

INDIANA **TECH**

International Undergraduate Student Pre-Arrival Guide

2017-2018



International Admissions Office (IA)

Address 1600 East Washington Boulevard
Fort Wayne, Indiana 46803 USA

Phone +1.800937.2448, ext. 8017
or +1.260.399.2864

Fax +1.260.422.7696

Email InternationalAdmissions@IndianaTech.edu

international.indianatech.edu

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Important Dates

Academic Year

Fall 2017	
International Students Arrive	Sunday, August 13
International Student Orientation	Monday, August 14 (tentative)
Warrior Orientation (All New students)	Friday, August 18 – Sunday, August 20
Classes Begin	Monday, August 21
Last Day to Add/Drop Classes	Friday, August 25
Labor Day (No Classes)	Monday, September 4
Fall Break (No Classes)	Monday, October 16 – Tuesday, October 17
Spring Pre-Registration Begins	Seniors: Wednesday, October 18 Juniors and Sophomores: Friday, October 20 Freshman: Monday, October 2
Last Day to Withdraw	Tuesday, October 31
Spring Pre-Registration Ends	Friday, November 17
Thanksgiving Break	Wednesday, November 22 – Sunday, November 26
Classes Resume	Monday, November 27
Last Day of Classes	Friday, December 8
Final Exams	Monday, December 11 – Thursday, December 14
Spring 2018	
International Students Arrive	Wednesday, January 10
International Student Orientation	Thursday, January 11 (tentative)
Residence Hall Move In	Sunday, January 14
Registration and Orientation (New Students)	Tuesday, January 16
Classes Begin	Wednesday, January 17
Summer/Fall Pre-Registration Begins	Seniors: Monday, March 5 Juniors and Sophomores: Wednesday, March 7 Freshman: Friday, March 9
Spring Break (No classes)	Saturday, March 10 – Sunday, March 18
Classes Resume	Monday, March 19
Last Day to Withdraw	Tuesday, April 3
Summer/Fall Pre-Registration Ends	Friday, April 14
Last Day of Classes	Friday, May 4
Final Exams	Monday, May 7 – Thursday, May 10
Commencement	Saturday, May 12

Before You Leave Home

Checklist

Careful planning and preparation by students and exchange visitors can ensure that your arrival to the U.S. is smooth. Here are some things you should do prior to departure:

- Make sure that your passport and non-immigrant visa are valid for entry into the United States. The passport should be valid for at least six months beyond the date of your expected stay.
- Check to see that your visa accurately reflects your correct visa classification.
 - If your review indicates any discrepancies or potential problems, visit the U.S. Embassy or Consulate to obtain a new visa.
- Book your tickets in advance to get the best deal, and don't forget to take advantage of student discounts!
 - Avoid paying higher fares in the rush months of August/September (booking your round trip ticket early can ensure this).
- Make sure you arrive on campus on the date listed under "Program Start Date" on your I-20.
 - Students and exchange visitors entering the United States for the first time under their respective non-immigrant visa classification may only be admitted up to 30 days prior to the program start date. Do not make plans to arrive more than 30 days before the start date of your program, as indicated on your I-20.
- Inform the International Admissions Office (IA) with details of your arrival plans [with this form](#) by email: InternationalAdmissions@IndianaTech.edu
- See a dentist and an eye specialist. Indiana Tech's health insurance does not cover dental care or eye care.
- Check with the airline you will be using regarding baggage weight allowances and size specifications.
- Label all luggage pieces inside and out with your name, destination and Indiana Tech's address (1600 E Washington Blvd., Fort Wayne IN 46803 USA).
- Make sure you have contact addresses and phone numbers of all friends and relatives, as well as the IA.
- Organize your finances. Arrange to transfer funds to a U.S. bank and make sure you have funds available for travel, expenses upon arrival, tuition and housing. Our office will provide the opportunity to set up an account with a U.S. bank in Fort Wayne shortly after you arrive. Consider buying a VISA Travel Money card to cover the cost of your first month in the United States. Find more information [here](#).

