Welcome!

International Student Services

PRE ARRIVAL GUIDE
INTERNATIONAL STUDENT SERVICES

PRE ARRIVAL GUIDE

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Who We Are

The International Student Services (ISS) office welcomes you to Marymount as a new member of our diverse community. We sincerely hope that your studies and experiences at Marymount will be rewarding, and are excited to meet you!

The purpose of this guide is to assist you as you prepare for your trip to the United States and to Marymount University. Also, our staff will be available to answer any questions via e-mail, phone or chat during your onboarding process. This is the ISS team.

Aline Orfali
Director of International Student Services

Liliana Vedia
Assistant Director of International Student Services

Gursharan Bawa
International Compliance and Program Administrative Assistant

Peer Advisors

Peer Advisors are fellow Marymount students who work in the ISS office. They are here to help you navigate your college experience and life in the U.S. Most Peer Advisors are international students who have successfully adapted to the MU student lifestyle. Keep an eye out for their emails this summer!

We’re here for you!

Marymount’s International Student Services office is dedicated to providing you with a comfortable and supportive environment that facilitates your adjustment and promotes your personal and academic growth. ISS promotes global awareness through a wide variety of intercultural and educational programs for the Marymount community.

When you arrive, please check in with us at International Students Services:

Gerard Hall 1031
Marymount University
2807 North Glebe Road
Arlington, VA 22207
iss@marymount.edu
What’s app: 1-571-422-1009
We are open Monday – Friday, 9am to 5pm.
Support and services

In addition to the Office of International Student Services, there are other offices you may need to contact when you get started at Marymount, including

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Services</td>
<td>Gerard 1031</td>
<td><a href="mailto:iss@marymount.edu">iss@marymount.edu</a></td>
<td>+1 703-526-6922</td>
</tr>
<tr>
<td>Residence Life</td>
<td>Berg 1009</td>
<td><a href="mailto:residencelife@marymount.edu">residencelife@marymount.edu</a></td>
<td>+1 703-284-1608</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Rowley 1010</td>
<td><a href="mailto:student.accounts@marymount.edu">student.accounts@marymount.edu</a></td>
<td>+1 703-284-1490</td>
</tr>
<tr>
<td>Orientation</td>
<td></td>
<td><a href="mailto:orientation@marymount.edu">orientation@marymount.edu</a></td>
<td>+1 703-284-5706</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>Berg 1014</td>
<td><a href="mailto:studenthealthcenter@marymount.edu">studenthealthcenter@marymount.edu</a></td>
<td>+1 703-284-1610</td>
</tr>
<tr>
<td>Student Access Services</td>
<td>Rowley G105</td>
<td><a href="mailto:access@marymount.edu">access@marymount.edu</a></td>
<td>+1 703-284-1538</td>
</tr>
<tr>
<td>Center for Teaching and Learning</td>
<td>Rowley G105</td>
<td><a href="mailto:ctl@marymount.edu">ctl@marymount.edu</a></td>
<td>+1 703-284-1538</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>Main Guardhouse</td>
<td><a href="mailto:csafty@marymount.edu">csafty@marymount.edu</a></td>
<td>+1 703-284-1600</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td>Ballston Center 2050</td>
<td><a href="mailto:grad.admissions@marymount.edu">grad.admissions@marymount.edu</a></td>
<td>+1 703-284-5901</td>
</tr>
<tr>
<td>Undergraduate Admissions</td>
<td>Butler Hall</td>
<td><a href="mailto:admissions@marymount.edu">admissions@marymount.edu</a></td>
<td>+1 703-284-1500</td>
</tr>
</tbody>
</table>
Pre-Arrival Checklist

When contacting any office on campus, it’s helpful to know your **Marymount student ID number** (this is a seven-digit number that most likely starts with 2). If you don’t know your student ID number, please contact the International Student Services office at [iss@marymount.edu](mailto:iss@marymount.edu).

