

Welcome Packet for J-1 Visa Holder

The information below is subject to change without notice.

Institution Information

Director: Mr. Charles Wilkerson

Staff Members:

Andrew Bleignier, Assistant Director
Misty Brown, Admission Specialist
Josh Burke, Immigration Specialist
Vickie Copeland, Community Liaison
Gayla Donnell, Administrative Associate 2
Brenda Gentry, Secretary III
Tina Girdley, Transfer Coordinator
Amy Miller, Study Abroad Coordinator
Ashley Watson, International Recruiter

Website: <http://www.tntech.edu/international> **Office Telephone:** 931-372-3634 **Email:** Intl_adm@tntech.edu

Office Address: 1 William L. Jones Drive, Derryberry Hall 135
PO Box 5093
Cookeville, TN 38505

Office hours: Monday-Friday 8:00 am-12:00 pm and 1:00 pm-4:30 pm Central Time

Instructions and contact information in case of an emergency occurring outside of business hours:

University Police: 931-372-3234. Students should inform University Police of their immigration status in case a member of the Office of International Education staff is required to be called.

Official Orientation Date and Information

Official Orientation Date

Semester 1 August 8, 2016 (first year freshman college students), August 15 (transfer and graduate students)

Semester 2 January 9, 2017 (freshman, transfer, and graduate students)

Academic Calendar

Below are the dates of the academic calendar that were available at press time. Specific dates are provided where possible; otherwise general timelines are provided. TTU's academic calendar can be found at: <https://www.tntech.edu/calendar/>

	Fall 2016 semester	Spring 2017 Semester	Summer 2017 Semester
Registration:	Week of August 15	Week of January 11	TBA
Classes Begin:	August 22	January 17	TBA
Classes End:	December 2	April 28	TBA
Examination Period:	December 5-8	May 1-5	TBA
Vacation Period(s):	October 10-11 (Fall Break)	March 6-10-Spring Break	TBA

Before Arriving to TTU

Information on Exchange Visitor Program:

Students are required to review the Exchange Visitor Program Welcome Brochure.

SEVIS Fee:

Pay the mandatory SEVIS fee to the U.S. embassy at www.fmjfee.com. The DS-2019 legal document has the necessary information.

US Embassy:

Apply for **visa** at a U.S. embassy in home country. More information can be found at www.usembassy.gov. Students should follow all instructions of the US embassy and determine the required documents prior to going to the embassy.

Estimated Personal Expenses

Students must plan on having access to money immediately. It is recommended students carry traveler's checks, drafts, or visa credit cards instead of large sums of cash. It is also recommended for students to carry enough cash to pay for expenses during the first week. Non-visa foreign credit or debit cards may or may not work and not all locations accept visa or credit cards. In addition to academic expenses, students should also consider non-academic expenses. These include housing, food, transportation, entertainment, etc. It is estimated that students will need between \$500 and \$1,500 per semester for textbooks plus between \$500 and \$1,000 per month for personal expenses. The actual amount needed will vary depending on courses and personal spending habits.

Arrange Transportation:

Arrange for **transportation** from the airport. To arrange a shuttle, students can email Brenda Gentry at bgentry@tntech.edu. This must be done within 72 hours prior to the flight otherwise transportation may not be arranged. The cost is \$90 per student, which is added to the student's TTU account. A confirmation email and map of the airport will be provided after request. Other options include taxi and Greyhound, though these are not necessarily the most convenient and can be very expensive.

HOTELS and TEMPORARY HOUSING ARRANGMENTS

Arrange for **housing**. Students are not required to live on campus, but doing so can be very beneficial. There are 2 on-campus options: Residence Halls and Tech Village. More information, including the application, can be found at: www.tntech.edu/studentaffairs/reslife.

If students need a temporary housing location, there are a number of hotels in Cookeville. Also, if students arrive before the Residence Halls open, they will be required to find a temporary housing location. A list of hotels in Cookeville can be found at www.tntech.edu/international/cookeville-links/local-hotels. Apartments off campus are also popular. Students with dietary restrictions should consider living off campus.

Meal Plans:

Meal plans can be purchased to eat at the TTU cafeteria. For more information on meal plans please visit: <http://www.dineoncampus.com/ttu/>. Meal plan benefits begin at the start of classes and stop at the end of classes. An email will be sent to student regarding additional information.

