

## **SPRING 2025 WELCOME INFORMATION**

Dear New International Student:

Congratulations on your admission to the University of New Orleans! We look forward to welcoming you to campus.

New freshman and undergraduate transfer students with fewer than 30 transfer credits should plan to arrive in New Orleans on **Wednesday, January 8, 2025**. All new freshman students will be required to attend Spring MAMBO, check <https://www.uno.edu/nse/step3> for details. A transfer track is also available to undergraduate transfer students, see <https://www.uno.edu/fyt/trl>. **Please be aware that the University of New Orleans, including the Office of International Students and Scholars (OISS), will be closed for the holiday break from Monday, December 23, 2024 through Wednesday, January 1, 2025.**

New International Student Orientation will be held remotely on Tuesday, January 7. We will send you an email invitation to join the meeting as the date gets closer.

The Graduate School will notify graduate students regarding their orientation program.

**The first day of classes for Spring 2025 is Monday, January 13. The latest day to arrive for Spring 2025 is Wednesday, January 15.** The full academic calendar is available at <https://www.uno.edu/media/33061>.

In preparation for travel to UNO, it is important that students be aware of what to expect — and of what will be expected of them. This letter will provide information on:

- Obtaining the Visa, Preparing for Departure, and Preparing for Arrival
- Orientation and Registration
- Special Procedures for Students Currently in the U.S.

**UNO E-mail: UNO e-mail is the University's official means of communication with students. Please activate your UNO e-mail account as soon as possible and make sure to check it regularly.**

For more information on how to activate your e-mail account, please visit <http://www.uno.edu/it/email>. In addition, you will also need to set up multi-factor authentication. More information is available at <https://www.uno.edu/it/help-desk>. Contact information for the Help Desk is available on that page if you need assistance.

## **PRIOR TO DEPARTURE**

**Visit the Study in the States Website:** The website at <https://studyinthestates.dhs.gov/> is a central location to find resource information from many U.S. government agencies as you plan your education.

**Pay SEVIS Fee:** The I-20 will be sent by email. **Print the I-20 form** and sign it at the bottom of page 1. DS-2019s will be sent by mail or expedited shipping. New students and exchange visitors with an **initial entry** I-20 or DS-2019 must pay the SEVIS I-901 fee (\$350 for F-1 students and \$220 for J-1 students). Students transferring from another U.S. institution do not need to pay the fee again. The SEVIS fee offsets expenses associated with Student and Exchange Visitor Information System (SEVIS) and must be paid prior to the visa interview. Instructions and additional information can be found at <http://www.fmjfee.com>. Please save and print out a copy of the receipt after paying the fee.

**Apply for the Visa:** Contact the nearest U.S. embassy or consulate for local procedures, processing times, application forms and fees. To locate an embassy or consulate go to <https://www.usembassy.gov/>. In order to

obtain the appropriate visa, students must present form I-20 or DS-2019, SEVIS fee receipt, evidence of financial support, and letter of acceptance to the nearest U.S. Embassy or Consulate. Security screening procedures may cause significant delays in visa issuance. Please take steps to obtain a visa as soon as it is reasonably possible. **Do not make travel plans until the visa has been approved.**

For more information specific to applying for an F-1 student visa, please visit:

- <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>

For more information specific to applying for a J-1 visa, please visit:

- <https://travel.state.gov/content/travel/en/us-visas/study/exchange.html>

Most students may enter the U.S. up to 30 days before the start date on the I-20 or DS-2019. Students arriving more than 30 days before the start date may be refused entry to the U.S.

**WARNING: Do NOT travel to the U.S. on a B-1/B-2 visa or on the visa waiver program. Individuals in B-1/B-2 status may not study and will need to exit the U.S. and re-enter in F-1 or J-1 student status.**

### **Arrange for Permanent Housing:**

UNO has an on-campus residency requirement for all first semester undergraduate students. For more information on UNO's Student Housing Policy and how to apply for an exemption, please visit <https://www.uno.edu/housing/residency-requirement>. Registration for classes is blocked until students either obtain on-campus housing or are approved for an exemption so it is important to attend to this as soon as possible.

