



Princeton University

guide for international students

2009-2010 Edition



Table of Contents

Section I: Campus Resources for International Students	Page
Office of the Dean of Undergraduate Students	4
International Pre-orientation	4
International Students Association at Princeton	4
International Center	5
Section II: Princeton Bridge Year Program	
Princeton Bridge Year Program	4
Section III: What You Need to Know About Coming to the United States	
Application for Visa Certificate	5
Certificate of Eligibility	5
Certificate of Eligibility for Dependents	5
Eligibility Confirmation Form for School Transfer by an F-1 student	5
Passports	6
Section IV: The Visa Application Process	
What is a Visa?	6
How to apply for a visa	6
What you need to apply for a visa	6
Non-immigrant intent	6
Third Country National	6
SEVIS Fee	6
Security Clearances and Special Visa Processing procedures	7
Visa Denials	7
Tourist Visas	7
Section V: Canadian Citizens	
General Information	7
Landed Immigrants of Canada	7
Section VI: Initial Entry and Re-entry to the United States	
Early Arrival	7
Arrival/Departure Record	7-8
Immigration and Customs Enforcement	8
Secondary Inspection	8
U.S. Visit	8
National Security Entry-Exit Registration System	8
Re-entry to the U.S.	8-9
Section VII: Maintenance of Status	
SEVIS Reporting	9
Address Reporting	9



Table of Contents continued

	Page
Full-time Status	9
Change of Non-immigrant Status	9
Section VIII: Employment	
On-campus employment	9
Optional Practical Training (Off-campus employment)	9-10
Internship with an International Organization	10
Section IX: Financial Information	
Travel funds	10
Banking	10
Social Security Number	10
Individual Taxpayer Identification Number	10-11
Income Tax	11
Section X: Traveling to Princeton	
Airport Information	11
Airporter Shuttle Information	11
Train Information	11-12
Taxi Information	12
Security and Emergency Information	12
Section XI: Miscellaneous Information	
Baggage and mail	12
Climate, Clothing and Shopping	12
Cross-Cultural Adjustment	13
Orange Key Tours and Campus Map	13
Telecommunications	13
Motor Vehicle Commission of NJ	13
Section XII: Hotel Accommodations in or near Princeton	
Hotel Information	13
Section XIII: Important Dates	
Important Dates to remember	14
Section XIV: Departure Checklist	
Pre-departure Checklist	14
Section XV: Weblinks	
List of Websites	14-15

Welcome to Princeton!

This guide supplements the Undergraduate Announcement and provides comprehensive information concerning international students in the United States and at Princeton University. It covers U.S. immigration laws and practical matters. If viewing this guide via the internet, the websites are accessible via the active hyperlinks provided. If viewing this guide in hardcopy (text), the *Weblinks* section of the guide provides further details and website information. **Important: Read this booklet carefully before contacting the Office of the Dean of Undergraduate Students, as many initial questions may be answered.**

Section I: Campus Resources and Services for International Students

Office of the Dean of Undergraduate Students (ODUS)

Making the adjustment to a new environment is not always easy, nor will it be the same experience for every student. The **Office of the Dean of Undergraduate Students** is committed to enriching and supporting the experiences of all undergraduate students, with a variety of services that meet specific student needs. In the Dean's Office, an assistant dean of undergraduate students, with support from an office assistant, functions as the International Student Adviser (ISA), who is responsible for providing support and assistance for all undergraduate international students.

Rachel Baldwin, Assistant Dean of Undergraduate Students/International Student Adviser

Dean Baldwin is primarily responsible for all compliance and immigration matters pertaining to undergraduate international students. In addition, she is responsible for the sponsorship, development, coordination and implementation of the international pre-orientation program. If you have inquiries or needs concerning travel, immigration, visas, employment, financial, personal issues or other affairs related to your time at Princeton, you should contact Dean Baldwin's office directly. She welcomes the opportunity to meet and connect with students so that she can get to know them personally and professionally. When applicable, if Dean Baldwin is unable to assist you directly, she will refer you to the appropriate persons or offices.

Jeanette DeGuire, Dean's Assistant

Jeanette is the primary contact for students' who want to meet directly with Dean Baldwin during office hours. She assists Dean Baldwin with compliance and immigration matters related to undergraduate international students, which includes the development and mailing of important immigration documents and other resources. As well, Jeanette is responsible for all of the organizational components associated with international pre-orientation including meals, transportation, etc.

You may contact Dean Baldwin or Jeanette via the Office of the Dean of Undergraduate Students, 313 West College, Princeton, New Jersey, 08544; (609) 258-3053; rbaldwin@princeton.edu or jdeguire@princeton.edu.

International Student Pre-Orientation

In the fall, two weeks prior to freshman orientation, the ISA, assisted by the dean's assistant and student volunteers from the International Students Association at Princeton (ISAP), hosts a four-day pre-orientation for new international students. Participants in pre-orientation are welcomed to campus, helped with practical tasks such as purchasing travel-unfriendly items (bed linens, lamps, etc.), and opening bank accounts. This is a great opportunity for new students to mingle with other international students and meet the staff of their assigned Residential Colleges, as well as other administrators on campus. Pre-Orientation is comprised of various information sessions and fun social activities, evening events and outings. While electing to participate in pre-orientation is voluntary, the program receives enthusiastic reviews from those who attend and Princeton attracts more than 70% of incoming international students to the program. As a result, all incoming international students are strongly encouraged to participate.

If you plan to attend **Pre-orientation**, the earliest that you may arrive on campus and move into your room is check-in day, Tuesday, September 1, 2009. There will be no exceptions. **Important: If you arrive in Princeton before check-in day, you will need alternate accommodations as you will not be able to move into your room on campus. (Refer to the hotel listings section of this booklet).**

Should you choose to participate in Pre-orientation, you will have the benefit of also taking part in the **Outdoor Action** (OA) or **Community Action** (CA) programs. You may learn more about these exciting pre-matriculation programs by visiting the OA or CA website.

