

Arrival Guide Spring 2024 Exchange Students



CONTACT INFORMATION

Global Education Office (GEO)

Hours: Monday - Friday 8:00 AM-5:00 PM

<u>Location</u>: 2120 Mesa Vista Hall (UNM <u>Central Campus Map</u> - Building #56)

<u>International Advisors Email</u>: <u>iadvisor@unm.edu</u> (orientation, arrival, and immigration questions)
<u>International Admissions Email</u>: <u>goglobal@unm.edu</u> (transcript, application and scholarship questions)

GEO General Email: geo@unm.edu (hours, appointments, general questions)

Phone: 505-277-4032 GEO: global.unm.edu International Admissions: International.unm.edu

Web Info for International Students: isss.unm.edu

Social Media: <u>MS Teams</u> for incoming students (join instructions on last page)

<u>UNMGlobal Community</u> ask to join FB Group

UNMGlobal Instagram 🏮



Hello New International Exchange Student!

Congratulations on your acceptance to the University of New Mexico (UNM) for **Spring 2024**! We are writing from the International Student and Scholar Services (ISSS) Unit of the Global Education Office (GEO). ISSS provides services for all international students at UNM. Here at ISSS and GEO, we are excited to welcome you as a new member of our global Lobo family!

The GEO office is located at 2120 Mesa Vista Hall, directly east of the Student Union Building (SUB) in building #56 on the UNM <u>campus map</u>. ISSS advisors can answer questions you have about orientation, visa, immigration, travel, and work requirements. We also organize many events for international students.

Arrival information and videos for new students are under the *Student* tab and *Coming to UNM* on our website at: https://isss.unm.edu

Review this website and the enclosed information NOW to be sure you are aware of all mandatory arrival dates and requirements for new **Exchange Students**.

All exchange students beginning studies in Spring 2024 are REQUIRED to arrive at UNM BEFORE Wednesday, January 10th to complete mandatory check-in and in-person orientation. If you will live off campus you should plan to arrive by January 4th to find housing and complete all requirements before classes begin. A recommended arrival schedule is included in this arrival guide.

Late arrivals MUST be reported in writing to **iadvisor@unm.edu** and be approved in advance! You CANNOT arrive late without permission and will not be able to arrive more than one week late UNDER ANY CIRCUMSTANCES! Please email us if you have questions.

We look forward to meeting you and assisting you with your needs as an international student!

Sincerely,

Phillip Gill

International Advisor

Melissa Aragon

International Advisor

Linda Melville

Director, International Student and Scholar Services

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I. REQUIRED ARRIVAL DATES AND DETAILS

a) When to Arrive

Recommended Arrival Schedule:

- January 4-9: Arrive in Albuquerque (you need to arrive as early as possible if you plan to live off campus). You are permitted to arrive 30 days before the start date on your DS 2019.
- January 3-10: Attend MANDATORY GEO post arrival check-in, find housing, find classes
- January 11: Attend MANDATORY International Orientation from 8:30 am to 3:00 pm
- January 12-15: Finalize class schedule, explore campus, attend fun events
- January 15: Dr. Martin Luther King Jr. Holiday (No Classes)
- January 16: Begin classes

The date you arrive is CRITICAL for a smooth transition to student life. If you are outside the U.S., you <u>cannot</u> arrive more than 30 days before the start date listed on your DS-2019 form. You <u>MUST</u> arrive in Albuquerque <u>before</u> Wednesday, January 10th – No late arrival is allowed. More details will be communicated to you at the GEO pre-arrival orientation on Zoom on December 8 (details below).

b) Orientation Requirements

ALL Exchange Students must attend <u>2 mandatory GEO Orientations</u> (and 1 post-arrival check-in session – explained below). **BOTH GEO ORIENTATIONS ARE REQUIRED!**

ORIENTATIONS FOR EXCHANGE STUDENTS:

GEO PRE-ARRIVAL ORIENTATION ON ZOOM: Friday, December 8, 8:00 – 10:00 AM Albuquerque time. Prior to this meeting you must set up your <u>UNM NETID</u>, wait 1 day and then access materials on our <u>MS Team for new students</u>. There is a lot of material to review, so do this now to be prepared for the meeting.

