



**AZUSA PACIFIC**  
UNIVERSITY

**PRE-ARRIVAL INFORMATION**  
*FOR INTERNATIONAL STUDENTS*

AMERICAN LANGUAGE AND CULTURE INSTITUTE and  
the UNDERGRADUATE Program

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# God First

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### FORMS ATTACHED:

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1. Immunization Record *Form*
2. Airport Pickup Request *Form*
3. Motel Request *Form*
4. Housing Contract *and* Application *Form*
5. APU Campus Map

## GREETINGS FROM YOUR NEW “HOME-TO-BE”!

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Congratulations once again upon your acceptance to Azusa Pacific University (APU)! You have chosen well in deciding to apply to APU and we believe we have chosen well in admitting you! If you have not already noticed, APU is not an ordinary university. Besides being an excellent academic university, we are also a community that cares deeply about each member. And now, you are officially part of the community! It is our desire to help you prepare to enter your new environment as successfully as possible; therefore, we have provided this pre-arrival booklet for you. In it you will find helpful information from instructions on how to apply for your visa to travel to APU other important topics. Please read the following material carefully but then do not hesitate to contact us with questions you may have about anything else.



In the Bible, the holy book we highly value and follow here at APU, our God tells us: *“I know the plans I have for you, plans to prosper you and not to harm you, plans to give you hope and a future.”* We believe this wholeheartedly and as a university want to see you prosper and thrive academically and as a whole person who has been created in God’s image. Here at the International Center (your ‘home away from home!’) our motto is: *“Your potential is our priority!”* You can count on us to support you during your time of study at APU!!!

As you prepare to come, please know that we are praying for you! And again, please let us know if there is anything else we can do to assist you in your preparations.

*Mary Grams  
Director  
International Center*

# Section One: Immigration

## GENERAL OVERVIEW OF ESSENTIAL DOCUMENTS:

**PASSPORT:** When entering or re-entering the United States, your passport must remain valid for at least six months before its expiration date. If your dependents (spouse and/or children under 21) are traveling into and/or remaining with you in the U.S., their passports **must also remain valid** for at least six months before the expiration date **at all times**.



**VISA:** Secured outside the United States in order to gain entry, the visa is attached within your passport. It is only a border crossing permit used for either single or multiple entries into the U.S. You must enter the U.S. before the expiration date indicated on the visa.



Procedures and requirements for applying for a student visa vary from country to country, and they are inevitably more complex and demanding in some countries than others. Detailed U.S. visa policies and procedures can be found at [www.unitedstatesvisas.gov](http://www.unitedstatesvisas.gov)

For specific information on the following student visas:

- **F visa:** For people who want to study at an accredited U.S. college or university, go to: [www.travel.state.gov/visa/temp/types/types\\_1268.html](http://www.travel.state.gov/visa/temp/types/types_1268.html)
- **J visa:** For people who will be participating in an exchange visitor program in the U.S., go to: [www.travel.state.gov/visa/temp/types/types\\_1267.html](http://www.travel.state.gov/visa/temp/types/types_1267.html)

The citizens of the following countries are **visa exempt**: Canada, Bermuda, Bahamian Nationals, and British subject residents in the Bahamian, Cayman, Turks, or Caicos Islands.

**SEVIS I-20 (FOR F-1):** This is the most commonly used immigration admission document issued by Azusa Pacific University. You may go to a nearby U.S. Embassy or Consulate and obtain an F-1 visa by submitting the I-20 as well as evidence of financial support and other documents required. The SEVIS I-20 consists of three pages and your SEVIS I-20 number, which is different from your immigration admission number (I-94), is found on the first page right above the barcode. Once you arrive in the United States you will need to present your I-20 to the U.S. immigration officer who will then stamp the form and return it to you. **PLEASE DO NOT THROW AWAY OR LOSE YOUR I-20** since you will need it throughout your stay at Azusa Pacific University and in the United States.

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**DS-2019 (FOR J-1):** This is an immigration admission document issued in special cases by Azusa Pacific University. You may go to a nearby U.S. Embassy or Consulate and obtain a J-1 visa by submitting the DS-2019 as well as evidence of financial support and other documents required for your stay in the United States. Upon arrival in the U.S., present the DS-2019 to the U.S. Customs officer who will stamp the form and return it to you. **PLEASE KEEP THIS COPY THROUGHOUT YOUR ENTIRE STAY AT THE UNIVERSITY AND IN THE UNITED STATES.**

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**I-94:** This is the white arrival departure card that you fill out as you enter the United States. This card records your entry date to the U.S. and indicates the visa you have and when you must leave the U.S. The I-94 will be stapled within your passport. Please be careful not to lose or misplace your I-94 as you will need it throughout your stay at Azusa Pacific University and in the U.S. The U.S. Citizenship and Immigration Services (USCIS) will charge a substantial fee to replace a lost or misplaced I-94.

The image shows a sample of an I-94 Departure Record form. At the top, it says 'Departure Number' followed by '717304 XXX XX'. Below that is 'Immigration and Naturalization Service' and 'I-94 Departure Record'. There are several fields for personal information: 'Family Name', 'First (Given) Name', 'Birth Date (Day/Mo/Yr)', and 'Country of Citizenship'. At the bottom, it says 'See Other Side' and 'STAPLE HERE'.

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**IMPORTANT:** It is **NECESSARY** that you **BRING YOUR PASSPORT, VISA, I-20 (OR DS-2019), AND I-94 TO THE OFFICE OF INTERNATIONAL ENROLLMENT SERVICES (IES) IN ORDER TO REGISTER FOR CLASSES.** If you have dependents that came together with you, then you should also bring all of their immigration documents (passport, visa, I-20 or DS-2019, and I-94) to the IES office. If you have any dependents that will arrive in the U.S. at a later date, please ensure that you bring their immigration documents to the Office of IES **upon their arrival.** Copies of your immigration documents, as well as those of any dependents in U.S., will be made and kept in your IES file in case any of the original forms are either lost or stolen.