International Students Association at Princeton (ISAP)

The International Students Association at Princeton (ISAP) is a student-run organization consisting of all international undergraduates, including U.S. citizens who live overseas. Members of ISAP organize many social and cultural events on campus. All Princeton students are welcome to join. To learn more about ISAP, send an email to isap@princeton.edu or consult their [website](#).

Davis International Center (IC)

There are more than 1,400 international students and visiting scholars at Princeton, representing over 100 countries. The Davis IC, founded in 1974, provides a multitude of programs for international students and others interested in internationalizing the campus. Through the Davis IC, students and visitors can share their rich cultural resources with members of the university and the surrounding community. For more information, contact the Director, Paula Chow, via (609) 258-5006, pchow@princeton.edu or visit the [IC website](#).

Section II: Princeton Bridge Year Program

The Bridge Year program enables a select group of newly admitted students to engage in a University-sponsored year of community service outside of the United States prior to starting their freshman year. In 2009, a group of twenty students from the U.S. and abroad will be selected to participate in Bridge Year's inaugural programs in Ghana, India, Peru and Serbia.

Through Princeton's partner organizations overseas, Bridge Year Volunteers will engage in nine months of challenging, meaningful work in non-governmental organizations, schools, clinics, and other institutions serving local communities. Participants will also receive intensive language training, live with local families and take part in cultural enrichment activities. In addition to contributing to the sustainable development of the communities served, the Bridge Year Program aims to provide participants with a more global perspective, important intercultural skills, an opportunity for personal growth and reflection, and a deeper appreciation for the importance of service in both a local and international context.

Bridge Year is open to all students who have received and accepted Princeton's offer of admission. To obtain and complete an online application please visit the admitted students' website. For questions or additional information, email the [Bridge Year Program](#). **Important:** *As an international student, if you plan to participate in the Bridge Year Program, you will not need to submit the documents described in the next section until your enrollment in the fall of 2010.*

Section III: What You Need to Know About Coming to the United States

Application for Visa Certificate (AVC)

According to the United States Citizenship and Immigration Service (USCIS), you must provide documentation to verify that you are able to cover the minimum expenses required for study at Princeton University. The *Application for Visa Certificate* is essential, in order to receive a Certificate of Eligibility (Form I-20) which is required for you to apply for an F1 student visa at a U.S. Embassy or Consulate nearest you. Princeton must confirm that sufficient funds will be available to you throughout your course of study. Any lack of documentation or incomplete information could delay the issuance of a Form I-20. For the class of 2013, the AVC must be returned to the International Student Adviser **no later than June 5th, 2009.**

Certificate of Eligibility (Form I-20)

Once you accept an offer of admission from Princeton University and complete/return the AVC, you will receive a Certificate of Eligibility for nonimmigrant (F-1) Student Status. The Form I-20 is created via the Student Exchange and Visitor Information System (SEVIS), which is a U.S. government, internet-based reporting and document production system. The Form I-20 is required for you to obtain an F-1 student visa at a U.S. Consulate or Embassy nearest you (or at your point-of-entry if you are Canadian). You will receive this form from the ISA beginning in May through early July, pending receipt of the required AVC.

Certificate of Eligibility for Dependents (Form I-20 for F-2 status)

The F-2 dependent visa is a nonimmigrant visa which allows dependent spouses and children of F-1 student visa holders to enter into the U.S. Therefore, if you are an F-1 student and intend to marry prior to your enrollment or anytime during your course of study at Princeton, your spouse and/or children will need an F-2 visa and Form I-20 to enter the U.S.

To obtain a dependent Form I-20, you must provide additional financial documentation and a photocopy of your marriage certificate, as well as your dependent's legal name, date of birth, country of birth and country of citizenship. **Important:** as an F-2 dependent, spouses and/or children are prohibited from taking classes and work authorization; therefore, the primary F-1 student will need to provide additional evidence of financial support upon initial entry into the U.S.

Eligibility Confirmation Form for School Transfer by an F-1 student

If you are coming directly to Princeton from another U.S. educational institution, you must inform the Designated School Official (DSO)/international student adviser at your current school regarding your intent to transfer. In addition, you and your DSO must complete and submit the [Eligibility Confirmation Form](#) to Princeton University before a new Form I-20, from Princeton, can be issued to you. **Note:** *If you intend to leave the U.S. after graduation and before your enrollment at Princeton, you must use the Princeton issued I-20 to enter the U.S. in initial status.*

Passport

A passport is a formal identity document or certification issued by your government that identifies you as a national of that particular state, and requests permission, in the name of the sovereign or government of the issuing country, for you to be permitted to enter and pass through other countries. As an international (non-U.S. citizen) student, you must obtain a passport from your home country via your government's regulations to apply for permission to travel abroad and reenter. **Your passport must be valid at all times while within the U.S.** If it expires while you are in the U.S., you must renew it through your country's consulate or embassy. If you lose your passport, report it to the local authorities immediately and file for a replacement at your consulate or embassy. Visit the State Department's website for a listing of [Consulates and Embassies](#).

Section IV: The Visa Application Process

(Canadian citizens are exempt from the visa process. See Section V for more policies and procedures regarding Canadian citizens)

What is a visa?

A visa is a multicolored stamp or computerized document affixed to a page in your passport by a U.S. Consular Office abroad, following a scheduled visa appointment. It is issued for travel to the U.S., but it does not determine how long you may stay in the U.S.

How to apply for a visa

You may wish to contact a U.S. Educational or Information Advising Center in your home country before applying for your visa. The Center can give you valuable information on the application procedures for your country. If at all possible, attend a pre-departure orientation program organized by the center because it will almost certainly include information regarding visa applications. The center may also provide written pre-departure materials. Further information can be found on the Department of State (DOS) [website](#). To minimize any difficulties or errors, you need to be familiar with the process before you apply for your student visa at the consulate or embassy nearest you (preferably in your home country).

What you need to apply for a visa

In general, you are required to provide a visa application form (with the appropriate, non-refundable fee), your passport, an I-901 SEVIS fee receipt (page 5), your Certificate of Eligibility (Form I-20), the stamped copy of your Application for Visa Certificate, along with your Princeton University Admission letter, bank statements, supporting documents from family, etc.