Health Insurance

IA requires that all international students in F-1 status purchase the university sponsored health insurance plan. There are two exceptions when the student is not required to purchase the insurance. Any student who meets one of the qualifications listed below are eligible for a waiver. They are as follows:

- Category 1: Government-sponsored students whose home government purchases insurance for students and does not merely supply funds to purchase an insurance plan of their choice.
- Category 2: Students employed by a US-based employer or the department of US-

based employee with employer-based health insurance.

Individual and private insurance companies do not qualify for a waiver.

What to Consider When Packing

Documents to Bring with you in Your Carry-on Luggage

- Valid passport
- I-20 (The immigration officer at the embassy or consulate may put this in a sealed envelope. Do not open the envelope; the officer at the airport will open it.)
- Payment receipt of SEVIS fee (this I-901 fee can be paid here: <https://www.fmjfee.com/>)
- Visa exempt students (Canadians) entering the U.S. for the first time should have an I-797 form, Receipt Notice, or Internet Receipt verifying SEVIS Fee payment.
- Evidence of financial support
- Name and contact information of Designated School Official or Responsible Officer at Indiana Tech:

Sharmila Chowdhury
Primary Designated School Official Office:
+1 (260) 422-5561 ext. 8017
Email: SXChowdhury@IndianaTech.edu

Clothing

The climate in Indiana changes with the seasons. The fall season (August/September) is generally warm with its bright colors and moderate temperatures. In the winter season (December/January), the climate is cold and it snows heavily (10°F/-12°C). It is recommended that you bring warm clothing with you such as a hat, scarf, snow or rain boots, sweaters, and a warm winter coat. However, winter clothing is available in Fort Wayne at reasonable prices. In the spring (April/May), temperatures are moderate, although it can still be quite cool, particularly in March and April. The temperatures in summer can get rather warm. Summer is hot and humid. Temperatures of 90°F (33°C) and above are not unusual. You are advised to bring some light clothing for this season. Information about average monthly temperatures in Fort Wayne can be found in www.weather.com

Indiana Tech is a pretty informal school, and so apart from weather considerations, feel free to dress exactly how you like. You may, however, want to consider bringing one business professional outfit for job interviews or other formal events.

Footwear

This is really an essential part of feeling warm. Warm socks and snow-proof shoes can make a huge difference in dealing with the cold temperatures.

Scarves, Hats and Gloves

These are great additions which add extra warmth, and help deal with the wind. Keeping your neck, ears and hands warm can greatly influence how warm you feel.

It would be practical to:

- Prepare a list of all the items you intend to take along
- Weigh each individual bag or box before leaving the house to make sure that you are

within weight limits.

- Strap your luggage securely to make sure that it does not open during airport transfers or in transit.
- Pack your handbag light enough for you to carry over long distances within the airports.
- Baggage trolleys are not allowed in the post-immigration areas of most airports.
- Carry a small amount of your country's currency as well as U.S. dollars (\$) in case you need to pay for excess baggage or for snacks during the preflight wait at the airport. Liquids are not permitted past the security check-in.

Consider purchasing suit case and luggage straps with TSA approved locks. The TSA has the right to inspect your luggage. If you have TSA locks, they can unlock your bag instead of breaking your lock to see what's inside.

School Materials

Having a computer is very useful, although not absolutely mandatory. There are several computer labs around campus, including a 24-hour lab in the new Academic Center. Because of this, you do not necessarily need a personal computer. Since you might be submitting homework online, as well as typing papers, having a personal computer is very convenient.

Remembering Home

Carry some photographs, your favorite books, or movies from your home country. There are always days when you want to share memories with your new friends, or just want to look back at some of the times you had before coming to Indiana Tech. These things take up little space and can give you that extra comfort in a new place.

Bedroom Items

Bedding items like bedspreads, pillows, and comforter etc. will not be provided by the university. You can pack them, or purchase them after you arrive. We advise you to bring a blanket and a towel if you have space in your luggage. Also remember that you can buy anything you need in the U.S. Please keep in mind that university housing offers furnished apartments and rooms.

Carrying Currency

Be certain you arrive to Indiana Tech with sufficient U.S. dollars (\$) or access to funds to meet your living expenses for the first month. If you live off-campus, some landlords will require you to pay both the first and last month's rent in advance, as well as a security deposit. Plan ahead to avoid problems. However, do not carry large amounts of cash with you! You may purchase a Visa Travel Money card, which can be used at most stores in the U.S. Do not place your cash, credit cards in your checked luggage. Wearing a money belt or pouch that can be kept out of sight under your clothing is recommended while traveling.