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## **PREPARING FOR AN F-1 VISA INTERVIEW**

Source: [www.nafsa.org/](http://www.nafsa.org/)

This information is for people who plan to enter the United States for the first time to study. For information on bringing dependents to the U.S., returning to continue studies, or renewing your visa, or for more details on how to apply for a student visa, refer to the U.S. Department of State webpage at [www.travel.state.gov/visa/temp/types/types\\_1268.html](http://www.travel.state.gov/visa/temp/types/types_1268.html).

### **STEPS**

1. Contact your local U.S. Consulate or Embassy ([www.usembassy.gov](http://www.usembassy.gov)) to ask about how to get an F-1 international student visa.
2. After you receive an I-20 form from the school that you want to attend, follow the U.S. Embassy/Consulate's instructions to schedule an interview for your F-1 student visa. It is important to apply for your student visa as far in advance as possible. Many consulates recommend arranging appointments within 90 days from the intended date of travel; however, some can make earlier arrangements for interviews.
3. Pay the visa application fee by following instructions on your local U.S. Embassy or Consulate's web site.
4. If your I-20 was issued on or after September 1, 2004, and is marked for "initial" attendance (see #3 on your I-20 form), you will also need to pay the \$200 SEVIS fee.
5. Complete the following forms:
  - DS-156 Nonimmigrant Visa Application Form
  - DS-158 Contact Information and Work History for Nonimmigrant Visa Applicant
  - if a male between the ages of 16 and 45, DS-157 Supplemental Nonimmigrant Visa Application

#### **To Pay by Mail:**

- Get a Form I-901 "Fee Remittance for Certain F, J, and M Non-immigrants."
- Download the I-901 form ([www.fmjfee.com/i901fee](http://www.fmjfee.com/i901fee)) or
- Ask for the form by phone at 800.870.3676 (inside the United States)
- Complete the Form I-901. Be sure to write your name exactly how it appears on your I-20 form.
- Prepare a check, international money order or foreign draft (drawn on US banks only) in the amount of \$200 USD, made payable to "The Department of Homeland Security, Immigration and Customs Enforcement."

- Many foreign banks are able to issue checks or money orders drawn on a U.S. bank. You may therefore obtain a check from a bank chartered or operated in the United States, a foreign subsidiary of a U.S. bank, or a foreign bank that has an arrangement with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.
- Mail the completed I-901 and payment to the address listed on Form I-901.
- A Form I-797 receipt confirmation letter should be mailed within 3 days of processing the fee. Be sure to make copies of this receipt letter, and keep it with your other important immigration documents.

**To Pay Online:**

- Find the I-901 Form ([www.fmjfee.com/i901fee](http://www.fmjfee.com/i901fee))
- Complete the form online and supply the necessary Visa, MasterCard or American Express information. \*Be sure to write your name exactly how it appears on your I-20 form.
- Print a copy of the online receipt.
- Be sure to make copies of your receipt, and keep it with your other important immigration documents.
- You must bring the receipt of fee payment with you to the interview. If you have lost the receipt, the Visa Officer should be able to view your payment history in his or her database.
- If you are transferring schools, extending your program, applying for an F-2 dependent visa, or have paid this fee and been denied a visa within the last twelve months, you do not need to pay the \$200 SEVIS fee.

6. Prepare and bring to your visa interview the following:

- A passport valid for at least six months
- Form I-20 (sign the form under Item 11)
- School admission letter
- Completed visa applications (DS-156, DS-158, and, if applicable, DS-157)
- Two 2"x 2" photographs in the prescribed format (see [www.travel.state.gov/visa/temp/info/info\\_1287.html](http://www.travel.state.gov/visa/temp/info/info_1287.html))
- A receipt for the visa application fee
- A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.

- Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study.
  - Any information that proves that you will return to your home country after finishing your studies in the United States. This may include proof of property, family, or other ties to your community.
7. Remain calm and answer all the Visa Officer's questions to you openly and honestly.

## **U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT – FACT SHEET (Oct 2004)**

Source: [http://www.ice.gov/sevis/factsheet/100104ent\\_stdnt\\_fs.htm](http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm)

U.S. Immigration and Customs Enforcement's Student and Exchange Visitor Program (SEVP) is committed to facilitating your stay in the United States while you take advantage of our nation's academic, educational, and cultural offerings. To enhance security without slowing legitimate travel, the Department of Homeland Security (DHS) has instituted some changes in U.S. entry and exit procedures. Careful planning and preparation by international students can ensure that any delay based on these procedures is minimal.

The following sections detail what a student can expect upon arriving at a U.S. Port of Entry.

### **PART 1: F-1 INTERNATIONAL STUDENTS**

1. **PLAN YOUR ARRIVAL:** You may be refused entry into the United States if you attempt to arrive more than 30 days before the program start date listed on your SEVIS I-20 form.
2. **ALWAYS HAND-CARRY YOUR DOCUMENTS: Do not check the following documents in your baggage.** If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States.
  - **Your passport, valid for at least six months beyond the date of your expected stay**
  - **SEVIS Form I-20**

*In addition, it is strongly recommended that you also hand carry the following documentation:*

- Evidence of financial resources
- Evidence of student status, such as recent tuition receipts and transcripts
- Paper receipt for the SEVIS fee, Form I-797
- Name and contact information for your "Designated School Official", including a 24-hour emergency contact number at the school



For comprehensive information on procedures for traveling and arriving in the U.S., visit: [www.educationusa.state.gov/predeparture/travel/customs.htm](http://www.educationusa.state.gov/predeparture/travel/customs.htm)

3. **COMPLETE YOUR ENTRY PAPERWORK:**

- **If Arriving By Air:** Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival Departure Record Forms (I-94). These must be completed prior to landing.
- **If Arriving By Land or Sea:** The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

4. **AS YOU ARRIVE AT THE PORT OF ENTRY:** Proceed to the terminal area for arriving passengers. Have the following documents available for presentation: your passport; SEVIS Form (I-20); Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059). The Form I-94 should reflect the address where you will reside, not the address of the school or program.