Non-immigrant intent

Since you are applying for an F-1, non-immigrant visa, consular officials may ask you to establish that you intend to return to your home country after your studies are complete (even if that is not your intended goal). You may need to demonstrate economic, personal, social, and cultural ties to your home country. If a consular official believes that you intend to immigrate to the U.S., the officer may deny your visa. As a result, you should consider the following when appearing for your visa interview:

- ❖ Provide a list of the names, addresses, ages, and occupations of close family members who remain in your home country.
- ❖ Provide documentation of financial ties to your home country, such as family ownership of real estate.
- ❖ Provide an explanation of why equivalent educational training is not available in your home country or as suitable.

Third Country National (TCN)

You are considered a third country national if you are not a citizen or national of the country where you plan to apply for a non-immigrant visa. You may not apply for a non-immigrant visa within the U.S., but you may apply, as a TCN, in Canada or Mexico and other countries throughout the world depending on your citizenship. Some students may consider this option, especially if studying in a country that is not their home country, as it may avoid the inconvenience of expensive travel fees. However, please be advised that this may create challenges if you are required to verify non-immigrant intent, as consular officials may have greater difficulty determining your intentions. If you plan to apply as a TCN, be sure to contact the local consulate for TCN requirements and eligibility.

SEVIS Fee

Applicants for F-1 student visas are required to submit form I-901 and pay the \$200 SEVIS fee **BEFORE** filing an application for an F-1 visa at a U.S. Embassy or Consulate (or if Canadian, when applying at the border or customs in an airport). To pay with a credit/debit card online, visit the Student Exchange and Visitor Program (SEVP) SEVIS I-901 fee [website](#). After you submit your payment, be sure to print the confirmation receipt as it is your proof of payment and you will need it to apply for your F1 visa and to enter the U.S. To pay by check or money order, payment must be mailed to the SEVP along with a completed I-901 form. For more detailed information refer to the SEVP's [frequently asked questions](#). If you are currently studying in the U.S. and have already paid the \$200 SEVIS fee, you may be eligible to transfer the fee from your current institution. To find out if you qualify, please refer to the [web link](#) provided above.

Security Clearances and Special Visa Processing Procedures

If you are a national of Cuba, Iran, Iraq, Libya, North Korea, Sudan or Syria, you must undergo a security clearance, in addition to your visa application. This process may take several weeks. Therefore, you must apply for your visa as early as possible, since it will not be issued until your security clearance is completed and approved. For more information, please refer to the Department of State's Special Visa Processing [webpage](#).

Visa Denials

If your visa application is denied, you should request a written explanation from the consulate or embassy, outlining the reasons for the denial. You are able to reapply for a visa; however, you should not resubmit your original application. Rather, your desire to reapply should be supported with updated information that attends to the reasons for the previous denial. Please refer to the Department of State Visa Denials [webpage](#), for more information.

Tourist Visas

DO NOT enter the U.S. as a tourist with a B-1, B-2 visa stamp or with a WT (waiver tourist) even if you are a citizen of a country that is eligible for the Visa Waiver Program. If you enter as a tourist, you must apply for a change of status to F-1, in order to enroll as a full-time student. Unfortunately, the change will take several months to process and you are unable to begin your studies at Princeton until your new status has been approved. As for WT entrants, you are not eligible to change to any other non-immigrant status. Therefore, if you plan to come to the U.S. to study, it is crucial that you enter with an F-1 student visa.

Section V: Canadian Citizens

As a Canadian citizen, it is easy to assume that you are not subject to the strict immigration and travel regulations that apply to other non-U.S. citizens. However, as it relates to coming to the U.S. as a student and not merely a tourist, that assumption is incorrect and may leave you vulnerable to violating your status. ***IMPORTANT: To pursue a course of study at Princeton, it is your responsibility to enter the U.S. properly, in F-1 status, as immigration officials are accustomed to admitting Canadian citizens as tourists.***

Currently, an entry visa is not required for you to enter the U.S. from Canada, but a valid passport, Form I-20 and SEVIS receipt is mandatory. Therefore, you will need to complete and submit an *Application for Visa Certificate* before a Form I-20 can be issued to you. If you enter the U.S. from a country **other than** Canada, you are required to present a passport at your designated port-of-entry (POE) along with the other documents listed above.

At the POE, as a Canadian citizen/student, you must present your Form I-20, SEVIS fee receipt, stamped *Application for Visa Certificate*, and any additional financial documentation to the Customs and Border Protection (CBP) official to be admitted into the U.S. in F-1 status. You will receive an I-94 Admission/Departure record to complete. Check your I-94 card before you leave the inspection area to ensure that it has the notation "*F-1, D/S*" written on it. Canadian students must have an I-94 card to confirm current F-1 status. If not, you are considered to be in tourist (B-2) status, which does not permit study in the U.S./Princeton.

Landed Immigrants of Canada

Since March 17, 2003, all Canadian **Landed Immigrants** (with some exceptions) are required to present a passport and visa in order to enter the United States to study. For more information please visit the Canadian Embassy's [website](#). In conjunction with this requirement, the embassy has issued an announcement explaining which landed immigrants will be affected as well as the documentation requirements and visa appointment procedures for each consulate.

Section VI: Initial Entry and Re-entry to the U.S.

Early Arrival

If you intend to arrive in the U.S. prior to your program start date, you may do so up to but no more than **thirty (30) days** before the reporting date on your Certificate of Eligibility (I-20). If you are unable to arrive on or before your program start date, you must contact the ISA to request authorization to enter the U.S. at a later date. ***Please note: Undergraduate registration begins at 7:00am on September 9, 2009 and classes begin on September 17, 2009.***

Arrival/Departure Record (I-94 card)

The I-94 card serves as the registration form for students admitted to the U.S. as non-immigrants. Before your arrival in the U.S., you will be expected to complete an Arrival/Departure record. If you enter the U.S. via airplane, you will automatically receive an I-94 card, which will be created by your airline and will be given to you with your boarding pass. The cost of the I-94 card will be included with the cost of your ticket. The I-94 card should remain attached to your passport at all times since it indicates the purpose of your admission to the U.S. and the length of time for which your stay is authorized (date of entry, nonimmigrant status and D/S, duration of status). Upon inspection, the Customs and Border Protection (CBP) official will endorse the I-94 card with the date, place of arrival

status (in your case, F-1) and the length of authorized stay, which should be “Duration of Status” or D/S. D/S allows you to remain in the U.S. for the length of time you are enrolled as a full-time student, plus any authorized practical training after you complete your program. If you are a Canadian citizen and you enter the U.S. at a land border, you will need to pay a small fee to receive your I-94 card.