1. Submit your enrollment deposit
2. Generate your student account
3. Submit all required documentation for your I-20 (If you are an F-1 visa student or applying for an F-1 visa.)
4. Register for new student orientation
5. Take the Directed Self-Placement (DSP) or register for classes directly if you are a transfer or graduate students.
6. Register for student housing
7. Apply for a visa
8. Complete medical form and sign-up for health insurance
9. Pay your tuition bill
10. Immigration Check-in with international student services

**FINAL STEP:** Attend the mandatory International Student Session

**Step 1: Submit your enrollment deposit**

**Undergraduate Students**

If you have not already done so, [submit your deposit](http://www.marymount.edu/accepted) online or return the Enrollment Notification Form that was sent with your acceptance letter along with your enrollment deposit. Please include your Student ID number.

To pay your deposit by credit card, call the Office of Undergraduate Admissions at (800) 548-7638 or mail a check to:

Marymount University

Attn: Undergraduate Admissions

2807 North Glebe Road

Arlington, VA 22207

The enrollment and deposit link is also accessible via the accepted students page: [www.marymount.edu/accepted](http://www.marymount.edu/accepted)
Graduate Students

Check to see if your program requires a deposit. If you have not already done so, [submit your deposit online](#) and return the Enrollment Notification Form that was sent with your acceptance letter along with your enrollment deposit. Please include your Student ID number.

To pay your deposit by credit card, call the Office of Graduate Admissions at [800] 548-7638 or mail a check to:

Marymount University
Attn: Office of Graduate Admissions
1000 North Glebe Road
Arlington, VA 22201

Students who took college credits at another university:

Copies of any submitted transcripts will be forwarded to the Registrar’s Office for a credit evaluation. Priority will be given to students who have submitted their enrollment deposit. Allow 2-4 weeks for the review of your Transfer Credit Evaluation. Should you have any questions prior to your enrollment specifically related to your curriculum or courses, please contact your academic school. If you have any courses in progress at the time of your acceptance, please be sure to have an official final transcript sent, so we can finalize your credit evaluation.

Step 2: Generate your Student Account

Your student account will provide you with access to the Marymount portal, email, Canvas, and other internal sites. Important note: **You must access your MU e-mail via google. Your username and password are the same as your MU account.**

Use the [Student Account Generator](#) to create your account and register for courses.

If your activation does not work, please email IT at [its@marymount.edu](mailto:its@marymount.edu) or call them at 703-526-6990.

It is important to start checking your Marymount email every day, as you will receive emails from your professors and other offices on campus including the International Student Services office.

Marymount Links:
- [www.Marymount.edu](http://www.Marymount.edu) - This is the school website
- [www.My.marymount.edu](http://www.My.marymount.edu) - This is a portal to log into other online resources for students
- [www.marynet.marymount.edu](http://www.marynet.marymount.edu) - Marynet is an online portal where you can register for classes, email your advisor, and pay tuition.

Step 3: Submit all required documentation for your I-20

If you currently hold a B-1 /B-2 tourist visa or any U.S. visa that does not allow full-time study, you must obtain an F-1 visa before attending Marymount University. If you currently hold a valid U.S. visa under a category that allows full-time study (such as A-1/A-2 or H-4), you are not required to change your visa status to F-1. To apply for an F-1 visa, you’ll first need to obtain your I-20 from Marymount, which is a
certificate of eligibility for nonimmigrant (F-1) student visa status. Marymount issues the I-20 for admitted students who submit the following items to the Office of Admissions:

1. The enrollment deposit
2. A legible photocopy of passport ID page(s)
3. A completed International Student Supplemental Information (ISSI) form
4. An official, original bank statement from your sponsor(s) demonstrating financial support for one year of study. This statement must be signed and stamped by a bank official and dated no earlier than six months prior to the issuance of the I-20. If you have been awarded a scholarship from Marymount, you may deduct the amount of the scholarship from the total amount required.

