



Welcome Booklet

Orientation

International Students

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 the following link to complete the Arrival Form:

https://ww4.madonna.edu/mucfweb/ssl_forms/International_Arrival/client/general_for_m_2.cfm

- SUBMIT ENROLLMENT DEPOSIT OF \$50.00 (Deadline for Fall, 2017: May 1, 2017)**
(See instruction on online payment process on Page 3.)
- SEND OFFICIAL FINAL TRANSCRIPT**
- REQUEST SEVIS DATA RELEASE FROM YOUR CURRENT SCHOOL TO MADONNA UNIVERSITY**
- REPORT TO INTERNATIONAL STUDENTS OFFICE WITHIN 15 DAYS OF YOUR PROGRAM START DATE**
- 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. Sarah Gombar:
ResidenceLife@madonna.edu or sgombar@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/resources/residence-life>
- COMPLETE THE ARRIVAL RSVP FORM**
 - RSVP and see orientation schedule
 - Use the RSVP link above
 - Email Ms. Amy Dickerson for more information:
aldickerson@madonna.edu
- REGISTER FOR ENGLISH (ESL) PLACEMENT TEST (IF APPLICABLE)**
 - To register for ESL placement test, complete Arrival RSVP form.
 - ❖ ESL Program Information:
<https://www.madonna.edu/academics/esl>
Or E-mail: Ms. Hadeel Betti for more information:
hbetti@madonna.edu
 - ❖ Students who have met the English Proficiency Requirement will be required to take a writing assessment test during the first semester of study.
- RSVP FOR ATTENDING INTERNATIONAL STUDENT ORIENTATION**
 - Use the RSVP link above
 - Email Ms. Amy Dickerson for more information:
aldickerson@madonna.edu
- ACTIVATE E-MAIL AND ACCESS MY PORTAL**
 - Contact registrar@madonna.edu or 734-432-5400 if you don't receive your MY Portal Login.
 - Contact 734-432-5800 or helpdesk@madonna.edu for technical assistance.
- COMPLETE REGISTRATION PROCESS AFTER ARRIVING ON CAMPUS**
 - Visit International Students Office at Room 1001 and Room 1411
 - Visit ESL Program in Room 1304
 - 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
 - Submit or Sign up for medical insurance
- CLASSES BEGIN**

SUBMIT THE ENROLLMENT DEPOSIT

To reserve your place in the entering class, follow the steps below to submit your enrollment deposit.

- Go to our www.madonna.edu home page.
- Click on the “Resource” and then "Parents/Families" link at the top of the page.
- Click the “Make a Payment” link in the middle of the page.
- Click the “CashNet” link under the Credit Card Payments.
- Scroll down to Item #2: Enrollment Deposit
- Click on View Details
- Fill out the form
- Click “Add to basket”, then “checkout”
- If you haven’t registered an account on CashNet before, you will have to click “register” and create one.
- Follow the steps to complete the process.
- There may be a small service fee for using a credit card (2-3%)

SEND OFFICIAL FINAL TRANSCRIPT

Send the Admission Office your final high school transcript with proof of graduation and/or your college transcript with final grades and credentials, if you have not done so during the application process.

REQUEST SEVIS DATA RELEASE FROM YOUR CURRENT SCHOOL TO MADONNA UNIVERSITY

After receiving confirmation of your acceptance to Madonna University, contact the International Students Office at your current school to request a SEVIS data release to Madonna University. You need to present to your current school (Transfer-Out School) a copy of your admission letter from Madonna University and a copy of the Transfer Release Form. After the Transfer Release Form is completed by your current school, send or fax the completed form to International Students Office at Madonna University (Transfer-In School), Fax #: 734-432-5393. A new I-20 from Madonna University will be issued for you after we receive your SEVIS data from the transfer-out school. The Transfer Release Form can be downloaded at <http://www.madonna.edu/admissions/international-students/f-1-regulations>

REQUIREMENT OF REPORTING TO MADONNA UNIVERSITY

You are required to report to International Students Office at Madonna University **within 15 days** of the program start date listed on your I-20 to complete the transfer-in process. The International Students Office (ISO) is located in Room 1207 in the main academic building. Bring the following documents with you when reporting to ISO: 1) Copies of your passport and visa; 2) Copy of your I-20. You will fill out an Emergency Contact Information Card at ISO.

APPLY FOR ON-CAMPUS HOUSING

International students in the undergraduate programs and in the ESL program are required to live on campus during the first year 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>

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/resources/residence-life>
- 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. Sarah Gombar, Director of Residence Life, sgombar@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) 432-5560, <http://www.madonna.edu/admissions-and-aid/international-students-office/arrival-and-orientation-rsvp>

Students who have met the English proficiency requirement will be required to take a writing assessment test during the first semester of study at Madonna University. Contact Frances FitzGerald at Writing Center, ffitzgerald@madonna.edu, Room 1403, Tel: (734) 432-1403, for detailed information.

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.

ACTIVATE E-MAIL AND ACCESS MY PORTAL

The password information for your Madonna University (MU) email address and the My Portal account is sent to you in the admission package. Please activate your MU e-mail address and MyPortal account when receiving this information. University communications are always sent to your official MU email account. MY Portal web services allow you to register for courses online. Contact the Registrar's Office register@madonna.edu or 734-432-5400 if you do not receive your MU email password and MY Portal login information. Contact 734-432-5800 or helpdesk@madonna.edu for technical assistance.

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 1304, telephone (734)-432-5560**

[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>

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 "Resource" and then "Parents/Families" link at the top of the page.
- Click the "Make a Payment" link in the middle of the page.
- Click the "Cashnet" link under the Credit Card Payments.
- 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 valid catastrophic health insurance that is purchased in the United States during their entire stay in the United States including the OPT period. Contact Amy Dickerson at aldickerson@madonna.edu, Office of Student Life (Room 1411) for detailed information of medical insurance requirements and to submit the proof of medical insurance upon arrival on campus.

The medical insurance coverage needs to have the following minimum benefits:

- Medical benefit of at least \$100,000 per accident or illness;
- Repatriation of remains in the amount of \$25,000;
- Expenses associated with the medical evacuation of the international student to his or her home country in the amount of \$50,000;
- A deductible not exceed \$500 per accident or illness.

International students may apply for any company of their choosing that meets the minimum coverage requirements by Madonna University. They may also purchase insurance from the following companies.

Student Secure Insurance (There are three options: Elite, Select, or Budget.)

<http://www.internationalstudentinsurance.com/student-health-insurance/>

International Student Insurance - <http://www.internationalstudentinsurance.com/>

ISOA - <https://www.isoa.org/>

PSI Service - <http://www.psiservice.com/psiweb/>

EMPLOYMENT

According to US immigration rules, international students without a valid work permit issued by the US government may seek employment only on campus. On-campus employment is limited; therefore, not all students can find a job. Without employment, you are not eligible to obtain a social security number (SSN). You may find it difficult to obtain a car or apartment without a SSN.

IMPORTANT PAPERS YOU NEED TO BRING

Please bring all the items which are listed below. When traveling to the United States, 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. **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.
5. **International Driver's License** – You must possess a valid driver's license, either international or American, in order to drive in the United States.
6. **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
- Dishes, food storage containers, can opener
- Flip Flops for shower
- Fan
- Flashlight
- Personal radio, stereo with headphones
- 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.