You may receive a new I-94 card each time you leave and re-enter the U.S. If you are not issued an I-94 card upon re-entry to the U.S., you must be sure to request one from the CBP official. If you fail to do so, please notify the ISA immediately or consult the I-94 [Fact Sheet](#), as you may need to apply for a replacement I-94, by filing form [I-102](#), with a fee of \$320.

Immigration and Customs Enforcement (ICE)

Upon your arrival in the U.S., you will pass through customs and your documents will be reviewed by a CBP official, who is a representative of the Department of Homeland Security (DHS). The official will examine your Form I-20, your passport, I-901 SEVIS fee receipt and your supplemental documentation, which includes your Princeton University admission letter and any financial documentation. The immigration official may also request the name and contact information for your Designated School Official (DSO), who is the ISA. For security purposes, **do not** place your important immigration documents with your luggage; be sure to carry them with you. For more information, please refer to the *“Arriving at a U.S. Port of Entry... What a Student Can Expect”*.

Review your documents carefully at the immigration inspection station to make sure the proper information was recorded. If you notice an error, politely ask the CBP Official to make the necessary corrections. It is crucial to remember that, in most cases, the only way to have a document corrected is at the port of entry itself. Corrections to documents after leaving the port can be difficult, expensive and time consuming.

Secondary Inspection

If the CBP official at the port of entry cannot initially verify your information or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows officials to conduct additional research in order to verify information without causing delays for other arriving passengers.

The CBP official will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). Should you arrive during non-business hours (evenings, weekends, holidays), be sure that you have an emergency phone number, if needed (i.e. the ISA). Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a “Notice to Student or Exchange Visitor” Form (I-515A), which authorizes temporary admission into the United States. Notify the ISA immediately to ensure that you submit the proper documentation without delay.

U.S. Visit

All non-immigrants, regardless of their race, religion and country of origin, are required to adhere to the regulations of the [U.S. VISIT](#) program, which includes having your index fingers scanned and a digital photograph taken to match your travel documents. This program was designed to enhance security and further legitimize travel and maintain integrity for foreign visitors.

National Security Entry-Exit Registration System (NSEERS)

The Department of Homeland Security established the NSEERS program for temporary foreign visitors (non-immigrant aliens) arriving from certain countries, who meet a combination of intelligence-based criteria, and who may be identified as presenting an elevated national security concern. The program collects detailed information about the background and purpose of an individual's visit to the United States, the periodic verification of their location and activities, and departure confirmation.

As you establish your travel plans, the program includes citizens or nationals from *Afghanistan, Algeria, Bahrain, Bangladesh, Egypt, Eritrea, Indonesia, Iran, Iraq, Jordan, Kuwait, Libya, Lebanon, Morocco, North Korea, Oman, Pakistan, Qatar, Somalia, Saudi Arabia, Sudan, Syria, Tunisia, United Arab Emirates, and Yemen*. However, to date, individuals from more than 150 countries have been registered in the NSEERS program.

If you are from one of the countries listed above, please be sure to look for information at your designated port of entry in the U.S., explaining the registration procedure. As an NSEERS registrant, you must register upon exit and entry to the U.S. This process varies based upon your arrival/departure airport. Please be sure to seek assistance, as necessary because you will be fully responsible for following proper registration procedures. For more information, you may visit the Department of Homeland Security's [website](#).

Vacation Travel and Re-entry to the U.S.

Whenever you plan to leave the U.S., you must be sure that your travel documents are valid at all times. Without these documents, you may not be allowed to return to the United States. The ISA must **sign the third page of your Form I-20 at least once per year**. For

re-entry, you must have a visa stamp and passport that are valid for at least six months into the future (which means that you will have to apply for an extension of your passport at least six months before the expiration date). As well, you will need to have your visa renewed if it expires while you are outside of the U.S. and before you return to the U.S.

Section VII: Maintenance of Status

SEVIS Reporting

Regulations require that Princeton report the full-time status of all F-1 students each semester. For students, completion of the online registration page in SCORE fulfills the requirement of full-time registration at Princeton. Princeton is required to report within 30 days of the registration date identified by the Registrar: For Fall 2009, this is SEPTEMBER 9th.

Address Reporting

SEVIS regulations require that all F-1 students report a change of address (excluding temporary summer addresses) to the USCIS within 10 days of the change. At Princeton, students report a change of address using the SCORE system online (provided by the Registrar's Office). Princeton is required to report your change to SEVIS within 21 days; therefore, the ISA will report any change of address to SEVIS on your behalf, based upon the information extracted from SCORE).

Immigration requires both:

- ❖ Your permanent (non-U.S.) address
- ❖ Residential (where you live, not your department) address in the U.S.

Please make sure that these addresses are current in SCORE. We will report any change of address to SEVIS on your behalf. Reporting a change of address to SEVIS does not result in the issuance of a new I-20. SCORE is not available to students on post-completion OPT. Therefore, changes of address should be reported to the International Student Adviser directly via email.

Full-time Status

All F-1 students are required to be enrolled in a full-course of study during their time at Princeton. If you are a part-time student or on a leave of absence from the university and you remain in the U.S., you are deemed out of status by the Department of Homeland Security, which means that you are in the U.S. illegally and you will be required to apply for reinstatement should you choose to return to Princeton. Unfortunately, reinstatement to valid F status is difficult to obtain and may not be approved. Therefore, if you have any questions or concerns about your visa status, consult the ISA.