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the CBP Officer that you will be a student.** Be prepared to include the name and address of the school program where you will enroll/participate.

Once your inspection is successfully completed, the inspecting officer will:

- **Stamp your SEVIS Form for duration of status (“D/S”) for F visa holders**
- **Stamp your SEVIS Form for 30 days beyond program end date for M visa holders**
- **Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport**

5. **FOLLOWING ADMISSION INTO THE UNITED STATES:** Students should report to their school within 30 days of the date that appears on the SEVIS I-20 form to register for courses or to validate their intended participation. Failure to do so may result in serious consequences.

6. **ADDITIONAL INFORMATION**

- **SECONDARY INSPECTION REQUIREMENTS:** If the CBP officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the CBP Officer needs to verify information with your school or program, **we strongly recommend** that you have the **name and telephone number of the international student advisor at your school**. In the event you arrive during non-business hours (evening, weekends, holidays), you should also have an emergency or non-business hour phone number available for this official.

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a "Notice to Student or Exchange Visitor" Form (I-515A), which authorizes temporary admission into the United States. Work with your school to submit the proper documentation without delay.

- **US-VISIT:** All nonimmigrant visitors holding visas – regardless of race, national origin, or religion – participate in the US-VISIT program, a comprehensive registration system tracking entries to and exits from the United States. For more information: [www.dhs.gov/xnews/releases/press\\_release\\_0305.shtm](http://www.dhs.gov/xnews/releases/press_release_0305.shtm)
- **NATIONAL SECURITY ENTRY-EXIT REGISTRATION SYSTEM (NSEERS):** Some individuals may be asked to provide additional information under the National Security Entry-Exit Registration System (NSEERS). A packet of information will be available at the port of entry explaining the registration procedure. For more information: [www.dhs.gov/xnews/releases/press\\_release\\_0305.shtm](http://www.dhs.gov/xnews/releases/press_release_0305.shtm)

## **PART 2: J-1 EXCHANGE VISITORS**

1. **PLAN YOUR ARRIVAL:** Exchange Visitors are prohibited from entering the United States more than 30 days in advance of the program start date identified in Item 3 of the DS 2019. Some Exchange Visitors Program sponsors may restrict early entry to less than 30 days. Please check with you sponsor for specific requirements.
2. **ALWAYS HAND CARRY YOUR DOCUMENTS: Do not check the following documents in your baggage.** If your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the United States.
  - **Your passport, valid for at least six months beyond the date of your expected stay**
  - **If re-entering the United States, the DS-2019**

*In addition, it is strongly recommended that you also hand carry the following documentation:*

- Evidence of financial resources;
- Letter of acceptance as a participant in the Exchange Visitor Program;
- Paper receipt for the SEVIS fee, Form I-797; and
- Name and contact information for your sponsoring organization, including a 24-hour emergency contact number.

For greater detail on procedures for traveling and arriving in the United States, visit: [www.educationusa.state.gov/predeparture/travel/customs.htm](http://www.educationusa.state.gov/predeparture/travel/customs.htm)

3. **COMPLETE YOUR ENTRY PAPERWORK:**

- **If Arriving By Air:** Flight attendants will distribute Customs Declaration Forms (CF-6059) and Arrival- Departure Record Forms (I-94). These must be completed prior to landing.
- **If Arriving By Land or Sea:** The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

4. **AS YOU ARRIVE AT THE PORT OF ENTRY:** Proceed to the terminal area for arriving passengers. Have the following documents available for presentation: your passport; the sealed envelope that contains your DS-2019; Arrival-Departure Record Form (I-94); and Customs Declaration Form (CF-6059). The Form I-94 should reflect the address where you will reside, not the address of the program.

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. **It is important that you tell the CBP Officer that you will be an exchange visitor.** Be prepared to include the name and address of the school program where you will enroll/participate.

Once your inspection is successfully completed, the inspecting officer will:

- **Stamp your SEVIS Form for duration of status (“D/S”) for J visa holders with date and port of entry**
- **Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport**

5. **FOLLOWING ADMISSION INTO THE UNITED STATES:** Exchange Visitors must report to their Exchange Visitor Program sponsor within 30 days of the program begin date identified in line 3 of the DS 2019 to have their participation in the program activity validated. Exchange Visitors in programs beginning with “G” listed in item 2 of the DS 2019, and who are being sponsored for less than 30 days, must have their sponsor validate their participation prior to the end date listed in Item 3 of the DS 2019. Failure to have participation validated will result in an automatic invalidated SEVIS record.

6. ADDITIONAL INFORMATION:

- **SECONDARY INSPECTION REQUIREMENTS:** If the CBP officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers.

The CBP officer will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the CBP officer needs to verify your admission/participation with your sponsor **we strongly recommend** that you have the **name and telephone number of your J-1 Exchange Visitor Program sponsor available**. In the event you arrive during non-business hours (evenings, weekends, holidays), you should also have the emergency phone number.

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a “Notice to Student or Exchange Visitor” Form (I-515A), which authorizes temporary admission into the United States. Work with your program sponsor to submit proper documentation without delay.

