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

☐ Make sure you RSVP as soon as possible! Go to:


☐ CONFIRM YOUR ACCEPTANCE
   E-mail: Ms. Grace Philson at gphilson@madonna.edu

☐ APPLY FOR F-1 STUDENT VISA
   • Pay SEVIS I-901 Fee
   • Border Requirement

☐ APPLY FOR ON-CAMPUS HOUSING
   Submit Residence Hall Contract and $175.00 deposit to:
   Madonna University
   Student Accounts Office
   36600 Schoolcraft Road
   Livonia, Michigan 48150, USA
   Attn: Ms. Peggy Finnigan-Jessup
   • Notify Residence Hall of your expected arrival date, time, or special request for early arrival.
   E-mail Ms. Tanisha McIntosh at tmcintosh@madonna.edu

☐ REGISTER FOR ENGLISH (ESL) PLACEMENT TEST
   E-mail: Ms. Hadeel Betti at hbetti@madonna.edu
   • ESL Program Information: http://www.madonna.edu/admissions-and-aid/international-students-office/esl

☐ RSVP FOR ATTENDING INTERNATIONAL STUDENT ORIENTATION
   E-mail: Ms. Amy Dickerson at aldickerson@madonna.edu

☐ COMPLETE REGISTRATION PROCESS AFTER ARRIVING ON CAMPUS
   • Visit International Students Office at Room 1207 and Room 1209
   • Visit ESL Program in Room 1307
   • Visit Department of Your Field
   • Register for Class at Room 2003
   • Pay tuition in full at Student Accounts Office, Room 2005

☐ ATTEND INTERNATIONAL STUDENT ORIENTATION
   • Sign up for e-mail at MU
   • Sign up for medical insurance
   • See orientation schedule at https://ww4.madonna.edu/mucfweb/ssl_forms/InternationalRSVP/clients/GeneralForm.cfm?formNumber=4&formType=ISO

☐ CLASSES BEGIN
APPLY FOR F-1 STUDENT VISA and INITIAL ENTRY TO THE U.S.

➤ SEVIS I-901 FEE

All new F-1 students from Canada are required to pay a SEVIS I-901 fee of $200 before the visa interview at the U.S. embassy in Canada or at the port of entry in the United States. Several payment options are available. The most convenient one is to pay online by using a credit card. Please visit the SEVIS I-901 fee payment website at www.fmjfee.com and the SEVP website at www.ice.gov/sevis to learn more about the payment option and other related information regarding the SEVIS I-901 fee. Effectively immediately, when you provide a check as your method of payment, you are authorizing the Immigration and Customs Enforcement or its financial representative to use information from your check to make a one-time electronic funds transfer from your bank account. When entering the U.S., you will be required to present to the immigration officer the payment receipt of the SEVIS I-901 fee in addition to your passport and I-20. Therefore, make sure that you carry these three documents with you. Do not pack these documents in your luggage.

After receiving the I-20 A-B form, the student should read through the entire document carefully, and then sign the I-20 on Page 1. By signing the I-20, the student agrees to comply with all the terms and conditions as specified on Page 2 of the I-20.

➤ Canadian Students (Citizen of Canada) - Border Requirement

Present Canadian identification (birth certificate, driver’s license, picture identification or passport) and I-20 at the port of entry. No US visa is necessary. You will be required to pay SEVIS I-901 fee of $200.00 or show proof of payment. After processing, an I-94 card (entry or exit record) will be issued for you. You can enter the U.S. no more than thirty (30) days before the I-20 report date. A valid passport and an F-1 student visa is required for permanent residents of Canada to enter the US.

Upon arriving in the United States, you should report to the International Students Office within 30 days of arriving or prior to the beginning of the semester, whichever date occurs first. You should submit several documents to International Students Office. These documents include: 1) copy of passport and visa, 2) copy of I-94, 3) copy of stamped I-20, and 4) emergency contact information.

APPLY FOR ON-CAMPUS HOUSING

Undergraduate international students with no residence in the U.S. are required to live on campus during the first semester of the study. Graduate international students are strongly encouraged to live on campus, also, because no public transportation is available in Livonia. The information about the Residence Hall, its policies and contract, can be found http://www.madonna.edu/resources/residence-life
Reserve your room by completing the following steps:


- Include a deposit of $175.00, which includes $75.00 for room reservation and $100 for room damage deposit.
  - The deposit can be made by check, money order, pay online, or wire transfer. (See Payment Method.) Make the check or money order payable to Madonna University. Please note that no room will be reserved until the deposit is received by the Student Accounts Office.
  - The room deposit will be applied to your room payment and is non-refundable if you do not come to campus after receiving your visa.

- Mail in your contract and payment to:
  Madonna University
  Student Accounts
  36600 Schoolcraft Road
  Livonia, Michigan 48150-1176
  USA
  Attn: Ms. Peggy Finnigan-Jessup

- Notify the Residence Hall of your expected arrival date and time or if you need to arrive on campus earlier than the scheduled move-in date. The contact person in the Residence Hall is Ms. Tanisha McIntosh, Director of Residence Life, [tmcintosh@madonna.edu](mailto:tmcintosh@madonna.edu), Tel: (734) 432-5755.