Change of Non-immigrant Status if you are not F-1

If you are in the U.S in another non-immigrant status (i.e.H4, A2, etc), and would like to or need to modify your status to F-1, you must apply for an official change of status via the USCIS. You may apply by submitting an I-539 form, along with a Form I-20 (you will need to complete and submit and *Application for Visa Certificate before an I-20 can be issued to you*). Many non-F-1 visa holders consider changing their visa status for work authorization purposes. However, change of status applications can be cumbersome and the process may take a long time (up to 12 months in some cases). If you are interested in applying for a change of status, you must consult the ISA, as you will need a Form I-20. If necessary, you may be referred to an immigration attorney for further assistance.

Section VIII: Employment

Employment, including internships, is defined as any type of work performed or service provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit. USCIS regulations state that on-campus employment is automatically authorized for any student in lawful F-1 status. However, if you want to work, you should not assume that you are immediately eligible to work in the U.S. Therefore, you may want to consult with the ISA before accepting any employment.

Employment by Princeton (on-campus).

On-campus work performed is usually acceptable, whether it is employment in a your academic department, the library, the computing center, dining services, or the housing office, so long as you are paid through a Princeton University account. Work performed on Princeton's grounds or premises for an outside contractor or firm is considered to be on-campus employment as long as the employer provides direct services to students and the students are paid via a university account. For more information please visit the ICE [website](#).

Optional Practical Training (OPT)

F-1 status students are eligible to be employed in an off-campus capacity (within the U.S.) that is directly related to their major field of study for a total period of 12 months. Students can apply for OPT for employment during the summer months, or immediately after graduation. Regardless of whether the employment takes place during the summer or after graduation, eligibility for OPT work

authorization is limited to an aggregate period of 12 months. If you want to apply for work authorization during the summer vacations or after graduation, you will need to attend one of the OPT interest sessions, which will be hosted by the ISA, during the fall and spring semesters. For more information please visit the [ODUS website](#).

Internship with an International Organization

Students maintaining lawful F-1 status may obtain USCIS permission to engage in an internship by a recognized international organization, such as the United Nations or the World Bank. Students must maintain their F-1 student status while employed by such an organization.

***Note:** While USCIS regulations provide a variety of opportunities for you to be employed in F-1 status, working improperly or without authorization is one of the most serious violations of your F-1 status. It is your responsibility to comply with all immigration regulations or you may not be eligible for benefits normally granted to you.*

Section IX: Financial Information

Travel Funds

When traveling to the U.S., you should have from \$200 to \$250 available in low-denomination U.S. bills and coins to cover immediate expenses such as: telephone calls, bus and train service, and any other transportation and tips. Princeton is an expensive community to live in so you should plan to bring additional funds, in U.S. dollars or travelers checks, to cover one-time expenses such as: a computer, textbooks for the semester (unless covered by Financial Aid), subscriptions to newspapers or magazines, additional furniture, and miscellaneous items, such as toiletries and other personal articles. If you have a valid credit card that may be used for purchases in the U.S., please feel free to bring that as an alternative to carrying large amounts of cash/travelers checks. **Important:** *Since some of these items are rather expensive, please be sure to take special care when securing a large amount of cash/travelers checks.*

In regards to travelers checks, the alternative is to change currency at an airport currency exchange booth on arrival or to cash travelers checks at an airport branch bank (assuming arrival occurs during banking hours). Travelers checks can be cashed at most banks by presenting identification, that is, a passport. Do not permit unauthorized people to exchange money for you.

Banking

Once you arrive in Princeton, there are several banks within walking distance of the University where you can cash travelers checks as well as open a checking or a savings account during regular banking hours. For safety and convenience, it is advised that you keep your money in a local bank while studying at Princeton. Many banks will provide special services or accounts for students. In Princeton, many international students choose to open accounts at [Bank of America](#) or [PNC Bank](#).

Communities in the U.S. have local banks, as opposed to branches of national banks found in most countries. Also, there is a distinction between checking and savings accounts. Checking accounts may or may not pay interest, while savings accounts always do. The differences between various banks are minor, but their services and policies change from time to time. More detailed information will be provided during check-in for international student pre-orientation.

Social Security Number (SSN)

If you plan to work or receive any wages while in the U.S., you will be required to apply for a Social Security Number for payment purposes. If you are eligible and plan to apply for a SSN, you must report to The [Social Security Administration](#), which is located in Trenton, NJ, which is about 35 minutes southwest of Princeton and is accessible via train or bus. Effective October 13, 2004, you must have a job offer/letter from your on-campus employer to apply for a SSN. You are not eligible to apply for a SSN until you arrive in the U.S. and have secured on-campus employment. You will have the opportunity to apply for an SSN without going directly to Trenton, during regular orientation. The ISA will notify you when the Social Security Administration will be on campus. **Important:** *If you plan to apply for a SSN and your passport is less than one year old when you submit your application, you will need to provide a supplemental document that has your name and date of birth (i.e. birth certificate, school ID, etc.).*

For more information and application materials, please refer to the following:

- ❖ [Social Security Information and Guidelines](#)
- ❖ [Social Security Application](#)
- ❖ [Directions to the SSA in Trenton, NJ](#)
- ❖ [General questions regarding SSN](#)
- ❖ [Evidence of Employment Form](#)

Individual Taxpayer Identification Number (ITIN) and GLACIER

In order for you to work for wages, while on campus at Princeton, there is information that the [Payroll Office](#) requires to properly determine your tax liability, as any payments made to you must be reported to the [Internal Revenue Service](#) (IRS)-the U.S. tax

authority. The information that you enter will help Payroll determine if you are from a country that has a Tax Treaty with the United States, and whether or not you are eligible to take advantage of the Tax Treaty.

This information is collected through the Glacier system. Some time in the summer, before you matriculate at Princeton, you will receive an email from support@online-tax.net, with a subject line of 'Payments from Princeton University'. The email is from the Glacier system, and contains log-in and password information. It is essential for students to access and complete all of the required steps in the Glacier system, prior to Freshman sign-in, which is scheduled for Saturday, September 12th, 2009. At sign-in, Payroll will be available to receive and review the documentation you are required to provide. For questions, you may contact [Dianna Miles](#) in the Payroll Office.