If you bring your own national currency, please exchange it for U.S. dollars upon arrival to the airport because there are no banks that are able to immediately exchange currency in Fort Wayne, Indiana. Some banks provide this service for a fee, but it takes several days to get your money exchanged.

How to get to Indiana Tech

Arrival to the USA: Air Transportation to Fort Wayne, Indiana

Be sure to arrange air transportation with Fort Wayne, Indiana as your final destination. The next closest major airport is approximately 190 miles/300 km away, and you will incur substantial ground transportation cost if your final destination is a major U.S. city other than Fort Wayne.

After you clear U.S. customs and immigration at your port of entry, you may board connecting domestic flights to Fort Wayne. The airport serving Fort Wayne is Fort Wayne International (FWA). It is served by several major domestic airlines, and you should have no difficulty securing a flight to the city of Fort Wayne. Fort Wayne International is approximately 10 miles/15 km from the Indiana Tech campus. The website is www.fwairport.com.

IA arranges for pickups from the Fort Wayne Airport (FWA), Greyhound station or Amtrak rail station upon arrival. To be picked up for any of these three locations please fill out an [Arrival Confirmation Form](#) and send it to: InternationalAdmissions@IndianaTech.edu

Where is the college located?

Indiana Tech is located just east of downtown Fort Wayne, Indiana, at 1600 E. Washington Blvd. Anthony Boulevard borders the campus on the east and King Street on the west. The Pierson Center (residence hall) is located at the corner of Maumee Avenue and Schick Street. Andorfer Commons is just north of Pierson Hall.

Upon Arrival to Indiana Tech

International Student Orientation

Upon arrival to Fort Wayne, you will be quite excited that you have finally arrived and anxious to begin your journey in the U.S. You may, however, still have questions or concerns about what to expect from your new American life and U.S. University. The IA understands these concerns and wants to provide you with the most information possible to make this transition an easy one.

Therefore, you will be required to attend International Student Orientation the first week you will be in the U.S. This is a great opportunity to meet some other new international students who are experiencing the same things as you.

Part of this orientation will be checking in to the IA, verifying your identity and providing our office with these required documents:

- Your passport
- The F-1 visa stamped in your passport
- Your form I-20
- The form I-94, which can be found here: <https://i94.cbp.dhs.gov/i94/#/home>

Life Here at Tech

Academics & Accreditation

Indiana Tech is a non-profit, co-educational university. The university is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, approved by the United States Department of Education and certified by the State Approval Agency for enrollment of veterans and eligible persons. The biomedical, mechanical, and electrical engineering programs are also accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET).

Student Services

McMillian Library

The Library Services at Indiana Tech provide convenient access to those resources needed to support student learning. The McMillen Library, housed in our new Academic Center, is a state-of-the-art facility which includes a Starbucks' Café for a nice cozy atmosphere, computer clusters enabling immediate electronic access to the online catalog, the Internet, a multimedia room and a small conference room for study groups or meetings.

Campus Safety

Indiana Tech offers a 24-hour security service to the campus community based in Andorfer Commons. The security team assists with issues from on-campus emergencies, lost property, safety advice and more.

The Career Center

The Career Center provides free services to students and alumni about professional development. They aid in advising, resume critiques, mock interviews, employment programs, career exploration and job search preparation. The Career Center is located in Andorfer Commons, second floor.

Peer Tutoring & Tutoring Center

Peer-tutoring provides Indiana Tech traditional students with tutoring for most courses offered at Indiana Tech, particularly courses in mathematics, engineering, science, English, and accounting. All peer-tutoring is free to all Indiana Tech traditional students and is located near the Career Center in Andorfer Commons.

The Fitness Center

The Fitness Center includes a gym that provides individuals with a great atmosphere, state of the art equipment and knowledgeable and friendly staff. The gym offers convenient hours for those who are early birds as well as for those who get off of work late or prefer to work out at night. They offer classes for people who prefer to exercise in groups as well as training for athletic events. The Fitness Center also provides individuals with access to an on-campus nurse as well as stress free living seminars, deep tissue massage therapy sessions, as well as self-defense classes to help promote greater wellness for everyday living.