- **US-VISIT:** All nonimmigrant visitors holding visas-regardless of race, national origin, or religion -participate in the US-VISIT, a comprehensive registration tracking system for entries to and exits from the United States. The program involves obtaining a scan of two index fingerprints and a digital photograph. For more information: [www.dhs.gov/xnews/releases/press\\_release\\_0305.shtm](http://www.dhs.gov/xnews/releases/press_release_0305.shtm)
- **NATIONAL SECURITY ENTRY-EXIT (NSEER) REGISTRATION SYSTEM:** Some individuals will be asked to provide additional information under the National Security Entry-Exit Registration System, or NSEERS. A packet of information will be available at the port of entry explaining the registration procedure. For more information: [www.dhs.gov/xnews/releases/press\\_release\\_0305.shtm](http://www.dhs.gov/xnews/releases/press_release_0305.shtm)

## **LINKS FOR MORE INFORMATION:**

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For more information on the following topics,

- Websites of U.S. Embassies, Consulates, and Diplomatic Missions:  
[www.usembassy.gov](http://www.usembassy.gov)
- Official Source of Information about U.S. Visa Policy and Procedures:  
[www.unitedstatesvisas.gov](http://www.unitedstatesvisas.gov)  
[www.travel.state.gov](http://www.travel.state.gov)  
[www.travel.state.gov/visa/immigrants/types/types\\_1326.html](http://www.travel.state.gov/visa/immigrants/types/types_1326.html)  
[www.travel.state.gov/visa/temp/temp\\_1305.html](http://www.travel.state.gov/visa/temp/temp_1305.html)
- Visa Application: Some Important Points to Remember:  
[www.travel.state.gov/visa/temp/types/types\\_1268.html](http://www.travel.state.gov/visa/temp/types/types_1268.html)
- Student and Exchange Visitor Program:  
[www.ice.gov/sevis](http://www.ice.gov/sevis)  
[www.ice.gov/sevis/students/index.htm](http://www.ice.gov/sevis/students/index.htm)
- SEVIS I-901 Fee and FAQ:  
[www.ice.gov/sevis/i901/index.htm](http://www.ice.gov/sevis/i901/index.htm)  
[www.ice.gov/sevis/i901/faq.htm](http://www.ice.gov/sevis/i901/faq.htm)
- Pre-Departure Information:  
[www.educationusa.state.gov/predeparture.htm](http://www.educationusa.state.gov/predeparture.htm)
- Living in the U.S.  
[www.educationusa.state.gov/life.htm](http://www.educationusa.state.gov/life.htm)
- FAQ for F-1 Students – Entry and Exit:  
[www.ice.gov/sevis/travel/faq\\_f2.htm](http://www.ice.gov/sevis/travel/faq_f2.htm)
- General Information on U.S. Immigration:  
[www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)

# Section Two: Housing

## GENERAL HOUSING INFORMATION

Housing is available on the APU campus for undergraduate and American Language and Culture Institute (ALCI) students. ***It is important to apply early as on-campus housing is limited, and is assigned on a first-come, first-served basis.*** In addition, there are apartments located within walking distance of the university for those who do not want to live on campus. For those wanting to live on campus, please complete an ***Request for Campus Housing Assignment***, and along with a ***USD \$250 deposit*** as soon as possible to the **International Center** either through:

MAIL: Request for Campus Housing Assignment form and \$250 check to:

FAX: Request for Campus Housing Assignment form and call our office to pay by credit card

**International Center**  
Azusa Pacific University  
901 East Alosta Avenue  
P.O. Box 7000  
Azusa, CA 91702-7000  
U.S.A.

\*The check is made payable to  
Azusa Pacific University

- You can pay your deposit by credit card by calling International Center at (626) 815-6000, ext. 3055
- You may then fax your Request for Campus Housing Assignment form to our office at (626) 815-3801.

**IMPORTANT:** Spaces are assigned in order, based on the date that your file is completed. Your housing application file must be complete (application, deposit, and signed contract) for you to receive an assignment. Housing is expected to be very full again this year, so we encourage you to complete your file as soon as possible.

For students who want to live off campus, more information, such as lists of available houses or apartments for rent, can be found at: [www.apu.edu/asset/properties/students](http://www.apu.edu/asset/properties/students). If you have any questions, you can also contact us at 626-812-3055 or through email at [international@apu.edu](mailto:international@apu.edu).

<sup>1</sup>The term for each Housing Contract is for an entire academic year. This contract CANNOT be terminated or canceled prior to the end of the academic year unless with reasons approved by the Institution. If the contract is terminated, the student is to vacate the living areas within six hours.

If you choose to live off-campus but did not arrange for housing prior to your arrival to the United States, APU will be happy to place you in a nearby motel for up to six nights and seven days while you look for housing here. If you need us to make motel arrangements for you, please apply at least **TWO WEEKS IN ADVANCE** of your arrival to the United States. Please apply using the attached ***Motel Request Form***. Once we receive the form, we will get back to you through an email within a week.

The university will only pay the motel's room cost for up to six nights and seven days. If you need to stay longer in the motel, you will need to make personal arrangements with the motel management. As APU will ONLY pay for the room cost, you will be responsible for food, phone calls, and any other expenses you incur during your stay in the motel. **IF YOU CHOOSE TO WITHDRAW FROM THE UNIVERSITY OR TRANSFER TO ANOTHER SCHOOL DURING THE FIRST SESSION/SEMESTER OF YOUR ENROLLMENT, YOU ARE REQUIRED TO REIMBURSE THE UNIVERSITY FOR THE MOTEL PAYMENT.** For more information on our Motel Policy, please read **Section 3, 2:1–2:9** of the attached *Motel Request Form*.

Please note that **SUMMER HOUSING** is different from housing given during the Fall and Spring semesters. The Residence Halls, also known as dormitories, will be closed during this period, and the only available housing will be in either the APU apartments or the modulars. There will also be no meal plans during the summer period. Summer housing is limited and priority will be given to undergraduate students who are taking summer classes, working on campus, and international students.

