box 970020
St. Louis, MO 63197-0020
United States

Phone: 1.314.418.4393
(United States Country Code: 011)

Courier:

I-901 Student/Exchange Visitor Processing Fee
1005 Convention Plaza
St. Louis, MO 63101
United States

For more information regarding the SEVIS fee, please visit fmjfee.com.
### Manhattan Campus – Local Hotels

<table>
<thead>
<tr>
<th>Hotels</th>
<th>Address</th>
<th>Phone</th>
<th>Subway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swiss 1291 Hostel</td>
<td>337 W. 55 St.</td>
<td>1.212.397.9686</td>
<td>A</td>
</tr>
<tr>
<td>Vanderbilt YMCA</td>
<td>224 E. 47 St.</td>
<td>1.212.912.2500</td>
<td>1, 9, A, C, E, B, D, N, R</td>
</tr>
<tr>
<td>Hotel 31</td>
<td>120 E. 31 St.</td>
<td>1.212.685.3060</td>
<td>6</td>
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<tr>
<td>International Student Center</td>
<td>38 W. 88 St.</td>
<td>1.212.787.7706</td>
<td>C</td>
</tr>
<tr>
<td>Comfort Inn Midtown</td>
<td>comfortinnmanhattan.com</td>
<td>1.212.947.0200</td>
<td>D</td>
</tr>
<tr>
<td>Moderne Hotel</td>
<td>243 W. 55 St.</td>
<td>1.212.397.6767</td>
<td>1, 9, A, C, E, Q, R</td>
</tr>
<tr>
<td>Comfort Inn Central Park</td>
<td>choicehotels.com</td>
<td>1.212.721.4770</td>
<td>1, 2, 3, 9</td>
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<tr>
<td>Courtyard by Marriott</td>
<td>marriott.com</td>
<td>1.212.391.0088</td>
<td>1, 2, 3, 9</td>
</tr>
<tr>
<td>Empire Hotel</td>
<td>44 W. 63 St.</td>
<td>1.212.265.7400</td>
<td>1, 2, 3, 9</td>
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<tr>
<td>Hampton Inn</td>
<td>851 Eighth Ave. at 51 St.</td>
<td>1.212.581.4100</td>
<td>1, 2, 3, 9</td>
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<tr>
<td>Residence Inn</td>
<td>marriott.com</td>
<td>1.212.768.0007</td>
<td>1, 2, 3, 9</td>
</tr>
<tr>
<td>Americian Inn</td>
<td>230 W. 54 St.</td>
<td>1.212.247.5000</td>
<td>N, R</td>
</tr>
<tr>
<td>Broadway Plaza Hotel</td>
<td>1155 Broadway</td>
<td>1.212.679.7665</td>
<td>N, R</td>
</tr>
<tr>
<td>Hilton Times Square</td>
<td>hiltonfamilynewyork.com</td>
<td>1.212.840.8222</td>
<td>6</td>
</tr>
<tr>
<td>Marriott Marquis New York</td>
<td>marriott.com</td>
<td>1.212.398.1900</td>
<td>1, 9, 2, 3, N, or R</td>
</tr>
<tr>
<td>Holiday Inn Midtown</td>
<td>holidayinn.com</td>
<td>1.212.581.8100</td>
<td>A, B, C, D, 1, 9</td>
</tr>
</tbody>
</table>

### Old Westbury Campus – Local Hotels

<table>
<thead>
<tr>
<th>Hotels</th>
<th>Address</th>
<th>Phone</th>
<th>Subway</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Norwich Inn</td>
<td>eastnorwichinn.com</td>
<td>6321 Northern Blvd., E. Norwich, NY 11732</td>
<td>1.516.922.1500</td>
</tr>
<tr>
<td>Hostway</td>
<td>101 Jericho Tpke., Jericho, NY 11753</td>
<td>1.516.334.8811</td>
<td></td>
</tr>
<tr>
<td>Red Roof Inn</td>
<td>redroof.com</td>
<td>699 Dibblee Drive, Westbury, NY 11590</td>
<td>1.516.794.2555 or 1.800.733.7663</td>
</tr>
<tr>
<td>Vanderbilt YMCA</td>
<td>ymcanyc.org/vanderbilt</td>
<td>224 E. 47 St.</td>
<td></td>
</tr>
<tr>
<td>Hotel 31</td>
<td>hotel31.com</td>
<td>120 E. 31 St.</td>
<td></td>
</tr>
<tr>
<td>International Student Center</td>
<td>nystudentcenter.org</td>
<td>38 W. 88 St.</td>
<td></td>
</tr>
<tr>
<td>Garden City Hotel</td>
<td>gardencityhotel.com</td>
<td>45 7th St., Garden City, NY 11530</td>
<td>1.516.663.7010</td>
</tr>
</tbody>
</table>