Plan for Housing

University housing provides the best possible means of achieving orientation to American education. It promotes greater understanding of the English language, American culture, and student life, as well as easy access to the university library, classrooms, orientation, and a great educational environment which Indiana Tech seeks for all new students. (Students must reside on campus until they are 21 years old). All accommodations are double (2 person) occupancy. Depending on availability, single rooms may be available for an extra charge. Meals are served in the university dining hall. For more housing information, visit housing.indianatech.edu.

Housing with you in mind

Freshmen are typically assigned to the Pierson Center or Warrior Row C. If space permits or if selected as part of the learning community, freshmen may request to be placed in Evans-Kimmell Hall or Frank and Anne Oropeza Hall. Upperclassmen have additional housing options such as Yergens-Roger's Hall or Warrior Row A & B.

Pierson Center, our undergraduate residence hall, completed in the fall of 2000, features furnished, air-conditioned suites with Internet and cable hookup, and private bathrooms with tub and shower. Laundry facilities are available on every floor and are free of charge to students.

Each floor also features common gathering rooms. All unmarried students, except veterans, juniors, seniors, and students whose immediate families live within commuting distance, must reside in Indiana Tech student housing. There are no accommodations on campus for married couples. All students living in university housing are required to abide by the regulations published in the [student handbook](#).

For more information on each residence hall, including a list of amenities, photo galleries, and what you should plan to bring during your move-in, visit our residence halls pages at housing.indianatech.edu. To apply for housing, please ask your counselor for instructions.

Save time and money with Dormco

[College-Ave](#) is your online superstore for college supplies. Since you're preparing for your first year at Indiana Tech, we know just what will be needed to make your residence hall room comfortable and all-around conducive to college life. When shopping for your residence hall room, College-Ave is your one-stop shop. Our goal is clear and simple: we'll provide great products, all at student-discount prices, so as to help you enjoy your first year at Indiana Tech.

Off Campus Housing

If you choose to live off-campus (see requirements below), you will need to make your own arrangements prior to your arrival or your options may be limited.

By using the following websites, you agree that IA cannot and will not be held responsible for the housing information that is posted. In addition, Indiana Tech does not conduct a background check or endorse any of the listings. Every effort has been made to ensure the accuracy of the information contained herein, however, the publisher cannot guarantee accuracy nor accept responsibility for errors in content or omission. Listings are subject to change without notice.

Search for Fort Wayne Rentals at:

- [Apartment Association of Fort Wayne](#)
- [Apartment Guide](#)
- [Apartment List](#)
- [Kaufmann Property Management](#)

A variety of housing options that are available, many of which are close to campus, are listed below. Rental options farther from campus may be more affordable than those downtown.

- [Three Rivers Apartments](#)
- [The Harrison](#)

Off-Campus Housing Requirements:

- Student must be 21 or older prior to the start of your first semester.
- Live with a responsible relative within 50 miles of the university.
- Are married and live with your spouse within 50 miles of the university.
- Have special circumstances requiring additional consideration.

Dining Hall Information

Indiana Tech offers cafeteria dining services to all students, faculty and staff in a modern facility serving excellent meals in Andorfer Commons. The university uses a 'room and board plan' that requires that all students living in Pierson Center, Oropeza Hall, and Evans-Kimmell Hall pay one fee to cover the costs of food and housing. Students not living in the residence hall can purchase meals on an individual basis. Special meal plans are available for students requiring special diets.

Recreation

In addition to the recreational facilities located in the residence halls, Andorfer Commons features a movie theater, and a recreation center equipped with several large screen cable televisions, a bowling alley, billiards, air hockey, ping pong, foosball, student and campus life organizations, campus store, Career Planning and Development Center, McMillen Library, and more. The Schaefer Center's Fitness Center features a gymnasium containing basketball and volleyball courts, a weight room, and a running track. There also are outdoor basketball, tennis and volleyball courts. Intramural athletics and other social and recreational activities that take place throughout the school year (sponsored by either the university or campus organizations).