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

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

The English placement test is required for students who do not meet the minimum English proficiency requirement (TOEFL, IELTS). The English placement examination tests your ability in Grammar, Reading, Vocabulary, Listening, Speaking, and Writing. It takes approximately 4.5 hours to complete. To get information about the ESL program or to reserve for the test, contact Ms. Hadeel Betti, Coordinator, ESL Program, [hbetti@madonna.edu](mailto:hbetti@madonna.edu), Tel: (734) 432-5397, [http://www.madonna.edu/admissions-and-aid/international-students-office/esl](http://www.madonna.edu/admissions-and-aid/international-students-office/esl)
RSVP FOR INTERNATIONAL STUDENT ORIENTATION

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

COMPLETE REGISTRATION PROCESS AFTER ARRIVING ON CAMPUS

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

1. International Students Office, Room 1207, telephone (734) 432-5791
   (Bring your passport, I-20, and I-94 when visiting the office.)
   (Appointment is necessary.)
   You will receive F-1 student visa guidelines.

2. Office of ESL Program, Room 2427, telephone (734)-432-5397
   [Required for students who do not meet the minimum English proficiency scores (TOEFL, IELTS, etc) admission status] (Appointment is necessary.)
   You will take the English Placement Test to determine your English proficiency level. Based on the test result, you may be required to take ESL classes. For English proficiency requirement by Madonna University, see http://www.madonna.edu/admissions-and-aid/international-students-office/esl

3. Department of Your Field of Study
   (For students who have met the ESL requirements) (Appointment is necessary.)
   You will discuss your plan of study with an advisor in the department.

4. Registration Office, Room 2003, telephone (734) 432-2003
   You will register for classes.

5. Student Accounts Office, Room 2005, telephone (734) 432-5600
   You will submit tuition payment. Please be sure that sufficient funding is available for such payments upon your arrival on campus.
TUITION PAYMENT

All international students are required to remit payment according to the payment schedule indicated in the class Schedule book. If a $2,500 deposit is submitted, students may participate in a multiple payment plan. (See Payment Information).

PAYMENT INFORMATION

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

- Payment by Check: Make the check payable to Madonna University and send the check to the following address. Make sure to include the student’s name on the check.
  
  Madonna University  
  36600 Schoolcraft  
  Livonia, Michigan 48150-1176, USA  
  Attn: Student Accounts Office

- Payment by Wire Transfer: Use the following bank information. Make sure to include the student’s name on the wire transfer receipt.
  
  Name of Bank: First American Bank  
  Bank Address: 1650 Louis Ave, Elk Grove, IL 60007  
  Account of: Madonna University  
  Routing #: 071922777  
  SWIFT #: FAMBUS44  
  Account #: 7811761702

- Payment Online by Credit Card:

  Students/Parents/Friends can go online and create their own User Name and Password to make a payment
  
  - Go to our www.madonna.edu home page.
  - Click on the "Parents/Families" link in the column on the right.
  - Click the CASHNET (credit card) option in the upper right-hand corner.
  - A list of options for payments (such as Admission Fee, Graduation Fee, Advance Tuition, etc. Look for a link ‘Real-Time Payment’ or ‘Tuition Payment’ for current tuition payments, click on the ‘Select’ button on the right side of the line.
  - After you choose your item/s to pay, you will be prompted for an ID and password or you can create a user ID and Password
  - Students can then follow the directions from there to enter the amount, account information, etc. If choosing the option “Real-Time Balance” and you do not want to pay the full amount listed with that option, the amount can be changed on the next page prior to entering your payment information.
**MEDICAL INSURANCE**

All international students at Madonna University are required to carry catastrophic health insurance that is valid in the United States. If you would like to use a plan from your home country to meet the medical insurance coverage requirement, please send proof of coverage, in English, via FAX (734) 432-5344 to the University’s Student Accounts Office AND send an E-mail (sa@madonna.edu) to confirm that the FAX has been sent. Such proof and notice must reach the Student Accounts Office no later than Thursday of the second week of classes. Without such proof, you must purchase student insurance through Madonna University (2014-2015 cost: $1,460 per year for students.)

Your account will be charged automatically for the insurance cost if no proof of medical insurance is received by the Student Accounts Office by the deadline. After the deadline, no credit for health insurance may be processed.

**EMPLOYMENT**

According to Immigration rules, students may seek employment only on campus. On-campus employment is limited and not all students can find a job. Without employment, you cannot obtain a social security number (SSN). You may find it difficult to obtain a car or apartment without a SSN. Madonna University is not able to provide assistance for those seeking off-campus housing.

**IMPORTANT PAPERS YOU NEED TO BRING**

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

1. **Passport** – It must be valid for six months beyond your intended stay in the United States. It can be revalidated at your Consulate in the United States, if necessary. (The passport should be carried with you.)

2. **Form I-20 AB** – This is the Certificate for Non-Immigrant (F-1) Student Status you received from the Admissions Office. You will present this at your Port-of-Entry. You should also have proof of sufficient funds (one year’s expenses).

3. **Medical Records** – You must be properly immunized before you leave; bring your history of immunization (immunization record), medical records, and documentation of special conditions with you. Also bring a second pair of eye glasses and any necessary prescription medication.
4. **Health Insurance** – There are two options to purchase health insurance. You may purchase a policy from a health insurance company in your native country and show proof at orientation. Otherwise, you may purchase the university student policy at orientation.

5. **Transcripts** – If you are bringing final academic transcripts, make sure you have an English translation of notarized and authentic copies. We recommend you also bring course descriptions or syllabi, if possible.

6. **International Driver’s License** – You must possess a valid driver’s license, either international or American, in order to drive in the United States.

7. **Second Identification** – Bring a second document which identifies who you are, if possible. The driver’s license noted above is a good example; a photo ID would be recommended.

**WHAT TO BRING TO THE RESIDENCE HALL**

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

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

**The U.S. uses 120V/60Hz electricity and type A and B sockets/plugs**
DON’T BRING

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

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