

Claremont Graduate University

The Peter F. Drucker/Masatoshi Ito Graduate
School of Management
School of Financial Engineering



INTERNATIONAL FELLOWS

International Fellows Certificate Program

PRE-DEPARTURE INFORMATION

Passport. You must have a valid passport to obtain a visa for entry into the United States and are responsible for maintaining the validity of that passport throughout your stay in this country.

Visa Procedure. The first thing you must do to arrange for your entry into the United States is to obtain a student visa from a U.S. embassy or consulate near you. Visa procedures vary somewhat from one embassy/consulate to another. Before applying for a visa, check with the embassy/consulate for current procedures and required documents. At minimum you will be required to submit the following: visa application and fee, valid passport, I-20 form issued by CGU, your acceptance letter, one (possibly more) passport-style photo, and proof of financial support.

It is not recommended that you enter the U.S. on a B-2 tourist visa because you will not be able to attend school until you complete a Change of Status while in the U.S. Change of Status applications cannot be submitted until you have been in the U.S. for at least three (3) months. In addition, you may only apply for a Change of Status from B-2 tourist visa to F-1 or J-1 only if your visa is marked "prospective student" by the visa officer.

Getting an I-20. You can download an Affidavit of Financial Support at www.cgu.edu/intlforms. In order to receive an I-20 form, you must return the completed Affidavit and supporting documents to the CGU International Student Coordinator. If you can not download the Affidavit, contact the International Staff at international@cgu.edu or (909) 607-0434 and one will be sent to you.

Transfer Procedure. If you have been attending another institution in the United States as an F-1 student, please download the Transfer to CGU form from www.cgu.edu/intlforms. This form must be completed and returned to the CGU International Student Coordinator along with your Affidavit of Financial Support and supporting statements before an I-20 can be issued to you.

FINANCIAL ARRANGEMENTS

It is very important that you estimate your educational and living expenses carefully to make certain that you will have sufficient funds available to meet all your needs while studying at CGU. Institutional financial aid is very limited. Unless you have already been notified of an award by your department, you should not expect to receive an award after you have registered for classes.

Employment. F-1 students are eligible to work on-campus up to 20 hours per week during the academic year and up to 40 hours per week during vacation periods. Permission to access employment off-campus is strictly regulated by the U.S. Citizenship and Immigration Services (CIS). F-2 spouses (husband or wife of an F-1 student) may not be employed at any time under any circumstances. J-1 students must have the approval of their program sponsor before accepting employment on or off-campus. J-2 spouses (husband or wife of a J-1 student) may be granted permission by CIS to accept employment provided their earnings will not be used to support the J-1 student.

MEDICAL CONSIDERATIONS

Medical Records. You will be required to provide proof of a negative Tuberculosis (TB) test prior to registration. You should also bring a record of your immunizations for Tetanus, Measles, Rubella (German Measles), and Mumps.

Medical Insurance. Health care in U.S. is very expensive. Therefore, all international students are required to obtain health insurance and maintain it during their entire stay at CGU. Proof of health insurance will be required in order to register for classes each semester. Students who do not have personal health insurance will automatically be enrolled in the CGU health insurance plan. Information about the health insurance policy available to international students will be provided during orientation.

Medicine. Bring a small supply of familiar medicine, such as pain relievers that you are used to. If you have any prescription medicines, bring a larger supply. You may not be able to immediately renew your prescription in the U.S.

ARRIVAL IN THE U.S.

You should plan on arriving in Claremont by Saturday, June 4, 2011. Please let us know of your travel plans: approximate time of arrival and method of transportation (airport welcome service, taxi, shuttle bus, family or friends).

Upon your arrival in the U.S., you will be asked to present your I-20AB along with your passport and financial support documents to an Immigration Official. At that time you will receive an endorsed Arrival-Departure Record (Form I-94). These documents should be kept in your passport at all times.

Airport Welcome (Free Service). If you wish to be met at Los Angeles or Ontario airports, please contact International Place of the Claremont Colleges (I-Place) on their website at <http://iplace.claremont.edu/iplace/main/information.php> to give them your flight and arrival information. **They must receive the Arrival Information Form at least two weeks before you arrive.** A staff member from International Place of the Claremont Colleges will meet you at the airport. Look for a person holding a sign with your name on it. The staff member will bring you to your accommodation.

Baggage. Before packing, check with your airline to find out how much baggage you will be allowed to take with you. Please do not send any baggage in advance of your arrival to CGU because the university does not have storage facilities for luggage or packages. You may send your personal belongings in the following ways:

- 1) AIR CARGO. Use air cargo if you have many things to send; it is less expensive than airmail. Packages must be paid for in advance and should be marked "USED PERSONAL EFFECTS." The packages will be stored at the Airline Cargo Terminal at LAX until you pick them up. Keep your Airway Bill for this purpose. A storage fee will be charged after 3 days for packages not picked up.
- 2) AIR MAIL. Use airmail if you do not have many things to send; air mail can be very expensive. Items sent airmail should be addressed to you as follows: YOUR NAME, General Delivery, Pomona, California 91766, U.S.A. The packages will be delivered to a large Post Office near Claremont, which will hold them until you pick them up.

Regardless of which method you use, your personal belongings can be sent to you without an entry fee. Contact the U.S. Consulate or Embassy in your home country to request **Customs Form 3299** (Declaration for Free Entry of Articles Not Accompanying a Resident or Non-Resident.)