If you currently have an F-1 student visa and an I-20 from a U.S. high school, an English as a Second language (ESL) institution, or a different university, you must transfer your SEVIS record to Marymount and receive a new I-20. You do not need to apply for a new visa unless you plan to leave the U.S. before beginning your studies at Marymount and your current visa will expire before you re-enter the U.S.

In addition to the items listed above, TRANSFER STUDENTS SHOULD ALSO SUBMIT:

1. A completed transfer clearance form
2. Photocopies of all previous I-20(s)
3. Photocopies of all previous U.S. visa(s)
4. Copy of your I-94

Please submit ALL completed forms and supporting documents by uploading them to your admissions portal. If you are unable to upload these documents or have any questions please send them to:

Undergraduate Admissions: international.admissions@marymount.edu
Graduate Admissions: grad.admissions@marymount.edu

Your F-1 status transfer process is not complete until you check in with the International Student Services Office after arriving on campus within 15 days of classes start date.

ALL STUDENTS: Your form I-20 will be sent to you via FedEx. Please be sure that the mailing address and phone number on your ISSI form are valid, so that your form I-20 may reach you without delay.

If your spouse and/or children will be accompanying you to the U.S., please consult the ISSI form for additional passport and financial requirements.

Please note that Marymount University will cover the cost of shipping the first initial I-20. International students are responsible for all subsequent I-20 shipping fees unless the university made an error. If a student requires an updated I-20 due to deferral, errors in documentation submitted, or electronically approved an I-20 with errors, they will be required to cover the cost of shipping an updated I-20 through www.study.eshipglobal.com. Shipping costs for updated I-20’s due to a visa denial will be considered on a case by case basis.

Step 4: Register for New Student Orientation
All incoming undergraduate and graduate international students are required to attend the International Student Session. In addition to attending the International Student Session, all international students are required to attend their respective New Student Orientations.
ALL NEW INTERNATIONAL STUDENTS (TRANSFER, UNDERGRADUATE, AND GRADUATE) MUST ATTEND THE INTERNATIONAL STUDENT SESSION. Any student holding an F-1 visa who does not attend the International Student Session will not be registered in SEVIS by ISS staff. F-1 students who are not registered in SEVIS may face criminal charges or deportation.

Step 5: Take the Directed-Self Placement (DSP) or register for classes

First Year Undergraduate Students

Take the DSP.

The DSP and Math Placement exams serve to help your advisor make the best possible recommendations for the English and Math courses you will take at Marymount. Please keep in mind this isn't a graded exam, rather a way to make sure you are placed in the appropriate courses.

Take the DSP now

Once you have completed the test, your First Year Advisor will create a course schedule for you. At orientation you will receive your schedule.

Undergraduate Transfer Students

Meet with your advisor and register for classes

As a new transfer student, you must first schedule an appointment with your academic advisor to go over your degree plan and then register for classes via My MU Plan.

Your academic advisor is one of your most important support during your studies. An academic advisor is responsible for the overall educational support on academic curricula. They assist by planning schedules, recommending courses, and working with the Registrar's office to evaluate transfer transcripts. They work together with students to monitor their degree plans, with the goal of graduating in four years. Undergraduates can contact their academic advisor at the Academic Advising Center and Graduate students will work directly with their faculty academic advisor or department chair.

Transfer Students

Please make sure you submit all your transcripts and then schedule an appointment with your academic advisor assigned to your school.

- School of Business: Ms. Alexandra Fee at afee@marymount.edu
- School of Arts and Sciences: Mr. Tyler Becket at tbecket@marymount.edu
- School of Education and Human Services: Jeanine Dakduk at jdakduk@marymount.edu
- Malek School of Health Professions: Joanne Briscoe at jbriscoe@marymount.edu
- Undecided Students: Andrea Miller at amiller@marymount.edu.

- Graduates
  Please confirm your graduate enrollment here and contact your point of contact who will be
the advisor or program director specified in your graduate welcome email. For more information, view the graduate admissions welcome packet.