### **LINKS FOR MORE INFORMATION:**

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- Various living areas of APU:  
<http://www.apu.edu/housing/campus/>
- APU's *Housing Policies and Procedures*:  
[www.apu.edu/housing/policies](http://www.apu.edu/housing/policies)

## VARIOUS LIVING AREAS

**RESIDENCE HALLS**, which are also known as dormitories (dorms), are large buildings at a college or university where freshmen live. Each room is furnished with built-in furniture such as desks, beds, closets, and storage cupboards. Residents are also able to access the campus computer network through the wired network access in each room, or through the wireless network that is available throughout the building. Some APU Residence Halls also include small computer labs and all residence halls have student lounges. Students living in APU Residence Halls will be required to purchase a meal plan in accordance with housing requirements.



### ADAMS HALL

- Three-story residence hall for female, first-year students
- Study rooms and two large lounges
- Computer Lab on first floor
- Laundry facilities, community bathrooms
- Wired and wireless network access
- Built-in closets, desks, and dressers

### ENGSTROM HALL

- Four-story living area for male and female first-year students, housed on single-sex floors
- Four students share two suite-style rooms and a bathroom
- Study rooms and a lounge on each floor
- Oven and vending machines, four laundry facilities
- In adherence with the American Disability Act (ADA), there are six living quarters designated as rooms for students with disabilities who require wheelchair access
- Two elevators



### SMITH HALL



- Two-story residence hall for male, first-year students
- Laundry facilities, community bathrooms
- Large lounge on first floor
- Small lounges on the second and third floors



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### TRINITY HALL

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- Five-story residence hall for male and female students on single-gender wings that houses primarily first-year students
- Meeting room with a small computer lab on each wing
- Community bathrooms, community kitchen, laundry facilities
- Two elevators and all rooms accessible to students needing wheelchair access
- Small coffee area
- Prayer/meditation rooms
- Large lounge on first floor
- Outdoor decks on fourth and fifth floor



The **APARTMENTS**, which are part of a set of individual rooms within a larger building, are living areas within the APU residential community which accommodate sophomores, juniors, and seniors. These apartment complexes are across the street from the APU main campus and can be reached within a five to ten minute walk. Students living in the apartments are responsible for arranging and paying for their own utility (electricity, gas, and water) bills.

**UNIVERSITY PARK:** This living area is a residence community that offers apartment-style living for sophomores, juniors, and seniors. Each UP apartment features a kitchen, bathroom, living room and one- or two-bedroom option. Each apartment is furnished with beds, desks, dressers, and chairs, and includes a refrigerator, range, and central air conditioning and heating. Laundry and recreation facilities, including a swimming pool, are located within the complex. Students must arrange and pay for their own utilities.

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### UNIVERSITY PARK

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- Two student lounges
- Built-in closets, desks, and dressers
- Swimming Pool
- Wired and wireless network access



**UNIVERSITY VILLAGE:** This living area offers luxury apartment-style living within the APU residential community. Each apartment features a kitchen, bathroom, living room, and one or two bedrooms. Residents are able to access the campus computer network through the wireless network that is available throughout the living area. Apartments are furnished with a bed, desk, dresser, and chair for each student. In addition, Crestview apartments are furnished with a couch, lounge chair, coffee table, dining table/chairs, nightstands and lamps. All apartments feature a refrigerator, range, dishwasher, air conditioning, and

heating, and students are responsible for paying their own utility bills. These complexes have two swimming pools and a hot tub available for student use.

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### UNIVERSITY VILLAGE

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- Modern, luxury apartments with dishwashers
- Two swimming pools, spa, tennis courts, and a recreation room
- Laundry facilities on site
- Fully furnished apartments
- Wireless network access



The **SHIRE MODULARS** make up a residence community that offers apartment-style living for sophomores. The Shire units are arranged around courtyards that provide students with medium-sized, outdoor common areas, as well as large lawn areas outside the courts for student gatherings and activities. The Shire Recreational Room is a central gathering space that includes a lounge area, pool table, ping-pong tables, and a community kitchen. There are two different floor plans available in this area.

**FLOOR PLAN A** offers traditional two-bedroom apartment housing for four students. Gas appliances, beds, dressers, desk and chairs are provided. These units, which have not yet been renovated, have window air conditioners and wall heaters.

**FLOOR PLAN B** is a suite-style unit housing five students in three bedrooms with one bathroom and a common living room. These units include beds, dressers, desks and chairs, as well as a small kitchenette area in which students may place small appliances, such as a microwave, small refrigerator, or toaster oven (not provided). These renovated units have central heating and air conditioning.

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### SHIRE MODULARS

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- Modular units arranged in small neighborhoods
- Large recreation room
- Laundry facilities on site
- Wireless network access

# Section Three: Registration

## 2010-2011 SEMESTER CHARGES

AMERICAN LANGUAGE AND CULTURE INSTITUTE	
<b>Approximate first semester cost:</b> ALCI Level I-V + ALCI University Service Fee + Freshman Parking Fee + International Health Fee ( <i>if living on campus, include Room &amp; Board</i> )	<b>\$ 9,066</b>
Level I-V (per semester)	\$ 4,850
Level VI (per semester)	\$ 2,650
University Service Fee (per semester)	\$ 150
Freshman Parking Fee (per semester) – only applicable to ALCI students considered as an undergraduate	\$ 275
International Health Fee (per semester)	\$ 250
*Summer Health Fee (for students not registered in the previous Spring Semester)	\$ 200

UNDERGRADUATE	
<b>Approximate first semester cost:</b> Full-time Tuition (12-17 units) + University Service Fee + Freshman Parking Fee + International Health Fee ( <i>if living on campus, include Room &amp; Board</i> )	<b>\$ 18,216</b>
Tuition, Full-Time (12-17 units)	\$ 14,000
Tuition, per unit (under 12 units or over 18 units)	\$ 1,167
University Service Fee (per semester)	\$ 150
Freshman Parking Fee (per semester)	\$ 275
May/Summer 2009 (per unit)	\$ 584
Summer University Service Fee	\$ 50
Summer Study Travel (per unit)	\$ 292
International Health Fee (per semester)	\$ 250