ACCOMMODATIONS

Early Arrival Hotel Reservation. If you wish to stay in Claremont before the Saturday your session begins or the first few days of your session, The International Fellows Program can assist you with making reservations at a local hotel. Please read the enclosed **Early Arrival Hotel Reservation Form** for more information. Complete and return this form to FAX number 909-621-0518

at least two weeks before your arrival. Although hotel room costs are subject to change, a single room is generally available for about \$109/night (not including hotel room tax). All early arrivals may request an AIRPORT WELCOME and will be brought to their hotel by I-Place.

Housing. Assistance in finding housing is provided by [I-Place](#). I-Place maintains current lists of available on-campus and off-campus housing.

I-Place can provide help with finding CGU campus housing or with housing at the School of Theology at Claremont (STC). STC is located a short distance from CGU along safe, well-lit streets.

The following are estimated costs for off-campus housing: a studio apartment rents for \$750-\$900 per month, a 1-bedroom for \$875-\$1000 per month, a 2-bedroom for \$950-\$1,200 per month, and a three-bedroom for approximately \$1,150-\$1,800 per month. Many landlords require a moving-in deposit of \$150-\$300, in addition to one month's rent in advance. The cost of utilities (gas, electric, water, etc.) is usually not included in the rent price and can cost up to \$100 per month for a single person (without telephone.) Less expensive housing is available if you rent a room in a house or share an apartment or house with other students.

CLAREMONT INFORMATION

Claremont is a suburban town of approximately 35,000 people. It is located 75 km east of Los Angeles at the foot of the San Gabriel mountain range. There are 7 institutions that form The Claremont Colleges: 5 undergraduate colleges, Claremont Graduate University and the Keck Institute for Applied Life Science. The student population is approximately 6,000, including over 600 international students from 88 countries.

The year-round climate is pleasant and comfortable. The temperature may drop to near freezing some nights in December and January but will often climb to 25 degrees Celsius or higher in the daytime. The rainy season is in the winter, and summer is usually very warm and dry (temperatures can reach 30 - 40 degrees Celsius.) Physical activities such as hiking, swimming, cycling, skiing, and sports of all kinds are popular in the area. Mt. Baldy, the tallest of the San Gabriel Mountains (2500 meters), is twenty minutes from Claremont. The Pacific Ocean beaches are 75 km to the west, and the desert is 75 km to the east. Comfortable, casual clothing is recommended. Further information about the City of Claremont is available on-line at <http://ci.claremont.ca.us> or <http://www.claremontchamber.org>

PAYMENT OF FEES

You can expect to receive an invoice during the first week of the summer program. Payment must be completed by the end of the second week of the program. All payments must be made in U.S. dollars and can take the following forms:

- 1) Check in U.S. dollars drawn on a U.S. bank, made payable to the Claremont Graduate University.
- 2) An international money order in U.S. dollars, made payable to the Claremont Graduate University.
- 3) Travelers' checks in U.S. dollars.
- 4) Credit card – If you would like to pay by credit card, please go to: <http://www.cgu.edu/pages/312.asp> for detailed instructions.
- 5) Bank transfer – please contact the Office of Student Accounts at <http://www.cgu.edu/pages/312.asp> for wire transfer instructions.

MONEY AND BANKING

Upon arrival in the U.S., it is good to have at least \$50 in U.S. dollars to avoid difficulties in currency exchange. Exchange offices are located only at LA International Airport, not at Ontario Airport. It is safest to carry travelers' checks. There are several banks near campus where you can deposit checks and establish accounts. You can also wire money ahead of time from home. The bank will hold these funds for three days. Our staff members can assist you with establishing an account at a bank during the first few days of your program. Two local banks you might want to consider using are:

Bank of America
339 Yale Ave.
Claremont, CA 91711
(909) 865-2424

California Bankers Trust
102 Yale Ave.
Claremont, CA 91711
(909) 624-9091

ORIENTATION

Mandatory orientation sessions are scheduled for Monday, June 6, beginning at 9:15 AM at the Burkle Building of Claremont Graduate University. Campus tours, information on medical services and insurance, cars and transportation, banking, and academic services for the summer will be provided. A special introduction will be given to the support services and assistance offered to

international students by International Place of The Claremont Colleges. If you have difficulties finding the orientation sessions, please call 909-621-8308.

MAIL

Until you move into your permanent accommodation, you may have mail sent to you via the International Fellows Program at:

Your Name
c/o International Programs Office
Pitzer College
1050 N. Mills Ave
Claremont, CA 91711
U.S.A.

TEXTBOOKS

You will purchase your textbooks at the College bookstore after classes begin. The instructors will provide you with a book list.

MORE INFORMATION

Look through the enclosed materials carefully. If you have any questions about the information in this handout, please do not hesitate to call, write or fax us.

International Fellows Program:

Contact: Todd Sasaki
Telephone: (909) 621-8308
FAX: (909) 621-0518.
Email: DruckerlF@pitzer.edu

CGU International Student Office:

Contact: Marsha Habib
Telephone: (909) 607-0434
Email: international@cgu.edu

International Place of the Claremont Colleges:

Contact: Donald Delgado
Jessica Alampay
Telephone: (909) 621-8344
FAX: (909) 621-8549
Email: ipoffice@cmc.edu