https://unm.zoom.us/j/92895648417

Meeting ID: 928 9564 8417

Passcode: GEOLobo

- 2. GEO POST-ARRIVAL ORIENTATION IN PERSON: Thursday, January 11th, 8:30 3:00.
- c) Check-in Requirements
 - 1. <u>Check-in Session</u>: All students are required to attend one check-in session after arrival at UNM and prior to in-person GEO orientation. Check-In sessions will be weekdays from January 3rd to January 10th at 10:00 am (plan to spend 2 hours checking in with us). Call or come to GEO when you get to Albuquerque to sign up for the soonest check-in session. Bring a laptop and digital copies of passport and DS-2019.

- 2. <u>Mygeo portal set-up</u>: After the Zoom pre-arrival orientation on December 8, you will receive an invitation to create your *mygeo* portal account to <u>begin</u> the check-in process. Prior to arrival you should log in to your account to upload required immigration documents and update emergency contact and other information. You will <u>complete</u> GEO check-in requirements after attending a check-in session at UNM.
- **3.** <u>Check in Completion</u>: As soon as possible, but no later than the first week of classes you must <u>complete</u> check-in requirements. This means providing this information in your *mygeo* portal:
 - Scanned copies of all immigration documents –download a scan app; photo files are too large. You
 will scan passport, DS-2019 <u>signed by you</u> on page 1, visa and I-94 (the I-94 is only available AFTER
 entry to the US)
 - Proof of health insurance coverage (requirements below)
 - Emergency contact information
 - Local residential address

Failure to complete all requirements by the end of the first week of class may result in administrative withdrawal from the University and may mean that you must leave the country.

d) Vaccination Requirements

At this time, students are not required to provide proof of vaccination; however, we recommend that you travel to the US with all your vaccination records.

II. ARRIVAL AND HOUSING

a) How to Get to Campus

If you will not be picked up from the airport, Uber/Lyft to UNM and to hotels near campus are relatively inexpensive. Bus #50 goes from the airport to the UNM campus in 10 minutes. Ask the bus driver to let you off at UNM (the intersection of Yale and Central Avenues).

Students moving in to UNM campus housing need to make sure they arrive during pre-arranged move-in times. Check your move-in information and contact housing@unm.edu for questions about where and when you can move in.

b) Airport Pick-Up & Temporary Housing

UNM Student Group Pick-up

UNM student groups sometimes provide airport pick-up and temporary homestays for new students. Check the UNM Student Activities website at http://sac.unm.edu/index.html under Student Orgs to see if there is a group from your country and if so, email the contact to see if they offer this service to new students.

Airport Pick-up and Homestay Offered by ISI (Local Community Christian Organization – NOT UNM)
 A non-UNM, community Christian volunteer organization called ISI (International Students, Inc.) offers free airport pick-up and a temporary homestay with a local family usually lasting no more than 3 days. This

service is free. ISI is a Christian Organization. However, there is no obligation to participate in any religious activities (please report to GEO if you feel any pressure from ISI volunteers to participate in religious activities). If you are interested in airport pick-up or the home-stay opportunity offered by ISI, please complete the ISI service request form on their website (isiabq.org/services) or contact them at: ISIABQ@isionline.org. ISI airport pick-up and homestays for students arriving for Spring 2024 will begin at the beginning of January. You must contact ISI at least two weeks in advance of your arrival for the best chance of getting a homestay placement. ISI also offers house-hunting help, free furniture, cell phone sign-up, free lunches and other helpful services at their International Welcome Center in the two weeks before classes begin. The Welcome Center is at 401 University Blvd. on the northwest corner of Martin Luther King Jr. Dr across from the UNM campus.