**ON CAMPUS** – Students planning to live in university housing should send in the housing deposit and application as soon as possible **prior** to arrival in the U.S. **On-campus housing may not be available to students who wait to apply after arrival.** For questions or applications about on-campus housing, please visit the Office of Residential Life website at <https://www.uno.edu/housing>.

**Students are responsible for making their own housing arrangements prior to arrival.** We recommend students print and carry any related documents, including email correspondence, lease agreements, and receipts for payments. Students who are unable to complete their housing arrangements prior to arrival will need to make hotel arrangements at their own cost.

### **Privateer Place**

Privateer Place offers apartment-style living with two floor plans (2 bedroom/2-bathroom, 4 bedroom/2 bathroom). Each apartment has a fully equipped kitchen and both units are fully furnished. For additional information, please see the Privateer Place homepage at <http://www.mystudentvillage.com/us/privateer-place/>.

**Please note: Privateer Place requires all applicants to have a guarantor with a valid U.S. Social Security identification number. Students without a guarantor must make an additional refundable deposit of \$375 (in addition to a \$200 non-refundable administrative fee), and first rental installment.** Please read the housing contract (and Privateer Place Apartments lease) very carefully. Please bring all essentials or plan to purchase them upon arrival as Privateer Place does not offer bedding or utensil packages. UNO is a tobacco-free campus, which includes housing.

### **Pontchartrain Halls**

Pontchartrain Hall features one-bedroom, two-bedroom, and four-bedroom furnished suites for community-focused living with privacy. Each student has a private bedroom. Purchase of a meal plan is required for Pontchartrain Hall residents. Floor plans and additional information are available at <https://www.uno.edu/housing/pontchartrain-halls>.

**Lafitte Village**

Lafitte Village is UNO's married, family, and graduate housing facility, offering one-bedroom and two-bedroom options. Apartments are unfurnished but students may rent furniture or bring their own. Additional information is available at <https://www.uno.edu/housing/lafitte-village>.

**Early Arrivals****Privateer Place**

The official Spring move in date for International Students is **Wednesday, January 8, 2025**. Students planning to arrive before the official move in date should contact Privateer Place to see if early move in is available. Contact information is available at <https://campuslivingvillages.com/united-states/university-of-new-orleans/privateer-place-uno-housing/contact-privateer-place/>. Additional charges will apply. Students not approved for early move in must make hotel arrangements at their own cost.

**Pontchartrain Halls**

The official Spring move in date for international students is **Wednesday, January 8, 2025**. Students planning to arrive prior to the move in date should email ResidentialLife@uno.edu to see if early arrival is possible. Only students with advance permission may arrive early.

**Lafitte Village**

Leases at Lafitte Village begin on the first day of the month. Move in after the first day is on a pro-rated basis. Contact Residential Life by emailing ResidentialLife@uno.edu for additional information.

**Late Night or After-Hours Check-in****Privateer Place**

Privateer Place's front office is open from 8:30 a.m. -- 8:00 p.m. Monday through Friday, 10:00 a.m. – 4:00 p.m. Saturday, and 12:00 – 4:00 p.m. Sunday. There is no late night or after-hours check-in. Students with flights scheduled to land within two hours of the office closing and those arriving later should make hotel arrangements at their own cost and check in during business hours the following day.

**Pontchartrain Halls**

The front desk of Pontchartrain Hall is staffed continuously throughout the day and night.

**Lafitte Village**

There is no late night or after hours check in. Keys are only available during normal working hours of 8:00 a.m.-4:30 p.m. Monday – Friday. Students arriving after hours must make hotel arrangements at their own cost.

**OFF CAMPUS** –OISS staff can provide limited advice on locating off-campus housing.

To browse some available off campus housing options, please visit:

- <http://realestate.nola.com/for-rent>
- <http://neworleans.craigslist.org/>

**Hostels and Hotels**

For information about hostels and hotels, please see <https://www.uno.edu/media/21621>.

**Immunization Requirements**

The State of Louisiana requires new students to show proof of several types of vaccinations. Students are not able to register for classes until fulfilling the immunization requirements. Details about these requirements are available at <https://www.uno.edu/campus-health/immunization-information>.

