Arrival Information for
Exchange and Graduate Students

Fall 2013
CHECK LIST FOR NEW EXCHANGE & GRADUATE STUDENTS

1. Complete New Student Arrival Form (pink sheet). You must have your Passport, I-20/DS-2019 with you to complete the form. Any immigration questions can be asked during the meeting with Jane Havis.

2. Review orientation schedule and Survival Guide.

3. Has your immunization form been submitted to Student Health Center? (3rd floor of Academy Hall - #67 on campus map)

4. If you have health insurance paid by your home government, and you want to waive RPI insurance see the Health Center about getting a waiver IMMEDIATELY.

5. **F-1 Married Students:** it is very important to have medical insurance for your dependents that are here in the United States. If you have a J-1 visa, medical insurance is mandatory.

6. Get your Rensselaer I.D. Card at the I.D. desk in the Rensselaer Union ( #35 on campus map)

7. Pick up your RCS (Rensselaer Computing Services) account at the VCC (Voorhees Computer Center) front desk. ( #22 on campus map – it looks like a church)

8. Graduate Students it is important to contact your department and make an appointment to see your advisor so you know what classes to register for.

9. If you have a car and plan to park on campus you need to register it with the Parking and Transportation Office located at 2144 Burdett Ave ( #51 on campus map)

10. If you have a Research or Teaching Assistantship, it is mandatory to meet with Charlene Richard of the Payroll Office. See Jane Havis for more information.

11. **ONLY** if you are employed on campus with an assistantship or a job will you need a Social Security Number. See Jane Havis for instructions.

12. Put your local address in SIS (Student Information System).

13. Check activity sheet for sign-up events.

14. **MANDATORY** International Student Orientation on Friday, August 23, 2013 in Darrin Communication Center (DCC) 308 (#17 on campus map) from 8:30-11:30am.

15. **MEET WITH JANE** - You will not be able to register until you have met with Jane to go over SEVIS requirements.

7/2013
ORIENTATION ACTIVITIES FOR NEW INTERNATIONAL GRADUATE AND EXCHANGE STUDENTS
August 12th – August 24 2013

Monday – August 12, and Tuesday, August 13, 2013
Check-In
9:00am – 3:00pm Academy Hall Auditorium 3rd floor.
General arrival information about the Rensselaer campus. You will be completing Immigration Requirements.

Monday – August 12, and Tuesday, August 13, 2013
Cell Phones
9:00am-3:00pm Academy Hall Auditorium 3rd floor AT&T representatives available for purchasing phones plans.

Tuesday, August 13, 2013
Help with Registering for classes & Understanding SIS
11:00am -1:00pm. Registrar’s Office will help you register for your classes and teach you how use the Student Information System (SIS). This will be held in Russell Sage Building room 4510.

Tuesday, August 13, 2013
Cross Cultural Communication Workshop –
4:00pm - 6:00pm Academy Hall Auditorium. Purpose is to discuss the different way Americans communicate. Advance sign-up is required in the ISSS office.

Wednesday, August 14, 2013
International Teaching Assistant (TA) Orientation 8:30am-12:30pm Heffner Alumni House
Registration and training in the Heffner Alumni House. If you miss registration, please contact Dennis E. Gornic of the Graduate Education Office.

Friday, August 16, 2013
Check-In
9:00am-11:00am Conference room 4th floor room 4411
General arrival information about the Rensselaer campus. You will be completing Immigration Requirements.

Monday, August 19, Tuesday August 20 and Wednesday, August 21, 2013
Check-In
9:00am-11:00am Conference room 4th floor Room 4411.
General arrival information about the Rensselaer campus. You will be completing Immigration Requirements.
Thursday, August 22, 2013
Graduate Student Orientation 8:30am – 12:00pm Darrin Communication Center (DCC) room 308
Program for all new American and International Graduate degree-seeking students. This program is mandatory.

Thursday, August 22, 2013
Check-In
9:00am-3:00pm Conference room 4th floor room 4411
General arrival information about the Rensselaer campus. You will be completing Immigration Requirements.

Friday, August 23, 2013
Mandatory International & Exchange Student Orientation
8:30am – 11:30am in Darrin Communication Center (DCC) 308.
See next page for schedule and details. Do not be late.

MANDATORY!!!!! YOU MUST ATTEND!!!

Friday, August 23, 2013
12:00pm-3:00pm Academy Hall 4th floor Room 4411 AT&T representatives available for purchasing phones plans.