ROOM	
<b>Dorms</b> (Adams, Engstrom, Smith, Trinity); Shire Mods (non-cooking)	\$ 2,038
<b>Apartments:</b> University Park – 1 bedroom,	\$ 2,444
University Park – 2 bedrooms,	\$ 2,154
Shire Mods – 2 bedrooms (cooking)	\$ 2,255
University Village – 1 bedroom (per semester)	\$ 2,873
Year-round contract (\$2,845 + \$2,845 + \$1,801 summer)	\$7,566
University Village – 2 bedrooms/ 1 bath (per semester)	\$2,246
Year-round contract (\$2,224 + \$2,224 + \$1,408 summer)	\$5,914
University Village – 2 bedrooms/ 2 baths (per semester)	\$2,358
Year-round contract (\$2,335 + \$2,335 + \$1,478 summer)	\$6,209

BOARD		
250 Block Meal Plan (175 Dining Dollars)	(10 Guest Meals)	\$ 1,805
180 Block Meal Plan (250 Dining Dollars)	(10 Guest Meals)	\$ 1,503
120 Block Meal Plan (300 Dining Dollars)	(10 Guest Meals)	\$ 1,218
75 Block Meal Plan (235 Dining Dollars)	(10 Guest Meals)	\$ 873
45 Block Meal Plan (100 Dining Dollars)	(No Guest Meals)	\$ 443
Door Prices: Breakfast \$7.00, Lunch \$9.00, Dinner \$8.00		

\*Dorms (Adams, Engstrom, Smith, Trinity) – 180 Block Meal Plan minimum required; Shire Mods (non-cooking) – 75 Block Meal Plan minimum required

\*prices subject to change without notice

## **PAYING YOUR SCHOOL BILLS**

**COMPLETE PAYMENT is required of International Students during registration for each semester.** Be prepared to pay for your tuition and any other fees at the time of your registration. If you are an undergraduate or American Language and Culture Institute (ALCI) student living on campus, also be prepared to pay for your room and board at the time of registration.

**If you bring money to the U.S. in a check or money order and deposit it in a bank, it may take up to three weeks for the check to be processed and made available for your use.** Therefore, we **STRONGLY RECOMMEND** you choose one of the following options to insure that you will have money available at the time of your registration:

1. Send a check or money order ahead of time to the university
2. Wire your funds electronically to the university
3. Deposit your money upon arrival at the university's Student Financial Services office before going to the bank
4. Have a credit card available to pay your bills.

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**OPTION 1:** If you decide to send money ahead of time to the university so that it will be readily available for you during the registration period, please send a check or money order made payable to Azusa Pacific University. We will cash your check/money order and place the funds in your school account. Please note that this will not be an interest bearing account. Money that is not used to pay your school bills will be refunded to you, at your request, at the beginning of the school year. A refund will take about seven to ten business days (2 normal weeks) so make sure you carry extra money to cover initial expenses other than your tuition. If you send money ahead of time to the University and then cannot come for studies due to unexpected reasons, we will gladly refund your money at your request. Please note that any amount that may have been charged by the bank to process your check or money order will be deducted from your refund check accordingly.

**NOTE:** Remember to write your **Full Name** and **APU I.D. number** on the check or money order so as to ensure that the money is transferred to the correct person.

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**OPTION 2:** If you decide to wire funds, ask your bank to wire the funds to:

Bank of America	
ABA #:	121000358
To credit:	Azusa Pacific University
Account #:	1463-7-01756
Funds wired from:	_____
	(name of person sending money)
Purpose of funds:	_____
	(student name and ID# and/or service being paid for)

[REDACTED]

For you to receive your money at the university, it is **VERY IMPORTANT** that you notify your bank to whom your money will be credited to (Azusa Pacific University) and who the beneficiary is (you). If you wire money to the university and are not able to come, we will refund your money at your request (minus any amount that may be charged for processing).

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**OPTION 3:** If you decide to bring your money to the Student Financial Services office upon arriving in the U.S., your check or money order can be processed in two working days and be available on your school account to pay your school fees. Money not used to pay your fees will be refunded at your request. A money refund takes about seven to ten business days (2 normal weeks) so make sure you carry extra money to cover initial expenses other than your tuition.

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**PLEASE NOTE:**

Make it a **PRIORITY UPON YOUR ARRIVAL TO ESTABLISH AN ACCOUNT WITH A BANK** or temporarily with the university financial office. Upon your request, **IES CAN ASSIST YOU IN OPENING A BANK ACCOUNT UPON YOUR ARRIVAL IN THE U.S.**

As it is not safe to carry large amounts of cash with you, try to **USE** traveler's checks as much as possible.

## Section Four: Health

### HEALTH INSURANCE INFORMATION

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Contrary to what is true in most foreign countries, there are no free medical facilities in the United States. HEALTH CARE IS

EXTREMELY  
EXPENSIVE!

Therefore, we advise you to take care of any current medical or dental problems before leaving your own country. Azusa Pacific University requires all international students in attendance to carry health insurance.

For your benefit, safety, and convenience, all international students of APU holding an F or J visa will participate in a mandatory insurance coverage provided by the university. Health insurance protects you from having to pay (with your own money) PAINFULLY LARGE medical bills that can arise even from the simplest medical procedures. Insurance for any dependents that come with you is also available. However, as insurance for your dependents is limited, we encourage you to purchase insurance for your dependents from your home country.

Please note that there are **ADDITIONAL APPLICATION FORMS** required when purchasing insurance from Azusa Pacific University for your dependents.

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**EXCHANGE VISITORS (THOSE ON A J-VISA):** are required by U.S. law, as of September 1, 1994, to have insurance for themselves and any dependents that are in the U.S. with them. The insurance must meet the following criteria:

- Must cover \$50,000 per accident or illness
- Must cover \$7,500 for repatriation of remains and \$10,000 for evacuation to home country

This insurance requirement for exchange visitors is VERY SERIOUS. Failure to have insurance that meets this standard will result in termination of your exchange visitor status. It is your responsibility to make sure you have this kind of insurance.