- Living on Campus: Where to Stay Until You Can Move into Student Housing
 Move in day for on-campus housing is Friday January 12th. If you will live at Lobo Village or Casas del Rio
 (privately managed housing) please check with them for Move in dates. For housing questions, contact UNM
 Residence Life and Student Housing at housing@unm.edu or 505-277-2606.
- Living Off Campus: Where to Stay Until You Can Move into Long-term Housing
 If you will not live in UNM campus housing, OR you will arrive before you can move into your campus housing, you will have to find temporary housing off campus. You can use the ISI homestay, local hotels (ask for a UNM student discount) or Airbnb until you can move into long-term housing.

c) Long-Term Housing Options

You should think carefully about the kind of housing experience you want. There are advantages and disadvantages to both on and off-campus living that you should consider carefully before you decide. <u>Please read the Housing Guide for more information and check the housing section of our website</u>. Remember, the full semester charge for housing is due the month you move in!

To view UNM campus housing options, visit http://housing.unm.edu/ and sign up as soon as possible to have the best chance at getting your first choice, but you MUST cancel if your plans change or you will be charged. Please note that Lobo Village and the Rainforest are not physically on campus and you will need to ride the shuttle or have other transportation to get to campus.

Regardless of the housing option you choose, **you need to be prepared to pay for temporary housing when you first arrive**, use the ISI volunteer temporary homestay service listed above or contact students from your home country for a temporary place to stay. <u>ISI offers permanent off-campus house-hunting help at their international welcome center before classes begin</u>.

III. IMMIGRATION DOCUMENTS & VISA APPLICATION

a) Certificate of Eligibility (DS-2019)

Your DS-2019 has been emailed to you. Print it out to take with you to your visa appointment. **Please check this form carefully to be sure all your personal information is correct (name, date of birth, etc.)**. After you read this form, you must complete the student attestation by signing at the bottom of page 1. *If you decide not to attend UNM for this semester, or wish to defer to a future semester, please email exchange@unm.edu*.

If your immigration document was not sent to you, this should be because either:

- You are coming to UNM from another U.S. institution <u>OR</u>
- You are a U.S. Citizen or permanent resident

If neither of these reasons fit your situation and the immigration document is NOT enclosed, email exchange@unm.edu.

b) Visa Requirements

You will use the SEVIS ID Number on the DS-2019 to pay the SEVIS fee and apply for a J1 student visa at the United States Embassy or Consulate nearest your place of residence after you are sure you will attend UNM. This number begins with an "N" and is on the top right corner of the DS-2019 form. <u>UNM's Program Number is P-1-01853</u>.

Note: Canadian citizens do not require a visa but must present the DS-2019 when entering the US from Canada and must pay the SEVIS fee at least 72 hours before arriving at the border (see below). Non-citizen residents of Canada should check with the US Consulate to find out if they need a visa.

For information on the U.S. Embassy or Consulate(s) nearest you, please see: www.usembassy.gov.

c) Required Student and Exchange Visitor Information System (SEVIS) Fee

All students must pay a mandatory SEVIS fee. This is a U.S. Government fee, not a university fee, and is in addition to any visa fee. Because the payment of the fee will be recorded in the SEVIS system and it MUST be fully processed before you arrive at the U.S. Embassy or Consulate for the visa interview, you must pay it at least 3 business days prior to the visa interview, and you must bring proof of payment to the interview. The fee is associated with your SEVIS number on the top of your DS-2019, so if you already paid the fee with that SEVIS number in the past 12 months you do not need to pay again. Canadian citizens must present proof of payment of the fee when arriving at the port of entry to the U.S. (they do NOT need a visa). For more detailed information on the fee payment process please go to the SEVIS website at: https://www.ice.gov/sevis/i901.

You can pay the SEVIS fee in one of three ways:

- Online at <u>www.FMJfee.com</u>. Use a credit card and complete the online Form I-901. Once you have submitted the payment print the computer-generated receipt. This receipt will be your proof of payment. Please note that SEVP is unable to accept credit card payments on behalf of students from Ghana, Gambia, Nigeria, Cameroon or Kenya.
- Through Western Union Quick Pay. This option is available in any country where Western Union offers its Quick Pay service. This service allows you to pay the SEVIS fee electronically and directly to the Department of Homeland Security in local currency. You must fill out the I-901 form on www.fmjfee.com before you go to Western Union and record or print the unique coupon number to submit your payment (if someone will pay for you they will also need to enter your coupon number in the Account Number field of the Western Union form to pay). To read the detailed instructions for this form of payment, please go to www.ice.gov/sevis/i901/wuinstr.htm.
- Through the mail by submitting a completed Form I-901 and a check or money order drawn from a U.S. bank. The payment confirmation you can print from the FMJ fee website will serve as proof of payment.

d) When to Apply for the Visa and What to Bring to the Consulate

You cannot apply for the visa more than 365 days prior to the date your U.S. program begins (check your DS-2019 for the program start date.)