Friday, August 23, 2013
Help with Registering for classes & Understanding SIS for EXCHANGE STUDENTS
3:00pm -4:00pm. Registrar’s Office will help you register for your classes and teach you how use the Student Information System (SIS). This will be held in Russell Sage Building room 4510.

Saturday, August 24, 2013
Welcome Dinner for New International Students
6:00 pm – 9:30 pm. HORIZONS our Friendship Partner Program will sponsor a welcome dinner in honor of new international students and their families. The dinner will be held at the First Presbyterian Church in Brunswick. Bus transportation will be provided. The Bus will leave the Rensselaer Union on the North Side exactly at 5:30pm. We will return to campus around 9:30pm.

You must sign up in advance in the ISSS Office.
I.D. PICTURES

Pictures are taken at the I.D. desk in the lower level of the Rensselaer Union. Times are:

- Monday, Aug. 12th – Friday, Aug. 15\textsuperscript{th} 8:30am – 4:00pm
- Saturday, August 18 Closed
- Monday, August 19 – Friday, Aug. 23 8:30am – 4:00pm
- Saturday, August 24 Closed
**INTERNATIONAL GRADUATE AND EXCHANGE STUDENTS**

**ORIENTATION SCHEDULE**

August 23, 2013

Darrin Communication Center (DCC) 308

8:30 A.M. – 11:30 A.M.

***ATTENDANCE IS MANDATORY***

8:30 – 8:45 Introduction
Mrs. Jane Havis, Assistant Dean of Students, ISSS

8:45-9:15 Public Safety
Officer David Jordan

9:15 – 9:30 Working with the International Office

9:30 – 9:45 Legal Services
Mr. Scott Morley
Mr. Carlo Oliveira
The Martin Law Firm

9:45 – 11:00 **Immigration Regulations**
Mrs. Jane Havis

DUE TO CHANGES IN THE LAW, IT IS EXTREMELY IMPORTANT FOR YOU TO BE AWARE OF HOW THESE NEW REGULATIONS WILL AFFECT YOU DURING YOUR STAY AT RENSSELAER**

American Classes/Culture Shock/ Rensselaer Adjustment
Mrs. Jane Havis

11:00 – 11:20 Health Services
Dr. Leslie Lawrence, MD, Medical Director
Mr. Kevin Readdean, Associate Director, Student Health Center
Dr. Benjamin Marte, Counseling Center

11:20 – 11:30 Bursar’s Office
Mrs. Michelle Orzel
Associate Bursar
## August 2013

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<th>Sunday</th>
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### September 2013

- **12**
  - **ISSS Check In**
  - **9:00am-3:00pm**
  - Academy Hall
  - 3rd floor Auditorium
  - **9:00am-3:00pm**
  - AT&T phone information
  - Academy Hall Auditorium

- **13**
  - **ISSS Check In**
  - **9:00am – 3:00pm**
  - Academy Hall
  - 3rd floor Auditorium
  - **9:00am-3:00pm**
  - AT&T phone information
  - Academy Hall Auditorium

- **14**
  - **8:30am-12:30pm**
  - **Graduate Teaching Assistantship orientation**

- **15**
  - **11:00am-1:00pm**
  - Help with registering for courses
  - Russell Sage Bldg room 4510
  - **4:00pm – 6:00pm**
  - Cross Cultural Communication Workshop
  - Academy Hall Auditorium

- **16**
  - **ISSS Check In**
  - **9:00am – 11:00am**
  - Academy Hall
  - 4th floor room 4411

- **17**
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<td>8:30-11:30am (ISSS Mandatory All International &amp; Exchange Student Orientation DCC Rm. 308)</td>
<td>ISSS Dinner 5:30pm – 9:30pm (Pick up at 5:30pm at the Rensselaer Union on North side at the Horseshoe) Must sign up in Advance to reserve Bus space</td>
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<td>9:00am – 11:00am</td>
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<td>9:00am – 11:00am</td>
<td>9:00am – 12:00pm (noon) Mandatory New Graduate Student Orientation (DCC Rm. 308)</td>
<td>9:00am – 3:00pm</td>
<td>12:00pm – 3:00pm AT&amp;T phone information Academy Hall 4th floor suite 4600</td>
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<td>Academy Hall 4th floor Room 4411</td>
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<td>Dorms open for all students to move in</td>
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<td>Academy Hall 4th floor Room 4411</td>
<td>3:00-4:00pm Help with registering for courses for Exchange Students in Russell Sage Bldg. room 4510</td>
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