Once you’ve had your advising appointment, please review the following:

- My MU Plan: Student, Planning, Degree Audits & Registration
- Registration 101 Guide
- My MU Plan Registration Tutorial Video (YouTube)

For important dates such as drop/add period, please see the academic calendar.

Step 6: Register for Housing

There are many housing options available to international students on campus and in the area surrounding Marymount’s campus. All international students are encouraged to live on campus, and all students age 21 or younger and in their first four semesters of college are required to live on campus unless living with a parent or guardian within commuting distance of the campus. Commuting distance is defined as 26 miles from campus.

The many benefits of living on campus include:

**Low Cost:** Living on campus is significantly cheaper than living off campus according to a 2018 study conducted by Marymount’s International Student Services office. Typically, students save between $150 and $850 each month by living on campus. A variety of room types are available, including private bedrooms with semi-private bathrooms.

**Location:** One of the best aspects of living on campus is the convenience of not having to commute to the university each day on Virginia’s busy roads. Living on campus allows you to sleep in later, spend time studying or having fun rather than driving, and save money on transportation costs. Additionally, students living on campus can easily access university offices such as the Student Health Center, the Center for Teaching and Learning, and International Student Services.

**Transportation:** Marymount offers a free shuttle service that runs every 15 minutes during the week and every 30 minutes on the weekends. The shuttle takes students to all campus locations and stops at the Ballston Metro (train) station. From the Ballston Metro, it is easy to access almost any location within the D.C. metropolitan area. By living on campus and taking advantage of the free shuttle, you could potentially save hundreds of dollars each month instead of spending money on gas, car insurance, car maintenance, toll roads, parking, etc.

**Social Environment:** Living on campus makes it much easier to develop friendships with American and other international students. Students who live on campus often feel that they are part of a safe, fun, and engaging community.

Students who are interested in living in an especially supportive environment on campus are encouraged to live in the Marymount University Global Thinkers (MUGT) living and learning community. This community is housed in a prime newest location on campus, Ostapenko Hall, near the International Student Services office. MUGT is home to American and international students who are interested in cross-cultural learning and dedicated to promoting social justice across borders.
Students who are interested in living on campus should register for housing through the My Marymount portal.

Students who are older than 21 or who are younger than 21 and have completed at least four semesters of college have the option to live off campus.

Step 7: Apply for an F-1 Visa
Prior to your arrival in the United States, you will need to apply for a Visa and pay the $200 SEVIS (Student and Exchange Visitor Information System) fee. More information about SEVIS can be found at Immigration and Legal Responsibilities.

You must pay the fee before applying for your Visa. Here are the steps you should follow once you have received your I-20 from Admissions:

SEVIS Fee Requirements for F-1 Students:
- Find Form I-901 at www.FMJfee.com
- Complete the form online. Be sure to write your name exactly as it appears on your form, I-20. Marymount’s school code is WAS 214F00223000. Your SEVIS identification number is the number that begins with the letter “N” located on the top right corner of your form I-20 right above the bar code. Supply the necessary Visa, MasterCard, or American Express information.
- Print a copy of the online receipt.
- Be sure to make a copy of your receipt and keep it with your other important immigration documents.

Visa Information:

Please read carefully the restrictions and responsibilities on page 3 of the I-20.

To obtain an F-1 student visa, you must contact your nearest U.S. Consulate office to make an appointment and inquire about an F-1 student visa, procedures, and processing time. Have the following documents to present at the interview:

- Form I-20
- Letter of Admission to Marymount
- Financial Documents (financial guarantee, scholarship awards, bank statements, etc.)
- SEVIS fee receipt from www.FMJfee.com
- Evidence to prove intent to return to your home country upon completion of studies

In addition, be prepared to respond questions related to:
- Your financial status.
- Your plan of studies and your English language abilities
- Your future goals to apply your degree
- Temporary desire to stay in the US and plans to return to your home country.
Step 8: Complete medical form and sign up for health insurance

Health Forms:
ALL NEW STUDENTS must submit the required forms through the health center student portal Medicat. Viewing this tutorial may help you navigate the portal.