Documents you will need to bring with you to the U.S. Consulate and to the U.S.:

- Passport
- Proof of payment of the SEVIS fee
- Paper copy of the DS-2019 form
- UNM acceptance letter
- Proof of finances for your studies
- Any evidence that you intend to return home when you complete your studies (e.g., proof of property, a
 job or family in your home country)

Contact the U.S. Consulate to find out how to make an appointment, what the fees are, what additional documents you should bring to the interview, and how long it generally takes to process the visa. A list of U.S. Embassy/Consulate websites can be found at www.usembassy.gov.

Visa interview and processing times can be long no matter what country you come from. Be smart and get your visa appointment as early as possible!

e) The Visa Interview

GEO recommends the following for any visa interview:

- Be ready to articulate in English briefly and clearly your reason for study in the U.S. and your plan to use your education in your home country after program completion.
- Know how your academic degree will fit into your home country job market.
- Be prepared with the above information, but don't memorize a "speech" which sounds rehearsed.
- Remain calm.
- Ask the consular officer if s/he will review any documents you brought (even if they don't ask for them.)
- In case of a denial, ask that the reason be given to you in writing before you leave the consulate. Only in this way can you address the U.S. Consulate's concern if you return for a second interview. Reasons for a visa denial are found at: https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/visa-denials.html.
- You may be subject to a security check that will delay the visa application process. Therefore, we highly recommend that you apply for the visa as soon as you receive this form.
- Once you are issued a visa, you should verify that all information is correct and does not contain any typographical errors in your name, date of birth, or other biographical information. It is extremely important that your name and biographical information on the visa MATCH your passport and your DS-2019. Make sure you are issued a J1 visa and not another type. It is extremely difficult to correct these errors once you have left the consulate and nearly impossible once you have entered the US, so you want to get these errors corrected BEFORE you leave your home country.
- Finally, once you are issued a visa, the consular officer <u>may</u> seal your DS-2019 in an envelope and attach it to your passport. DO NOT PACK THE DS-2019 IN YOUR LUGGAGE!

IV. PREPARING TO COME TO UNM

a) How Soon Can I Arrive?

New students CANNOT arrive in the US more than 30 days prior to the reporting date listed on the front of the DS-2019 form. Be sure that you do not arrive earlier than that date or you may be sent back to your home country.

b) What You Need to Enter the U.S.

Do not pack these documents in your luggage; keep them with you:

Passport with entry visa
DS-2019 form (this may be in an envelope that the U.S. Consulate has given you)
Proof of finances to support your stay in the U.S.
Money to cover initial costs (approximately \$5,000 in bank check or accessible cash via an ATM, debit, o

Money to cover initial costs (approximately \$5,000 in bank check or accessible cash via an ATM, debit, or credit card; for safety reasons we do not recommend that bring more than \$1000 in cash). Changing currency is difficult and expensive in Albuquerque so do it before you arrive.

According to U.S. law, you must enter the U.S. using the DS-2019 from the institution you plan to attend first. If you enter with a form from a university other than the University of New Mexico, you may be required to report to that university before you will be eligible to transfer to UNM. Upon your arrival in the U.S. the immigration official should review the form and return it to you. They may also stamp your passport and indicate the correct immigration status (J1) on the stamp. **DO NOT ENTER THE U.S. on a B visitor's visa or WB/WT visa waiver or you will be ineligible to study!!!**

You will need to print out the record of entry (form I-94) at cbp.gov/194 every time you enter the US (after you enter). We can show you how to do this when you check in with GEO. This is an important document that records your current legal U.S. immigration status.