Income Tax

During registration, all students are required to fill out a **W-4 form** for U.S. income tax purposes. Students should use their local Princeton address and not their home address; otherwise, important mail may be delayed for long periods of time. Scholarship awards that exceed the amount of tuition and the amount spent on course-required books, fees, supplies, and equipment are considered to be taxable income. However, taxable payments made to international students on F-1 visas may be exempt from U.S. taxes under an international tax treaty. (See IRS publications [515](#), Withholding on Non-resident Aliens and Foreign Corporations; and [519](#), U.S. **Tax Guide** for Aliens). Matriculating international undergraduate students are advised at first-year sign-in of potential treaty eligibility.

During the month of January, all persons employed by the University, including students, receive W-2 statements showing their taxable earnings for the year and the amount withheld by the University. International students also receive Form **1042S**. (Students and their dependents are required to file an Income Tax Return by April 15. If the amount of taxes withheld has been greater than required, the student will receive a refund; if less, the student will have to pay additional taxes. For convenient filing, the university uses CINTAX, which is a web-based, licensed software program designed to help you prepare your federal income tax return (if necessary). CINTAX works in accordance with GLACIER. Tax filing can sometimes be confusing. As a result, an information session for students will be hosted by the **Office of the General Counsel** during the spring semester.

Section X: Traveling to Princeton

Princeton University is located in Princeton Borough, Mercer County, New Jersey, approximately 50 miles southwest of New York City; 35 miles southwest of Newark, New Jersey; and 45 miles northeast of Philadelphia, Pennsylvania. For the latest travel information to campus, please consult the Princeton University Travel [webpage](#).

Via AIRPLANE

You should plan to arrive in the U.S via **Newark Liberty International Airport** in Newark, New Jersey or **JFK International Airport** in Long Island, New York. The **Philadelphia Airport** is **not** recommended, as it is complicated to get to Princeton from, especially if you are traveling alone, and it can be expensive and time consuming. However, if you must fly into Philadelphia, travel details are enclosed.

Airporter Shuttle Service

The Princeton Airporter maintains a daily shuttle service between Newark and JFK airports and downtown Princeton. Reservations are necessary and should be made in advance or at the Airport Ground Transportation counter at either Newark or JFK airport. For more information on rates, pick-up times and reservation scheduling, please consult the Airporter [website](#), call (609)587-6600 or (800)385-4000, or refer to the Princeton website for travel directions.

The trip from Newark takes 1.5 to 2 hours and the trip from JFK takes 3.5 hours. Daily shuttles depart Newark from 11:15am to 9:15pm; shuttles depart JFK from 9:00am to 7:00pm. Call for weekend and holiday schedules. Please exit on campus at the Nassau Street security booth. **Note: There is no shuttle service between Philadelphia Airport and Princeton.**

Via TRAIN (**New Jersey Transit** , Northeast Corridor Line: (973)762-5100 or (800)772-2222.)

From Newark Liberty International Airport

The AirTrain shuttle goes from each airport terminal at Newark to the NJ transit Northeast Corridor Line to Princeton. Take the AirTrain to the train terminal and purchase tickets (either from an automated ticketing machine or from a New Jersey Transit counter) to **Princeton**. Verify that you have purchased not only a ticket to **Princeton Junction**, but also one for a small commuter train (referred to as the **"Dinky"** by students, faculty and staff) to reach **Princeton Borough**. Travel time from Newark Airport to Princeton is approximately one hour.

From JFK International Airport

If you arrive at JFK, you may take the **AirTrain JFK**, which will connect you to the NYC subway or the NYC Transit bus lines. Either

way, you need to ensure that the subway (A train) or the Transit bus line take you to Midtown Manhattan to NY Penn Station (directly beneath Madison Square Garden on 34th Street, between 7th and 8th Avenue).

Upon your arrival at Penn Station, purchase train tickets at the New York Penn Station New Jersey Transit counter for the **Northeast Corridor Line**. Make sure the train you board stops in Princeton (most but **not all** of the trains on the Northeast Corridor line do). Buy tickets straight through to Princeton. Verify that you have purchased not only a ticket to **Princeton Junction**, but also one for a small commuter train (referred to as the “**Dinky**” by students, faculty and staff) to reach **Princeton Borough**. Travel time from New York Penn Station to Princeton is approximately one hour and fifteen minutes.

If your train ticket ends at Princeton Junction, you can still purchase a ticket at the Princeton Junction ticket counter or from a platform ticket machine for the Dinky, to travel to Princeton Borough. Tickets purchased beforehand are cheaper than buying the ticket on the Dinky, as there is a surcharge. *Note: The last Dinky departs Princeton Junction train station at 12:47 a.m. and New Jersey Transit usually coordinates train arrival times with Dinky departures.* It is a 5-to-10 minute ride to the Princeton Borough train station, which borders the University (view the campus map). Other than the Dinky, there is no public transportation between the Princeton Junction train station and downtown Princeton Borough, so you may choose to take a taxi, if necessary.

Princeton Taxis

Travelers who miss the 12:47 a.m. Dinky or who have a lot of luggage may take a taxi (when arriving in Princeton Borough ask to be let off at the Nassau Street guard booth). Taxis are usually available at the Princeton Junction station, but students can use a pay phone to call A-1 AAA Princeton Taxi (800)481-8294 or (609)921-1177 or the Princeton Taxi Stand (609)924-1222 to get to the University. *Cost: between \$15 and \$30 plus tip.* Verify the fare and pickup locations with the taxi dispatcher when you call, as there are two sides to the train tracks (northbound and southbound), each with separate taxi pick-up locations.

Philadelphia Airport to Princeton Borough

Unlike JFK and Newark airports, there is no shuttle service from the Philadelphia Airport to Princeton Borough. Taxis and rental cars are expensive. The train is the only public transportation, and it takes **four trains** to get to Princeton Borough. Travelers must first take the airport shuttle to 30th Street Station, the second train from 30th Street Station to Trenton (NOT West Trenton, from which there is no transportation), the third train from Trenton to Princeton Junction, and finally, the Dinky or a taxi from Princeton Junction to Princeton Borough.