You will have to register before you can complete the forms. Watch a tutorial on how to upload your medical records.

Health Insurance
Marymount University requires all full-time undergraduate and graduate students to have health insurance. You can either purchase a health insurance plan through the University or provide proof of health insurance coverage through another source.

If you already have adequate insurance coverage, you may decline Marymount’s health insurance by filling out an online waiver form. Otherwise, you will automatically be billed by the Student Accounts Office to cover the student health insurance fee. This waiver must be completed each year that you attend Marymount.

Contact Information
Student Health Center
Berg Hall, Room 1014
2807 North Glebe Road
Arlington, VA 22207
(703) 284-1610
shealthc@marymount.edu

Step 9: Pay your tuition bill
You will be billed for tuition each semester once you have registered for your classes. Payments can be made online through Marynet, through mail, or through the Student Accounts office located in Rowley Hall. Marymount also offers an optional payment plan that allows tuition to be paid in installments over several months.

For more information about how to pay your tuition bill, how to enroll in a tuition payment plan and how to enroll your parents so they can manage your tuition payments, please visit Student Accounts.

Important Notes
If you decide to not attend Marymount after registering for classes or decide to drop classes after the semester has started, please check here for the deadlines for dropping classes and receiving a refund.

If you drop classes after the deadline, then you will be charged tuition rates whether or not you attended the classes. Moreover, if you do not attend the first week of classes, your classes will automatically be dropped from your schedule which will jeopardize your immigration status.
Contact Information

Student Accounts
Rowley 1011
2807 North Glebe Road
Arlington, VA 22207
(703) 284-1490
studentaccounts@marymount.edu

Step 10: Immigration Check-In with International Student Services

Once on campus, all new undergraduate and graduate students on F-1 visas are required to check in with the International Students Services office for a one-on-one meeting to report to the SEVIS system that you are indeed on campus and attending classes. **Students must complete this check in within the first two weeks of classes. Only students who attend the International Student Orientation Session will be allowed to complete their check in.**

Failure to report to the International Student Services office for check in will result in violation of your F-1 status. Students who violate their visa status may be subject to criminal charges or deportation.

You should bring your Passport/Visa, your I-20 from Admissions, and your I-94 when you come to the office. To set up a check in appointment, you can come to the ISS office in Gerard 1031 on Main Campus, email iss@marymount.edu, or call 703-526-6922.

Prepare for Your Travels

All students with an F-1 visa may enter the U.S. no more than 30 days prior to the first day of classes. You must carry your passport (including your visa) and your original form I-20 (for F-1 students only).

What to Pack

Packing for your trip to the U.S. may seem like a daunting task, but it is important to remember that many of the items you may need (warm winter clothes, bedding, decorations for your room, etc.) can be purchased once you arrive. It will also be useful to contact your roommate once you receive your housing assignment, so that you can coordinate what you will bring.

Recommended Packing List

- All of your essential identification papers and documents to be carried in your carry-on bag. Make photocopies of all your important documents to leave with your family in a secure location.
- Any medications with prescriptions that you take regularly for carry-on bag
- A laptop or tablet that allows you to take notes, write papers, and complete assignments for your classes
- A smart phone, a bilingual dictionary, or translation application such as Google Translate for any unfamiliar English words that you may encounter
- At least $100 USD in cash
• A list of the names, addresses, telephone numbers, and email addresses of key contacts, both in the U.S. and at home
• Pictures of your family, home, and country for yourself and to share
• Items from your culture, such as musical instruments, picture books, arts and crafts, and small gifts to share with people in the U.S. For festive occasions, such as Marymount's International Week, you may bring a traditional dress and accessories from your country to share with the campus community.

Getting to Campus

Your arrival in metropolitan Washington, D.C. will probably be at one of the two airports that serve the area: Reagan National Airport (DCA) or Washington-Dulles International Airport (IAD). Reagan National Airport is closest to Marymount University. Baltimore-Washington International (BWI) Airport is a third option, but it is relatively far from Marymount, and it is not easily accessible via public transportation.