Entering the US:

Students may not arrive to the US more than 30 days from the start date listed on the DS-2019 legal document. Students must enter with the DS-2019 for TTU, an unexpired J-1 visa, and valid passport with at least 6 months of time remaining. Students cannot not pack these in their luggage as Customs and Border Patrol must inspect these documents.

After Arriving

Reporting:

Report to the Office of International Education by attending **International Student Orientation**. Failure to do so may lead to delay in registration and/or to the termination of legal status. (Students will receive a schedule of this event in their emails before arriving to the US).

Orientation:

The International orientation occurs prior to the beginning of classes depending on which term students begin. We have sessions on immigration issues, TTU resources and departments. Students also get a campus tour, get their ID cards, advisement for their classes, and help with registration.

Health Screening:

Students who will enroll in classes at TTU will be required to do a medical examination which includes the Measles, Mumps, and Rubella (MMR) vaccination, and a TB skin test. A second MMR will be required 30 days later. The student will be charged for each service. The required tests and costs are currently:

- MMR (Measles, Mumps, and Rubella) 2 individual doses at \$60.00 each
- TB Skin Test at \$5.00
- Varicella 2 doses at \$115.00 each
- Meningitis Vaccine (MCV4) at \$110 (required for students under 21 living on-campus)

All prices are subject to fluctuation. Students are required to pay the market price at the time of the vaccine.

Tuition and Fees:

Pay **tuition and fees** to confirm schedule. Students must do this before the first day of classes to avoid the risk of a late fee and/ or termination of legal status. Tuition and fees can be paid by cash, check, debit card, credit card, or money order. Students may request an installment plan for a set-up fee of \$50. This divides the total into 3 payments. Students may also wire money electronically at least 2 weeks before the start of the semester to:

ABA: 062005690
Cookeville Routing: 064000017
Swift Code: UPNBUS44
TTU Account: 192389929
Regions Bank
150 4th Ave N.
Nashville, TN 37219

Health Insurance:

Students must submit proof of health insurance **before the first day of classes**. Students can purchase TTU's insurance plan upon arrival. The cost will be charged to their TTU account. Students may also purchase insurance from other companies. Any health insurance at the least must cover:

Medical Benefits: \$100,000
Repatriation: \$25,000
Medical Evacuation: \$50,000
Deductible Per Accident or Illness: \$500 or Less

The TTU health insurance plan **does not** cover students in their home country. Students with J-1 dependents must purchase health insurance as well. Insurance for dependents can be 2 to 3 times more expensive. The student and any accompanying spouse and dependent(s) also may be subject to the requirements of the Affordable Care Act. [22 CFR 62.14(a).

Mail:

Students may temporarily use the Office of International Education's mailing address, however the student will be expected to purchase his/her own PO Box after arriving.

-Regular mail can be sent to:

Office of International Education, Box 5093, Tennessee Tech University, Cookeville, TN 38505

-Mail from DHL or Fed-Ex can be sent to:

1 William L Jones Drive Rm. 135, Derryberry Hall, Cookeville, TN 38505.

After Starting School

English as a Second Language Courses:

Students may register for the English as a Second Language Courses (ESL) course if they feel they need more language exposure. Students with limited language skills can be accommodated.

For more information contact: International Education at intl_adm@tntech.edu

Transcript Issuance:

Issued: 20 days after the end of the semester

Procedure student should follow in order to ensure timely processing of transcripts:

Students must fill out a Transcript Request Form upon arrival or prior to departure. The Records Office issues transcripts and sends them out to the recipient listed on the form.

<http://www.tntech.edu/records/transcripts/>

Two Year Home Residency Requirement:

J-1 students may be subject to this rule as found on the US J-1 visa and/or stamped on the DS-2019 by US Border Patrol. This requirements places a bar on students changing their status inside the US, or changing their immigration status (outside the US) to H-1B, K, L or for applying for Permanent Residency. To resolve the bar, students must stay in their home country for a total of 2 years. It may be possible to waive the bar at the US embassy upon returning home after completion of the program of study.

**Welcome to the Golden Eagle family!
The Office of International Education
looks forward to meeting you!
Safe travels!**