Note: Citizens of Canada do not require entry visas, but must present the DS-2019 form, financial proof, and proof of payment of the SEVIS fee when entering the U.S. from Canada. Passports are required for all Canadian citizens entering the U.S. in student status. Canadian students crossing at a land port need to be sure that their DS-2019 is reviewed by the immigration official AND need to carefully check that the stamp in the passport accurately indicates their J1 status.

c) Health Insurance Requirements

All UNM exchange students are required to purchase a U.S. health insurance policy through the <u>International</u> <u>Student Insurance</u> website (see below) that covers them for their entire stay in the U.S. This is a federal and university requirement.

You MUST buy a plan from International Student Insurance:

https://www.internationalstudentinsurance.com/school requirements/3708/University of New Mexico.html

Every exchange student must buy one of the plans from the website above – <u>no exceptions</u>. Even if you have insurance from your home country or provided by your university, you must purchase one of these U.S. and UNM-approved plans (if you have health insurance from home, this policy will only pay <u>after</u> that policy pays). All four plans on the website meet the minimum requirements for J-1 Exchange Students, and you can choose

the plan that is best for you. <u>Make sure to read through the plan descriptions carefully to find out what the insurance does and does NOT cover!</u> Remember that some of the plans on this site have a waiting period of at least 6 months before they cover you for *pre-existing conditions* (sicknesses for which you have already been treated). **So, you should bring with you any prescription medications that you already know you will need.**

Buy your insurance policy before you come to the U.S. and make sure that it starts for the day that you will arrive in the country. If your program will end in **Spring 2024**, you must buy insurance that ends AFTER **May 11**, **2024 or the date you leave the US (whichever is later)**. If you are staying for the **Fall 2024** semester, you need to buy the insurance until **December 14**, **2024 or the date you leave the US (whichever is later)**. If you are not sure if you will stay for two semesters, buy the policy until **May 11**, **2024** and then extend your policy before that date if you will stay for an additional semester.

You must upload proof of ISI insurance coverage for your entire stay to your *mygeo* portal account by the start of classes in January. If you do not, we will place a hold on your UNM account, and you will be unable to register for classes, modify your class schedule, or have credit transfer back to your home institution until you show appropriate proof of coverage.

<u>Dental and vision care are not covered by medical insurance in the U.S.</u>, so you MUST take care of any vision or dental needs before you come to UNM. More information about insurance and health care will be provided during orientation. You can also visit the UNM Student Health and Counseling Center website http://shac.unm.edu/ for current information about health care services for students.

TAKE CARE OF EXISTING HEALTH PROBLEMS AND GET REQUIRED PRESCRIPTIONS BEFORE YOU LEAVE HOME!

d) What to Do Before You Leave Home

DOCUMENTS

- Download a scanning app and scan all important documents in pdf format before you come to the U.S. and have access to these copies electronically. These include: passport, visa, DS-2019, financial information, official transcripts, credit card information, international and home country driver's licenses, and birth certificates.
- Give family or friends at home access to these copies in case you need someone to send them to you.

Remember, you must bring the originals of most of these documents with you to the U.S. Certified original copies of your birth certificate may be necessary for a driver's permit or state ID.

MEDICAL

- Get copies of your immunization records (currently ONLY required if there is an outbreak)
- Bring prescriptions for any regular medications (plus several months' worth of these medications)
- Get extra eyeglasses if you need them these are expensive in the U.S. and are usually not covered by insurance
- Get your dental work done dentistry in the U.S. is expensive and not covered by insurance

FINANCIAL

- You should arrive with access to approximately \$5,000 U.S. to cover costs (either via ATM or credit card). For your protection, do not carry more than \$1000 in cash, and do not plan on changing money in Albuquerque.

e) Connecting with Other Incoming Students

WEBSITE:

Detailed information and videos regarding arrival are available on our website at https://isss.unm.edu/students/coming-to-unm/arrival-resources.html. Please review this information in detail before you come to Albuquerque.

SOCIAL MEDIA:

- *MS Teams*: Request to Join our *GEO New Students Team* AFTER you set up your NetID.
- **Facebook**: Ask to be added to the <u>UNM Global Community</u> Facebook group to communicate with other students or see our events.
- Instagram: follow us at UNMGlobal

VI. REGISTRATION FOR CLASSES & TUITION AND FEEPAYMENTS

a) Registration for Classes

All students should meet with an academic advisor at the home institution before deciding on UNM classes. You need to know what will count toward your degree program BEFORE you register. When you register, you need to be sure you are registering for classes at the Albuquerque/Main campus. All registration is done online by logging in to http://my.unm.edu with your UNM Net ID (see below) after your holds are lifted. We have enclosed a handout regarding registration with this arrival information.