Security and Emergencies

While traveling, you should keep money, passports, travel and visa documents, jewelry, and other valuables on your person at all times. You are advised not to leave luggage unattended nor items of value and importance in luggage, locked automobiles, or airport or train station storage lockers. Be sure to monitor your belongings! If you have an emergency, you should seek airport security or the nearest Travelers Aid Society representative during business hours. The Travelers Aid Society telephone numbers are: Newark Airport: (973)623-5052; JFK Airport: (718)656-4870; Philadelphia Airport: (215)523-7580.

Section XI: Miscellaneous Information

Baggage and Mail

The Office of the Dean of Undergraduate Students cannot accept or store baggage for students. Therefore, do not send any items to our office. When mailing clothes and other items to campus, mark the package(s) “used personal effects” as this will facilitate customs clearance. Any items that must be shipped should be timed for delivery after you have arrived in Princeton. Please contact a U.S. consulate or embassy for customs regulations and restrictions on property brought to the U.S.

Climate

New Jersey is a mid-Atlantic state, so you should come prepared for variable weather: very cold winters, hot summers, and pleasant days in between. The temperature may frequently drop to between 5 and 10 degrees Fahrenheit (-12 to -15 degrees Celsius) in the winter, with high temperatures 90 to 95 degrees Fahrenheit (32 to 35 degrees Celsius) and humidity in the summer.

Clothing, and Shopping

You should plan to have warm clothing for the colder months (late October through April), including sweaters, a heavy overcoat (preferably a lined storm coat or jacket), hat, gloves, scarf and boots/shoes; a raincoat is also recommended. For the warmer months (late April-September) you should plan for cooler clothing, including shorts, skirts, t-shirts, tank tops, etc. For special occasions and events, it is recommended for students to have formal/semi-formal attire, which may include a suit, shirt and tie, formal dress, evening wear, etc. Generally, students do not dress formally for class. As a result, informal clothing such as slacks, zippered jackets, blouses, blue jeans, and shirts are acceptable for women as well as men.

In Princeton, there are several places to shop for clothing and other sundries, but it can be very expensive (i.e. Ralph Lauren, JCrew, Banana Republic, Ann Taylor, Coach). However, Quakerbridge Mall and other shopping locations nearby have stores that are more affordable and you may access them via bus or taxi.

Cross-Cultural Adjustment

Coming to the U.S. to live and study can be an exciting and challenging experience. Learning to function in a new culture is not easy, and it is natural to feel anxious and frustrated at times. Those feelings are a normal part of the experience. However, the more you put into the experience, the more you'll learn from it. Make an effort to meet new people, form friendships, and get involved. Remember, the resources and people mentioned in this booklet are committed to assisting you with the acculturation process. We hope that your

time at Princeton will provide you with a wealth of intellectual, social and educational experiences. To learn some basic, general information regarding life in America, you may visit the Life in the USA [website](#). You will also have opportunities to increase your cross-cultural understanding via International Pre-Orientation and regular First-Year Orientation.

Orange Key Tours

When you arrive on campus, you will quickly learn that many of Princeton's buildings and landmarks are not easily identified. Therefore, if you are interested, you may take a free, student-lead tour of the campus. Tours depart from Clio Hall. If you would like more information, please contact the Frist Campus Center Welcome Desk or visit the Orange Key [website](#), or telephone (609)258-1766. In addition, you are always welcome to look at the online [Campus Map](#).

Telecommunications

For students intending to purchase a cellular phone, the University has partnered with MobileSphere to provide service for placing international calls. Calls can be made worldwide from your existing cell phone or using your current plan, at significantly reduced rates. MobileSphere offers direct-dial calling, no pin numbers, no phone cards, no connection fees or monthly charges, and online account management. For more information, visit the Telecommunications [website](#).

Upon arrival, if you plan to use an outside provider for cellular service (i.e. Verizon, T-Mobile, Cingular) as an international student, depending on your home country, you may be required to pay a large deposit (ranging from \$100-500) without a social security number. If you obtain a social security number prior to purchasing a cell phone, you may not be subject to the deposit fees.

Motor Vehicle Commission (MVC) of NJ

If you have a valid driver's license from your home country and you plan to drive in NJ, please be sure to bring your license with you, along with an English translation, as necessary. Since you are only able to use your home country driver's license for up to 60 days from your date of arrival in the U.S., you will need to go to the Motor Vehicle Commission Office in Trenton, NJ if you wish to obtain a NJ drivers license. For more information on how to apply and MV regulations and procedures, please visit the MVC [website](#).

Section XII: Hotel Accommodations in or near Princeton

Amounts shown are in U.S. Dollars \$ Less than \$100 \$\$ 100-175 \$\$\$ 175-250 \$\$\$\$ 250+

In Princeton	
Nassau Inn, Palmer Square (walking distance to campus) \$\$\$-\$\$\$\$ (609) 921-7500 www.nassauinn.com/	
Northeast of Princeton on Route 1	Westin at Forrestal (5 mi) \$\$\$-\$\$\$\$ (609) 452-7900 http://www.starwoodhotels.com/westin/index.html
Courtyard by Marriott (1.4 mi) \$\$-\$\$\$ (609) 716-9100 marriott.com/courtyard	Radisson (1.5 mi) \$\$ (609) 452-2400 www.radisson.com/
Staybridge Suites (1.5 mi) \$\$-\$\$\$ (609) 951-0009 http://www.ichotelsgroup.com/h/d/sb/1/en/hotel/PRNCE/at-a-glance	Southwest of Princeton on Route 1
Hampton Inn (3.3 mi) \$\$-\$\$\$ (609) 951-0066 http://hamptoninn.hilton.com	Amerisuites (2 mi) \$\$-\$\$\$ (609) 720-0200 http://www.amerisuites.com/
Days Inn (5 mi) \$\$-\$\$ (609) 448-3200 http://www.daysinn.com/DaysInn/control/home	Clarion Hotel Palmer Inn (3 mi) \$\$-\$\$ (609) 452-2500 http://www.choicehotels.com/ires/html/ClarionHome
Doral Forrestal Hotel/Spa (5mi) \$\$-\$\$\$ (609) 452-7800 http://marriott.com/property/propertypage/TTNDF	Hyatt Regency (1.5 mi) \$\$\$-\$\$\$\$ (609) 987-1234 http://www.hyatt.com/hyatt/index.jsp
	Comfort Inn (4.3 mi) \$\$ (609)896-3700 http://www.ChoiceHotels.com

Section XIII: Important Dates and Departure Checklist

Important Dates to Remember

- ❖ International Pre-orientation begins at check-in Tuesday, September 1st, 2009.
- ❖ Regular First-year orientation and First-Year Sign-in starts Saturday, September 12th, 2009.
- ❖ Registration (via Score) begins on Wednesday, September 9th, 2009.
- ❖ First day of classes is Thursday, September 17th, 2009.