Athletics & Student Organizations

Indiana Tech competes in the National Association of Intercollegiate Athletics (N.A.I.A.) as a member of the Wolverine–Hoosier Athletic Conference. Along with athletics, Indiana Tech offers a variety of activities through various student organizations. Recognition for athletic excellence is included in the Annual awards ceremonies for varsity and intramural athletics. These ceremonies are held near the end of the spring term.

The following is a list of our current active sports/organizations on campus:

Intercollegiate Competitions

- Basketball (men's & women's)
- Baseball
- Bowling (men's & women's)
- Cross Country (men's & women's)
- Golf (men's & women's)
- Lacrosse (men's & women's)
- Soccer (men's & women's)
- Softball
- Tennis (men's & women's)
- Track & Field (men's & women's)
- Women's Volleyball
- Men's Wrestling
- Men's Ice Hockey
- eSports

Spirit Teams

- Band
- Cheer Squad

Intramural Activities

- Flag Football
- Indoor Volleyball
- Dodgeball
- 5 v 5 Pro-League Basketball
- 3 v 3 Amateur Basketball
- Bowling
- Billiards
- Indoor Soccer
- Ping Pong and much more

Student Professional/Honors Organizations

- Alpha Chi Honor Society
- American Society of Mechanical Engineers (ASME)
- Association of Computing Machinery (ACM)
- Biomedical Engineering Society (BMES)
- Criminal Justice Society
- Chi Alpha Sigma
- Institute of Electrical and Electronics Engineering (IEEE)
- National Society of Black Engineers (NSBE)
- Sigma Beta Delta
- Society for Future Accountants (SoFA)
- Society of Automotive Engineering (SAE)
- Society of Human Resource Management (SHRM)
- Society of Manufacturing Engineering (SME)

- Society for Women Engineers (SWE)

Student Organizations

- Cyber Security Club of Indiana Tech
- The Book Club
- Fellowship of Christian Athletes (FCA)
- Gay/Straight Alliance
- The Green Club
- Indiana Tech Gaming Society (ITGS)
- Mathematics Enthusiasm Society (MES)
- Multicultural Club
- Society of Future Accountants
- Sports Management Society
- Student Ambassadors
- Student Recreation & Leisure Society (SRLS)
- Tech LoL (League of Legends)

Greek Life

- Delta Alpha Nu Sorority
- Sigma Phi Epsilon Fraternity

What it's like in Fort Wayne?

Indiana Tech's campus occupies approximately 42 acres near the center of Fort Wayne, Indiana. Fort Wayne is Indiana's second-largest city and is home to over 250,000 residents. We are a major industrial and commercial center with approximately 400 manufacturing plants in the area. Fort Wayne is also ranked as a three-time All American City. Fort Wayne offers a variety of recreational and cultural activities. The city is within easy driving distances to Chicago, Cincinnati, Columbus, Detroit, Indianapolis and Louisville. The city is served by national and regional airlines as well as bus lines. It is less than an hour's drive from northeastern Indiana's beautiful lake region. Indiana Tech enjoys a relationship of mutual pride and cooperation with the city of Fort Wayne. This relationship extends to the many industrial and commercial firms in Fort Wayne that employ Indiana Tech graduates.

Transportation

Citilink buses offer transportation in and around Fort Wayne. More information will be provided at orientation. If you need information sooner you can contact IA or visit the Citilink website at: www.fwcitilink.com.

Greyhound Bus lines offers schedules including stops in Fort Wayne for students arriving in the United States who wish to take the scenic route. This form of transportation is slow and tiresome, however, and is not suggested for long distances. Buses do not run from the airport.

Employment of Foreign Students & Financial Aid

The U.S. Immigration authorities assume that a student entering the United States on a student visa (F-1 or F-2) will have sufficient funds for his/her education without the aid of part-time employment. The regulations of the Immigration and Naturalization Service do not allow a student to work without permission of that office. International students can apply for part-time employment on campus pending availability.

How Much Money Will You Need?

It is difficult to give one straight answer to this question. When you are considering how much money to bring, think about your individual spending habits in your home country. Do you plan on being more cautious with your money or more frivolous? Do you plan to travel while here? Consider the difference in currency exchange and the cost of living. Always remember to have some extra money for emergencies. Fort Wayne is a relatively inexpensive city as compared to other large cities in the United States.