Registration for Spring 2024 does not open until **November.** Exchange students may be prevented from enrolling for some classes due to pre-requisites or the fact that they are not UNM degree students. If you cannot register for a course because of these problems, email the professor for the specific course immediately explaining that you are an exchange student and providing a copy of your transcript showing proof of any required pre-requisites. If the professor is not listed or cannot help you get an override, please email exchange@unm.edu.

b) Setting up Your UNM Net ID

You must <u>create a UNM NetID</u>. You will be asked for your Banner ID, Birth Date, and First and Last Name. Follow the instructions to create a Net ID. To log into UNM systems, you will need to complete *Multifactor Authentication* using a phone number you can access after arrival at UNM. If you need to change the number, you will need to call UNM IT at 505-277-5757 and you will need your real or UNM-issued Social Security Number from the cover letter in this email. Your NetID will also be your UNM email address (<u>yournetid@unm.edu</u>). Once you set up your UNM NetID it is important to check your UNM email! <u>Important updates and billing information will be sent by the University to your UNM email address</u>.

Note: Pick a Net ID that is appropriate for school and work. The system will suggest one to you. You will NOT be able to change it later.

c) Tuition and Fee Payments

You will not be billed until you have registered for classes. When you register, you will be billed on the 10th of the month and must pay before the 10th of the following month. You must either pay the amount in full or arrange for a <u>payment plan</u>. Bills can be paid from abroad via <u>Flywire</u>, US bank account direct payment, U.S. bank check, credit card (2.85% fee) or cash. All bills MUST be paid in FULL before you can register for the next semester.

- Remember that the amount you must pay will vary depending on course fees for the courses you are taking and other charges such as on-campus housing charges. There is also a fee for exchange students of \$275 for each semester you enroll at UNM.
- Please check the payment due dates and be prepared to pay upon arrival. Submitting late payments will incur late fees and service charges.
- For more information regarding payment, contact the Bursar's Office at bursar.unm.edu.

We extend to you our best wishes for a pleasant trip to Albuquerque and trust you will find your stay at UNM to be both challenging and rewarding. We look forward to meeting you and assisting you with your needs as an international student!

Pre-Arrival Checklist
NOW .
Attend the GEO Zoom Pre-Arrival Orientation on Friday, December 8 th at 8:00 am US Mountain Daylight (Albuquerque) time
Set up your <u>UNM Net ID</u>
Join the GEO New Students Team (wait one day after NetID set up)
Pay the SEVIS fee
Apply for and obtain a valid U.S. visa (except Canadians)
NEXT
Check your email from iadvisor@unm.edu and MS Teams messages regularly for updates
Research your <u>housing options</u> (reserve if you will live on campus)
Purchase airline tickets to arrive in Albuquerque before Wednesday, January 10 th
Have a plan for when you land in Albuquerque (e.g., airport pick-up/ISI homestay)
Buy the required <u>health insurance</u> for your exchange and carry proof with you
Understand and have a plan to pay your bill upon arrival
Take care of any routine medical or dental needs (and bring prescription medications)
Scan valid passport, DS-2019, visa and financial proof and carry paper copies with you
Pack: home country documents (like birth certificate/driver's license/national ID), medicines, vaccine history and important medical records, some warm clothing, things to remember your home (and any national/cultural items to show others)
Carry-on: Physical copies of passport (with visa), paper DS-2019, health insurance proof, vaccine proof, financial proof (as listed on DS-2019), cash and credit cards
Re-read all pre-arrival information to be sure you did not miss any details.
Upon arrival: Contact GEO to sign up for the soonest GEO check-in
EXTRA CREDIT
Meet new students on <u>Teams</u> and Facebook: <u>UNMGlobal Community</u> Group
Review the <i>Coming to UNM</i> section under the <i>Student menu</i> on the <u>isss.unm.edu</u> website