**Register for Classes:**

Students must be advised prior to registering for classes:

- **New and transfer undergraduate students** can find further information at <https://www.uno.edu/nse/step1>
- Next steps for **graduate students** are at <https://www.uno.edu/academics/grad/new-grad-student-checklist>

Immigration regulations require students to enroll in a full course of study of at least 12 credits each semester for undergraduate students and at least 9 credits each semester for graduate students. Of those credits, at least 9 credits for undergraduates and at least 6 credits for graduate students must be any combination of in-person and/or hybrid classes. Students taking the minimum number of credits are limited to one three-credit online class each term. The section code for each class will determine if it is in-person, hybrid, or online. Some examples to help make this clearer:

- Roberto is an undergraduate student planning to take two hybrid classes, one in-person class, and two online classes totaling 15 credits for spring 2025. This would be allowed because he is taking at least 9 credits of hybrid/in-person classes.
- Katja is a graduate student planning to take one in-person class, three credits of research, and one online class totaling 9 credits for spring 2025. Most research hours are considered to be in-person, so this

**Please note: Registration or schedule adjustment after Sunday, January 12 for spring will result in late fees and/or the schedule being cleared for non-payment. Additional information about tuition, fees, and payments is available on the Bursar's website at <https://www.uno.edu/bursar>. Students may also check the academic calendar on the Registrar's website at <https://www.uno.edu/registrar/academic-calendar>.**

### **Arrange Finances**

The I-20/DS-2019 costs are an estimate of tuition, fees, room, board, books, insurance, and personal expenses for one academic year (9 months). Each student's actual costs will differ according to several variables including additional course-specific fees, the type of housing arrangements, and other personal choices. Students remaining in the U.S. between the spring and fall semesters will need additional funds for living expenses.

Students with assistantships should be aware that it will take two to four weeks to be paid and should be prepared to pay immediate expenses for at least that period of time. The federal government requires UNO to withhold tax from paychecks, so the amount of the stipend paid will be less than the amount listed on the I-20. The amount will vary according to whether the student's country of citizenship has a tax treaty with the U.S. Some students may be able to get a refund of some of the tax withheld by filing an annual tax return.

Students receiving scholarships that cover room and board should be aware that these amounts are taxable. UNO is required to calculate the tax amount and add it to student fee bills each semester. The amount will vary according to whether the student's country of citizenship has a tax treaty with the U.S. Some students may be able to recover some of the tax amount by filing an annual tax return.

Information about tuition, fees, and payments is available on the Bursar's website at <https://www.uno.edu/bursar>.

**IMPORTANT NOTE: Few on-campus jobs or graduate assistantships are available. Do not plan on income from a campus job to supplement personal, family, or scholarship funds.**

### **Insurance Coverage:**

Medical insurance coverage is required for international students and the fee is automatically included on the fee bill. Students with comparable existing coverage may apply for a waiver of this fee using the Insurance Coverage Evaluation Form at <https://www.uno.edu/oiss/currentstudents/insurance>. The form must be completed by the insurance company. Insurance coverage must begin no later than the first day of classes and extend at least through the end of final exams.

**Requests for insurance waivers must be submitted to OISS no later than 4:30 p.m. Friday, January 17, 2025**, for Spring 2025. Late requests will not be accepted.

Information about the University insurance plan for 2024-2025 and links to waiver forms are on the OISS website at <https://www.uno.edu/oiss/currentstudents/insurance>.

### **WHAT TO EXPECT FROM IMMIGRATION AND CUSTOMS UPON ARRIVAL**

**Students should hand carry the following documents.** Do not place them in checked baggage.

1. **Passport, valid for at least six months into the future, and**
2. **I-20 or DS-2019 Form, and**
3. **Evidence of financial resources.**
4. **Name and contact information for the Office of International Students and Scholars, including a 24-hour emergency contact number at our school. (UNO Police: 504-280-6666)**

**If Arriving By Air:** Flight attendants will distribute a Customs Declaration Form (CF-6059B). This must be completed prior to landing. This form can be now also be filled out prior to or during your travel and be filled out by typing (instead of hand written) and then printed and carried as official Customs Declaration. For more information please visit: <https://www.cbp.gov/document/forms/form-6059b-customs-declaration-english-fillable>.