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APU's health insurance policy meets the required standards by U.S. Law

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For more information go to: [www.apu.edu/healthcenter/insurance](http://www.apu.edu/healthcenter/insurance)

## From The Student Health Center

### IMMUNIZATION LETTER

Dear Future Student:

Upon the recommendation of the American College Health Association and a need to control communicable diseases, Azusa Pacific University requires proof of immunization for all undergraduate students.

All undergraduate students must have complete their immunizations and show documented proof of such (by a health care professional) to be allowed to register for classes.

The requirements are as follows: All students born after December 31, 1956, must provide evidence of vaccinations for measles, mumps, and rubella (two injections are required). The measles, mumps, and rubella are usually given as a combined injection. We also need to have proof of the tetanus series (3 tetanus injections) with the last given in the past 10 years as well as results of a Mantoux skin test for TB given in the past year.

Enclosed is an immunization record. Please have it completed and signed by a health care professional. Mail, or fax the completed record to the APU Student Health Center as soon as possible. If faxing, send to (626) 815-2102. To mail, send to Student Health Center, Azusa Pacific University, PO Box 7000, Azusa, California 91702-7000. If you have any questions, call (626) 815-2100.

Thank you in advance for your prompt attention to this matter.

Sincerely,

Dr. Todd Emerson  
Medical Director  
APU Student Health Center

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For more information go to: [www.apu.edu/healthcenter/immunizations](http://www.apu.edu/healthcenter/immunizations)

## Section Five: Travel

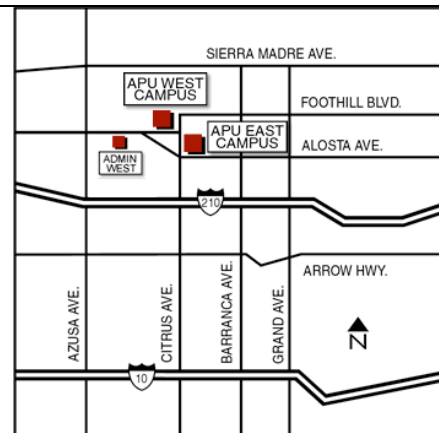
### TRAVEL TO THE U.S.

Since you have obtained your I-20 or DS-2019, you can apply for your visa from the U.S. Consulate closest to you in your home country. Procedures and requirements for applying for a student visa will vary from country to country, and inevitably they are more complex and demanding in some countries than others. More details on obtaining U.S. visas, their policies and procedures, can be found at [www.unitedstatesvisas.gov](http://www.unitedstatesvisas.gov)

After applying for your visa, you should be arranging for your flight to the United States at least one month before you plan to leave your country. If possible, try to arrange for a flight that will arrive in Los Angeles **between 8:00 a.m. and 4:30 p.m., Monday to Friday.**

You will also find attached to this packet a form called "**Airport Pickup Request Form.**" Please fill out this form and return it at least **Two WEEKS IN ADVANCE** of your arrival to the U.S. if you will need our assistance to arrange transportation from the Los Angeles Airport to APU. You can choose to return this form either by **MAILING** it to the *Office of International Enrollment Services, 901 East Alosta Avenue, PO Box 7000, Azusa, California 91702-7000*, or by **FAXING** it to our office at (626) 815-3801.

### TRAVEL TO THE UNIVERSITY



#### GENERAL DRIVING DIRECTIONS TO APU

Take the 210 Freeway to the Citrus Avenue exit. Travel north on Citrus Avenue, cross Alosta Avenue and enter the campus, turning right on University Avenue.

From the Los Angeles Airport (LAX) to Azusa Pacific University (APU), the traveling distance is approximately 42 miles (67 km). Depending on the overall traffic, the approximate travel time will range from 50 to 90 minutes.

For more information, go to: [www.apu.edu/azusa/directions](http://www.apu.edu/azusa/directions)



1. **IF YOU ARE ARRANGING FOR YOUR OWN TRANSPORTATION AND WILL ARRIVE BY AN AUTOMOBILE:** You can find detailed traveling directions to Azusa Pacific University with **Yahoo! Maps** at: <http://maps.yahoo.com/dd>

Type the following information when you log on to:

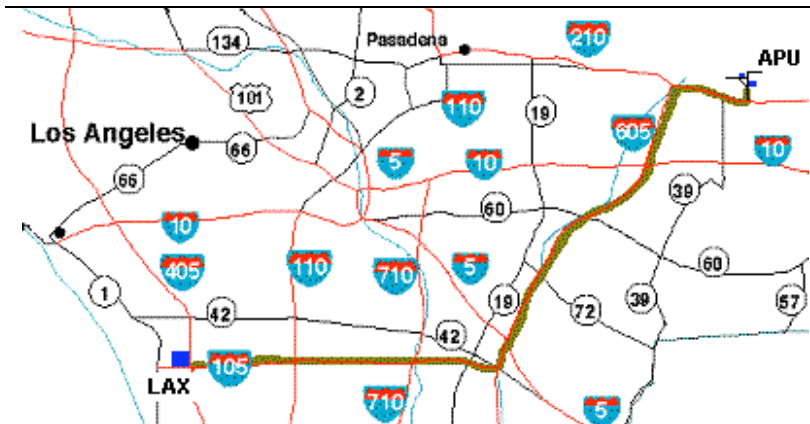
<http://maps.yahoo.com/dd>

**PART A** – Enter your starting address.

If you are traveling from Los Angeles Airport, type “LAX” in *Address* and “CA” in *City, State or Zip*.

**PART B** – Enter destination address

Type “901 E. Alosta Ave.” in *Address* and “91702” in *City, State or Zip*.