Bank Accounts

It is advisable to set up a bank account and deposit the extra cash you have. We have several banks near campus like Fifth-Third, Chase, Wells Fargo, PNC, and Star Financial. A STAR ATM is available on the first floor of Andorfer Commons and a Higher One ATM is available on the first floor of the Cunningham Business Center in the atrium. It is important to note that Bank of America does not have branch locations in Fort Wayne or surrounding cities.

Methods of Payment

In order to ensure ease and convenience, please familiarize yourself with your government's regulations about the forwarding of money to the United States and make arrangements to have the necessary funds on hand at the beginning of each term. Upon arrival, you will need money for tuition, fees, room and board, and personal expenses. Sometimes these transfers take time, therefore, it is advisable to send your money for both personal and university expenses* before you arrive. Please note, the IA will assist with opening a U.S. bank account upon arrival to Fort Wayne.

* Please Note: You should separate the university fees from personal money since the university will not refund a balance in cash until after the check or draft has "cleared" the bank. This normally takes up to three (3) weeks.

Checks or drafts for tuition and fees should be payable to Indiana Tech, while funds for personal expenses should be made payable to you. It is also advised that you establish a bank account (either checking or savings) after arrival to permit cashing or depositing checks in the future.

Payment by Flywire

This method of payment is the preferred method of payment for all fees, deposits and tuition charges paid by international students. This service is free of charge to students. To transfer money using peer transfer please visits <https://www.peertransfer.com/school/indianatech>.

Payment by Wire Transfer

This method of payment is preferred over a payment with a draft for international students. This

method of payment can be used for initial payments before their arrival and for payments for subsequent semesters.

To wire funds directly to the account of Indiana Tech, the student/parent will give their bank the following information (the bank will assess a fee to the student/parent for this service):

Name of Bank: Star Financial Bank Fort
Wayne, Indiana USA
Swift Code: SFIBUS44
ABA: 074901672

For further credit to:
Account Name: Indiana Institute of Technology Account
Number: 51042060

You can also use this website to assist you in making a payment from outside of the US:
<https://busoffice.indianatech.edu/payment/international/>

The student's name and identification number (ID number) should be included in the instructions to be sure the funds can be properly credited. You may find your student ID number by re-visiting your acceptance letter or on My.IndianaTech.edu.

An annual textbook rental fee is included in your tuition rate. That is correct, free textbook rental! Students who want to keep their books for future reference will be billed at the end of the semester.

Appendix A- Glossary of Immigration Terms

Form I-20: Certificate of Eligibility for the F-1 Visa

Note: The I-20 you have been issued is only good for the semester indicated. If you do not arrive by the date indicated, you must return the form to International Admissions and Services.

Student and Exchange Visitor Information System (SEVIS):

The Student and Exchange Visitor Information System (SEVIS) is a national tracking/monitoring system that allows the U.S. government to monitor and track various events of all F-1 and J-1 students during their program of study. In addition to biographical information, Indiana Tech will be required to provide information regarding a student's academic program, enrollment status, and immigration activities.

You will learn more about SEVIS upon arrival at Indiana Tech. However, before you enter the U.S., you need to understand that once you have arrived, you must be committed to following all the rules related to your status. Any violations of status will be reported to the U.S. government.

Visa:

A visa is a stamp placed in your passport by an official of the United States (or the country you are entering) permitting you entry. You must have a valid visa to enter the United States (unless you are visa exempt). However, unlike a passport, once you are in the U.S., your visa is allowed to expire.

Passport:

A passport is your country's identification of you as a citizen. Your passport must remain valid at all times. **It is not allowed to expire.** You may renew it by contacting your Embassy/Consulate within the U.S.

I-94 Arrival/Departure Record:

Customs and Border Patrol has begun an electronic processing of the I-94 Arrival/Departure Records. Consequently, the immigration officer will now stamp your foreign identification document (i.e. passport) and write your visa classification including the expiration date of your authorized stay in the U.S. All international students should have F-1 written as the visa classification.

- You may obtain a printable version of your electronic I-94 number anytime at: www.cbp.gov/i94.
- You will receive a new I-94 number each time you re-enter the U.S. **You must provide the International Student Admissions & Orientation Office with all new I-94 numbers you receive during your stay in the U.S.**