**If Arriving By Land or Sea:** The Customs and Border Protection (CBP) Officer at the port of entry will provide the necessary Customs Declaration Form (CF-6059B) to be filled out upon arrival. This form can be now also be filled out prior to or during travel and be filled out by typing (instead of hand written) and then printed and carried as official Customs Declaration. For more information, please visit: <https://www.cbp.gov/document/forms/form-6059b-customs-declaration-english-fillable>.

Proceed to the terminal area for arriving passengers. Have the following documents available for presentation: passport; SEVIS Form I-20/DS-2019; and Customs Declaration Form (CF-6059B).

All visitors entering the United States must state their reason for wishing to enter the country. Individuals may be asked to provide a final destination. **The University of New Orleans, 2000 Lakeshore Drive, New Orleans, LA 70148.**

Once the inspection is successfully completed, the inspecting officer may stamp the passport. Prepare for the process by reviewing the CBP information for international visitors at <https://www.cbp.gov/travel/international-visitors>.

Students should ensure they are in possession of the I-20 or DS-2019 and passport when departing the inspection area. These are very important documents.

**At the airport:** The Louis Armstrong New Orleans International Airport offers several convenient and affordable ground transportation options such as shuttles, taxis, Uber, Lyft, at different costs. For more information about these services, please visit the website: <https://flymsy.com/ground-transportation/>. Taxis cost

approximately \$36 and pick up from the taxi area on the Arrivals Curb outside of Level 1 Baggage Claim Door 7.

Students experiencing difficulty may call OISS at 504-280-6021 during office hours (8:00 a.m. - 4:30 p.m. Monday-Friday). After 4:30 p.m., call the UNO Campus Police at 504-280-6666.

## **SETTLING IN**

**Checking in:** Students should email OISS at [oiss@uno.edu](mailto:oiss@uno.edu) upon arrival. OISS staff will provide instructions on next steps, including scheduling a virtual Welcome Session for more information on banking and other immediate concerns. It is very important for students to check in within the first two weeks of classes. Students who do not check in within that time may not be registered in SEVIS and may violate immigration status.

**Employment:** Students should not begin any on-campus employment (including assistantships) until completing appropriate paperwork with OISS.

## **INFORMATION FOR STUDENTS CURRENTLY IN THE U.S.**

**Transfer students:** Students transferring to UNO from another U.S. institution should complete the [Transfer Form](#) and e-mail it to [oiss@uno.edu](mailto:oiss@uno.edu). OISS will prepare the I-20 form or DS-2019 form. All transfer students must complete immigration transfer procedures by checking in with the OISS within 15 days of the start of classes (spring classes start January 13). Simply obtaining an I-20 or a DS-2019 form from OISS does not complete transfer process. Students who fail to check in may violate immigration status.

**Students changing degree levels:** Students moving from one degree to another at UNO (i.e., undergraduate to graduate, Intensive English language to undergraduate, etc.), must request the I-20 from OISS within 15 days of the start of classes (spring classes start January 13).

**Students in another immigration classification:** Students currently in B-1/ B-2 status must obtain F-1 status before beginning a course of study. Students in F-2 status may enroll only part-time. Please consult with OISS staff for additional information.

Individuals who hold other non-immigrant classifications (H, TN, J-2 etc.) may be eligible to enroll in classes incidental to status. Please consult with OISS staff for additional information.

**Please review the Registering for Classes section on page 3 for information on advising and registration.**

We hope that this information is helpful in transitioning to UNO. Please contact us with any questions regarding transportation, orientation, housing, or other details of adjusting to life and studies in New Orleans. We look forward to your arrival.

Warmest regards,  
*OISS Staff*

E-mail: [oiss@uno.edu](mailto:oiss@uno.edu) Web: [www.uno.edu/oiss](http://www.uno.edu/oiss)