General Freeway map from Los Angeles Airport (LAX) to Azusa Pacific University (APU).

2. **IF YOU REQUEST APU TO PICK YOU UP AT THE AIRPORT:** The Los Angeles International Airport (LAX) is about 50 miles from the university. We are happy to meet you at the airport if you notify us at least **Two WEEKS IN ADVANCE**. The service is available from **Monday through Friday PDT (Pacific Daylight Time) only**. To notify us, please use the attached "**Airport Pickup Request Form**". Once we receive the request form, we will get back to you through an email within the week. However, if the request is made in **LESS** than two weeks prior to your arrival, we cannot guarantee the availability of our staff to pick you up from the airport.

#### NOTES FOR REQUESTING AIRPORT PICKUP:

- The Office of International Enrollment Services will not guarantee an Airport Pickup request if it is made LESS than two weeks in advance. *However, if requests have been made less than two weeks in advance, the office will **still try** to arrange for a vehicle to pick you up.* The **CONFIRMATION** will be made through email, so make sure you include a **VALID** email address when filling up the Airport Pickup Request form. **If you do not receive a confirmation email, it means we do not have an available vehicle to pick you up from the airport.**
- Airport Pickup is free transportation **ONLY** for requesting students, and is **NOT** for any other people traveling with them. If your family is traveling with you, it is advisable to use the shuttle service instead.
- Be as complete as possible when filling up the **Airport Pickup Request form**, **ONLY** leave blank spaces to information that are not applicable to you. Make sure you state the number of luggage bags you will bring, including those of your spouse and children if they travel with you, as well as the estimated total weight. We will use the information in the request form to identify you during the pickup, as well as to arrange for the appropriate vehicle to pick you up.
- **IF POSSIBLE**, include your latest picture, a short description of the expected clothing for your flight, the number of suitcases – their color and their approximate size.

#### 3. IF YOU WANT TO ARRANGE FOR A SHUTTLE SERVICE TO PICK YOU UP:

Shuttle services are similar to taxis and are pre-arranged transportation that will pick you up at the airport and bring you to your desired address in the country. They often will pick you up outside the airline's baggage claim and will drop you off exactly at the doorstep of your hotel, your house, or your office. If you are to take a shuttle service to Azusa Pacific University from the Los Angeles Airport (LAX), the cost will range from around \$50 for the first passenger and a small addition for each accompanying passenger. The following are the contact information to three shuttle services in Southern California, where you can make online reservations or find more information about their services and prices,

- a. **PRIME TIME SHUTTLE** – go to [www.primetimeshuttle.com](http://www.primetimeshuttle.com) or contact them at (310) 536-7922
- b. **SUPER SHUTTLE** – go to [www.supershuttle.com](http://www.supershuttle.com) or contact them at (800) 258-3826
- c. **XPRESS SHUTTLE** – go to [www.xpressshuttle.com](http://www.xpressshuttle.com) or contact them at (310) 323-7222

**NOTE:** When arranging for shuttle services, reservations must be made **AT LEAST** 24 hours before your flight. Please also take into account the **time difference** between countries. *California uses Pacific Time (GMT -8:00).*

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## **U.S. CURRENCY**

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The U.S. monetary system follows the decimal system. The basic unit is the dollar and "\$" is the dollar symbol. Bills in denominations of \$1, \$5, \$10, and \$20 are widely used but also come in \$50 and \$100. The dollar can be divided into 100 cents (¢). The coins are: 1 cent (penny), 5 cents (nickel), 10 cents (dime), 25 cents (quarter), and 50 cents (half-dollar). For the most current International Exchange rate, go to: [www.exchangerate.com](http://www.exchangerate.com)

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## **TRAVELER'S CHECKS**

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When traveling, it is best to carry any large sums of money in the form of traveler's checks. These may be purchased in amounts of \$10, \$20, \$50, and \$100 from most banks, foreign exchange brokers, and American Express offices. A one percent commission is usually charged. At the time you buy traveler's checks, you sign your name on each one. You sign each one again when you cash it, in order to prove your identity. The receipt on which you have recorded the various check serial numbers and the date and place of purchase should be kept separately from the checks. This receipt will be needed if you need to seek reimbursement should your checks be lost or stolen. **TRAVELER'S CHECKS ARE A SAFE AND CONVENIENT WAY** to carry money as almost all businesses, stores, and restaurants accept them as payment for goods and services.

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## **USING PAY PHONES**

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All U.S. phone numbers have seven digits plus a three digit area code that comes before the number. The Azusa area code is **626** and the seven digit telephone number for the Office of International Enrollment Services is **812-3055**. If you are in the 626 area, you will only need to dial the seven digit number to reach Azusa Pacific University. If you are outside the 626 area, you will need to dial 1-626-812-3055. The Los Angeles Airport is in the 213 area so you will need to dial 1-626-812-3055 to reach us. If you happen to call our office and no one answers the phone, please call APU Campus Safety at 1-626-815-3898 and they will help you contact an IES staff.

To use a pay phone you will need U.S. coins. Place 75¢ in the appropriate slot, and after hearing the dial tone, dial your number. After

you deposit your 75¢ in the telephone and dial your number, the operator will come on the phone and tell you how much money you need to put in. Be prepared ahead of time with U.S. coins. After depositing the correct amount, your call will be connected. Please note that the Pay Phone does not return any change, so try to use the exact amount of coins whenever you use a Pay Phone.

A local call, or a call made within the same three digit area code, will cost 75¢ each. Long distance calls, or a call made to a number with a different three digit area code from where you are, will cost a little more than 75¢ depending on the distance.

### **FOR MORE INFORMATION**

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For more information, go to:

[www.educationusa.state.gov/predeparture/planning.htm](http://www.educationusa.state.gov/predeparture/planning.htm)

## NOTES

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## NOTES

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## NOTES

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