Section XIV: Pre-departure Checklist (what to have with you before departing for the U.S.)

- | | |
|---|---|
| <input type="checkbox"/> Your Certificate of Eligibility (Form I-20) | <input type="checkbox"/> Arrange for transportation from the airport or train station to Princeton |
| <input type="checkbox"/> Your passport with the appropriate visa stamp | <input type="checkbox"/> Personal information-foreign driver's license, medical records, etc. |
| <input type="checkbox"/> Your receipt, for payment of the \$200 SEVIS fee | <input type="checkbox"/> Supplemental document with your name and date of birth if your passport is less than one year old (for Social Security purposes) |
| <input type="checkbox"/> Stamped copy of your <i>Application for Visa Certificate</i> | |
| <input type="checkbox"/> Any additional financial documents | |
| <input type="checkbox"/> Sufficient funds for initial and one-time expenses | |

Section XV: Weblinks

Section I: Campus Resources and Services for International Students

Office of the Dean of Undergraduate Students: <http://www.princeton.edu/odus>

International Students Association at Princeton (ISAP): <http://www.princeton.edu/~isap/>

International Center IC: <http://www.princeton.edu/~intlctr>

Section II: What You Need to Know About Coming to the United States

Travel Documents

United States Citizenship and Immigration Service USCIS: <http://www.uscis.gov/portal/site/uscis>

Application for Visa Certificate http://www.princeton.edu/odus/about/docs/Application_for_Visa_Certificate_09-10.pdf

Eligibility Confirmation Form for school transfer by an F-1 Student

https://www.princeton.edu/odus/about/docs/SEVIS_Transfer_form.doc

Consulates and Embassies <http://usembassy.state.gov>

Section III: The Visa Application Process

SEVIS Fee www.fmjfee.com/index.jhtml

SEVP Frequently Asked Questions www.ice.gov/sevis/i901/faq.htm

Security Clearances and Special Visa Processing http://travel.state.gov/visa/temp/info/info_1300.html

Department of State Visa Denials: http://travel.state.gov/visa/frvi/denials/denials_1361.html

Visa Waiver Program: www.travel.state.gov/visa/temp/without/without_1990.html

Section IV: Canadian Citizens

Landed Immigrants http://www.consular.canada.usembassy.gov/usa_visa.asp#student

Section V: Initial Entry and Re-entry to the U.S.

Arrival/Departure Record (I-94 card) Form I-102

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=e5d95d4c6608e010VgnVCM100000ecd190aRCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

Immigration and Customs Enforcement: www.ice.gov/index.htm

“Arriving at a U.S Port of Entry...”: http://www.ice.gov/sevis/factsheet/100104ent_stdnt_fs.htm

U.S. VISIT program www.dhs.gov/dhspublic/interapp/content_multi_image/content_multi_image_0006.xml

Department of Homeland Security-National Security Entry-Exit Registration System (NSEERS) <http://www.dhs.gov>

Section VI: Maintenance of Status

SCORE: https://ps9web.princeton.edu/pu_pages/SCORE-index.htm

Change of Non-immigrant Status Form I-539:

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=94d12c1a6855d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

Section VII: Employment

Employment (on-campus) http://www.ice.gov/sevis/employment/faq_f_on1.htm

Optional Practical Training (OPT) www.princeton.edu/odus/services/international/employment/offcampus/

Section VIII: Financial Information

Social Security Number: <http://www.ssa.gov/>

Social Security Information and Guidelines: www.princeton.edu/odus/services/international/financial

Social Security Application: www.ssa.gov/online/ss-5.html

Directions to the SSA in Trenton, NJ: www.princeton.edu/odus/about/docs/SSA%20Directions.pdf

General questions regarding SSN: www.ssa.gov/replace_sscard.html

Employment Eligibility Form: www.princeton.edu/odus/about/docs/Evidence%20of%20on-campus%20employment.pdf

Payroll Office: <http://web.princeton.edu/sites/TreasurersOffice/PayrollPayablesTax/Payroll/>

W-4 form: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

IRS publications 515: <http://www.irs.gov/pub/irs-pdf/p515.pdf>

U.S. Tax Guide for Aliens: www.irs.gov/publications/p519/index.html

Office of the General Counsel: <http://web.princeton.edu/sites/ogc/>

Section IX: Traveling to Princeton

Princeton University Travel: www.princeton.edu/main/visiting/travel/

Newark Liberty International Airport: www.panynj.gov/CommutingTravel/airports/html/newarkliberty.html

New Jersey or JFK International Airport: www.panynj.gov/aviation/jfkframe.HTM

Philadelphia Airport: www.phl.org/index.html

The Princeton Airporter: <http://www.goairporter.com/>

Section X: Miscellaneous Information

Life in America: <http://www.lifeintheusa.com/>

Orange Key Tour: <http://webscript.princeton.edu/~oktour/index.php>

Telecommunications: <http://www.princeton.edu/telecom/StudentCellular.html>

Motor Vehicle Commission (MVC) of NJ: <http://www.state.nj.us/mvc/Licenses/LicensesNon-Citizens.htm>

Campus Map: <http://www.princeton.edu/pr/facts/map/map+key.pdf>



Office of the Dean of Undergraduate Students
313 West College
Princeton, NJ 08544
(609) 258-3053
(609) 258-3831 fax
www.princeton.edu/odus