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: https://ww4.madonna.edu/mucfweb/ssl_forms/International_Arrival/client/general_form_2.cfm and click on the RSVP link to complete the survey!

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

☐ APPLY FOR F-1 STUDENT VISA
- Pay SEVIS I-901 Fee
- Schedule visa interview appointment with U.S. embassy in your country
- Prepare for your visa interview
- Notify the University of your visa approval.
E-mail Ms. Grace Philson at gphilson@madonna.edu

☐ 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
- Undergraduate international students with no residence in the U.S. are required to live on campus during the first semester of study.
- The University does not provide assistance with off-campus housing arrangements.
- For Residence Hall Information and to download Residence Hall Contract: https://www.madonna.edu/pdf/univres/RHContractFall6.pdf

☐ REGISTER FOR ENGLISH (ESL) PLACEMENT TEST
E-mail: Ms. Hadeel Betti at hbetti@madonna.edu
- ESL Program Information: https://www.madonna.edu/academics/esl

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

☐ RSVP FOR AIRPORT PICKUP SERVICE
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 2427
- 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.

➢ APPLICATION DEADLINE

Visa processing times vary widely by consulate, and by whether or not a security clearance must be requested. The general rule is to **apply for the visa as soon as possible**. However, the earliest that an F-1 visa can be granted is **one hundred and twenty (120) days** before the reporting date listed on the Form I-20. Students can enter the U.S. no earlier than **thirty (30) days** before the I-20 report date. Please contact the U.S. embassy or consulate in your home country for information regarding the U.S. visa application requirements and process before you actually go for the visa interview.

➢ SEVIS I-901 FEE

All new F-1 students are required to pay a SEVIS I-901 fee of $200 before the visa interview at the U.S. embassy or consulate in your home country. 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 check-in luggage.

➢ VISA APPLICATION PROCESS

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. When applying for the visa to the U.S., you need to visit the American consulate or embassy with the following documents: 1) I-20 A-B, 2) valid passport, 3) financial documents, 4) letter of admission from school, and 5) SEVIS I-901 fee receipt. When the visa is granted, it is stamped into the passport, indicating where the visa was issued, the date the visa was issued, the date the visa will expire, the number of entries, the type of visa, and the visa number. When you collect your passport with the visa from the American embassy, you will also be given a sealed envelope containing all pages of the I-20.

➢ PREPARE FOR YOUR VISA INTERVIEW

To successfully pass the visa interview and receive the F-1 visa, it is imperative that you are well prepared. The interview lasts only about 3 to 5 minutes. During this short period of time, you need to clearly demonstrate the following key points: 1) you have a good understanding of Madonna University, the program you are admitted into, and a clear purpose for your study; 2) You have
sufficient funding for your study in the United States for at least one year; 3) You have a strong tie to your home country and you intend to return to your home country after completing your study in the United States.

To get detailed information about the F-1 visa, visit the following links posted by the U.S. Department of State:

For general information about studying in the U.S.: [http://StudyInTheStates.dhs.gov](http://StudyInTheStates.dhs.gov)

For general information about visas to the U.S.: [http://travel.state.gov/visa/visa_1750.html](http://travel.state.gov/visa/visa_1750.html)

For information about F-1 student visa: [http://travel.state.gov/visa/temp/types/types_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html)

For information about visa denial: [http://travel.state.gov/visa/frvi/denials/denials_1361.html](http://travel.state.gov/visa/frvi/denials/denials_1361.html)

**INITIAL ENTRY TO THE U.S.**

On the flight to the United States, you will be given an I-94 to complete. It includes three sections: the instructions, the arrival record card, and the departure record card.

At the port of entry, you present to the immigration officer the following documents: 1) a valid passport with a valid visa, 2) sealed envelope with I-20 A-B, 3) completed I-94 (all three sections), 4) SEVIS I-901 fee receipt, and 5) any other requested information such as financial documents or admission letter.

After examining all the documents, the immigration officer will enter all relevant data into the SEVIS system and return your valid passport with valid visa and an entry stamp. He will also return the departure record card with an entry stamp (optional) (usually stapled in the passport).

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 the 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 at [http://www.madonna.edu/resources/residence-life](http://www.madonna.edu/resources/residence-life)

Reserve your room by completing the following steps:
• Complete the Residence Hall Contract. A link to the residence hall contract can be found on the right side of the residence hall homepage: https://www.madonna.edu/pdf/univres/RHContractFall6.pdf

• 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, 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, Tel: (734) 432-5397, https://ww4.madonna.edu/mucfweb/ssl_forms/International_Arrival/client/general_form_2.cfm%20

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 al dickerson@madonna.edu, Tel: (734) 432-5763.
RSVP FOR AIRPORT PICKUP SERVICE

Airport pickup service at the Detroit Metro Airport will be provided for international students who are new to Madonna University. This service is available between 9:00 a.m. to 6:00 p.m. for two weeks, including the week before the semester starts and the first week of the semester. (Times and dates are subject to change depending on the semester. To reserve this service, or for more information, contact Ms. Amy Dickerson, aldickerson@madonna.edu, Tel: (734) 432-5763.)

➤ TAXI SERVICE BETWEEN DETROIT METROPOLITAN AIRPORT AND THE UNIVERSITY

If you prefer not to use the airport pickup service provided by Madonna University, or if the pickup service is not available during your arrival time, please follow the instructions listed below to get to Madonna University and the Residence Hall.

- When you arrive at the airport (Detroit Metropolitan Airport, Domestic or International Terminals), follow the sign – “Ground Transportation” to the 2nd floor; go across the bridge, and then down to the first floor.
- You will find two taxi services: Metro Airport Taxi (http://www.metroairporttaxi.org) and Checker Sedan (http://www.checksedan.com). The cost from the airport to Madonna University is about $50.00 by Metro Airport Taxi and $65.00 by Checker Sedan. The taxi service is available 24 hours a day.
- Tell the Taxi Driver, Madonna University is on I-96 and Levan. The address of Madonna University is 36600 Schoolcraft Road, Livonia, Michigan 48150. The address for the Residence Hall is 14221 Levan Road, Livonia, Michigan 48154.

If you are arriving within normal business hours, call the Residence Hall at (734) 432-5755 to let us know that you are on your way from the airport; outside normal business hours, call the Public Safety office at (734) 432-5442.

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/academics/esl](http://www.madonna.edu/academics/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.**

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**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.)

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**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 or 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.

1. Go to our www.madonna.edu home page.
2. Click on the "Parents/Families" link in the column on the right.
3. Click the CASHNET (credit card) option in the upper right-hand corner.
4. 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.
5. 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
6. 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.) In order to verify that students have continued coverage during the study at Madonna University, students need to submit the proof of insurance to Student Accounts Office every academic year before the deadline in September.

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

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

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