Ground Transportation options from Reagan National Airport

1. Super Shuttle Vans are shared with other passengers and drop passengers off at their hotels or other destinations. The approximate cost from Reagan National Airport to Marymount is $14.

2. Taxi Cab to Marymount, which will cost approximately $25. UberX to Marymount will cost from $17-$22. Lyft is around $18-$21.

3. Metrorail Train from Reagan National Airport to the Ballston-MU station. From there, take the Marymount shuttle bus to Main Campus, about two miles away. The Metrorail cost is approximately $3, and the Marymount shuttles are free.

Ground Transportation options from Washington-Dulles International Airport:

1. Super Shuttle Vans: The approximate cost from Dulles Airport to Marymount is $30.

2. Taxi Cab to Marymount, which will cost approximately $50. UberX to Marymount will cost from $34-$45. Lyft is around $32-$36.

3. Bus to Metrorail Train: Take the Dulles Metrobus Route 5A to Rosslyn Metro station for $7 one way. From there, take the Metrorail train four stops to the Ballston-MU Metro station for about $3, and then take the Marymount shuttle bus to Main Campus for free.

4. Silver Line Express provides bus service from Dulles Airport to the Wiehle - Reston Metro station for approximately $5. From there, you can either take a taxi to Marymount or take the Metrorail train to the Ballston-MU station and then take the Marymount shuttle bus to Main Campus. The cost for the Washington Flyer is $5 one-way, the Metrorail cost is approximately $3, and the Marymount shuttle is free.

Ground Transportation options from Baltimore-Washington International Airport:

2. **Taxi Cab** to Marymount, which will cost approximately $100. **UberX** to Marymount will cost from $51-$70. **Lyft** is around $60-$70.

3. **Bus to Metrorail Train**: Take Metrobus Route B30 to Greenbelt Metro station for $7 one way. From there, take the Metrorail train to the Ballston-MU Metro station for about $4, and then take the Marymount shuttle bus to Main Campus for free.

**Entering the U.S.**

**UNITED STATES PORT OF ENTRY**

When you arrive in the U.S., you must present the following at the port of entry:

- Your valid passport with your visa enclosed
- Your original form I-20 given to you by Admissions (for F-1 students only)
- Any supporting documents given to you by Marymount or the U.S. Consulate in your home country

You will receive:

- A Blue and Red visa stamp in your passport
- After entering the United States, you should **print your I-94** and carry it with you in your wallet with you at all times. U.S. law requires that you carry your I-94 with you at all times. The I-94 verifies that you entered the U.S. legally.

**Important Contact Information**

In the unlikely event that you experience difficulty proceeding through the port of entry, please contact the International Student Services office at (703) 526-6922 between the hours of 9:00 am - 5:00 pm from Monday - Friday or email iss@marymount.edu.

If after hours or on the weekends, please contact Campus Safety at (703) 284-1600.

**Other Resources**

**Consider Visiting Campus**

You are encouraged (but not required) to visit campus before the start of classes. To understand your visit options, please visit the admissions upcoming events.

As you prepare to begin your studies at Marymount, these other resources may be helpful. There will be a **Student Engagement Fair** for all student clubs on campus at the beginning of the semester.

Remember, you can always feel free to contact us if you have any questions or concerns.

**Marymount’s multicultural clubs**

- International Club
- Latino Student Association
• Saudi Student Association
• Muslim Student Association
• South Asian Student Association
• African Caribbean Student Association

**Education USA**

These centers around the world and online are affiliated with the U.S. Department of State and are committed to providing non-biased information about studying in the U.S. [Pre-departure assistance](#) and other tips to make your transition experience a success are available.

**U.S. Department of State: Student Visa Information**

Get all of your questions about student visas answered with this [comprehensive site](#).

**See you soon!**