Incoming Exchange Students – First Steps

NYU Stern Orientation: Our orientation program will be held on September 3, 2009 in Room 200 in Tisch Hall (2nd floor) from 10:00 a.m. – 1:30 p.m. Tisch Hall is located at 40 West 4th Street (at the corner of West 4th Street and Greene Street). Please note that there may be construction near the entrance to this building – please allow enough time to arrive by 9:30 a.m. The orientation program, designed to give you an introduction to Stern, includes presentations, a tour of the Stern facilities, and an overview of student resources. This program is mandatory and requires all incoming exchange students to attend.

Students should arrive for check-in and continental breakfast between 9:30 a.m. – 9:55 a.m. in the classroom. The orientation program will begin promptly at 10:00 a.m.

Office for International Students and Scholars (OISS): Within 10 days of your arrival in the USA, you must bring your valid passport and DS-2019 to OISS at 561 La Guardia Place (on the corner of West 3rd Street). This registers you as a legal international student in the USA and is required by law. Please use the following website to learn the dates of the mandatory check-in sessions: http://www.nyu.edu/oiss/legal/visa/f1_j1/mandatory.html

We strongly recommend that you make this one of your first stops when you arrive in New York. New international students may see an International Student Advisor on a walk-in basis during Advisor on Duty hours (AOD). The Office for International Students and Scholars will be holding their International Student Orientation on Friday, September 4th at 9 a.m.

OISS walk-in hours are as follows:
Monday, Tuesday, Thursday and Friday 11:00a.m. - 3:00p.m.
*There are no hours on Wednesday
For more information visit the OISS web site: http://www.nyu.edu/osl/oiss

Our Web site: The MBA International Programs Office Web site is: http://w4.stern.nyu.edu/academic/affairs/international.cfm?doc_id=5908

We strongly encourage you to spend some time exploring this site. In particular, the Continuing Student Resources section (http://w4.stern.nyu.edu/academic/affairs/international.cfm?doc_id=101633) where you will find an extensive Frequently Asked Questions page (http://w4.stern.nyu.edu/academic/affairs/international.cfm?doc_id=5928) that will answer most of your initial questions. The site also features useful links for on-campus resources and getting to know New York City.

Bursar (Financial) Office: The Bursar requires that all students pay their bill in full upon arrival at Stern in order to finalize your status as a full-time student. All exchange students will be automatically charged a $78 international student visa fee. This fee covers the processing and procurement of your visa application, which is handled by the Office for International Students and Scholars (OISS). In addition, you will have a balance to pay if you are purchasing the NYU Health
Insurance plan or have arranged on-campus housing. Stern Bursar cannot accommodate requests for installment payment schedules. The Bursar’s Office is located at on the 6th floor of the Kaufman Management Center (KMC 6-110).

**Insurance:** As an incoming exchange student on a J1 visa, you are required to have health insurance coverage. You are automatically enrolled in the University Health Center (UHC) Comprehensive Plan. You may elect to decline this coverage by completing the Waiver Option form, if you have sufficient alternative coverage. Or, you may elect to reduce your coverage to the Basic Plan (please consult UHC to make sure you have adequate coverage before making this change).

If you are an incoming exchange student that is not on a J1 visa (e.g. U.S. citizens in degree programs abroad), you are not eligible for NYU Health Insurance and should seek coverage from your home school or private health insurance company. To settle your account, you must either present documentation of other health insurance or make payment to the Bursar's Office.

If you are interested in purchasing New York University Health Insurance, please be advised that you should expect to pay $838 in full for the NYU insurance for Fall 2009 (coverage begins on August 21, 2008 – January 8, 2009). **This payment must be made in full to the Stern Bursar when you arrive at NYU. Please note, the Bursar does not accept VISA cards.** The cost of NYU comprehensive Health Insurance is a flat rate that cannot be prorated in the event you do not utilize services until the end of your coverage date.

If you have your own comprehensive, global health insurance, you can request an insurance waiver to substitute NYU’s plan. While you do not need to have the entire policy translated into English, it is important that the following information is highlighted in English. Please read the below qualification thoroughly and direct any questions to the NYU Student Health Insurance Services Office (SHISO):

**University Criteria for Waiving the NYU-sponsored Student Health Insurance Plans**

1. The insurance company must be headquartered and operating in the US, with a US claims address and customer service telephone number.
2. The insurance coverage must remain in effect from August 21, 2008 through August 20, 2009. (January 9, 2009 through August 20, 2009 for students not registered for Fall 2009).
3. The plan must provide *inpatient hospitalization* benefits in the New York City area including mental health benefits.
4. The plan must provide *outpatient benefits* in the New York City area (including office visits, outpatient mental health benefits and laboratory and radiology procedures). *Coverage for emergency only care does not satisfy the requirement.*
5. The maximum benefit payable under the insurance plan must be at least US$250,000 per condition. For F1 and J1 visa students: the insurance plan must include coverage for medical evacuation of at least US$15,000/yr; repatriation of remains of at least US$7,500/yr; and a deductible not to exceed US$500/yr.

**The following types of insurance plans will not be acceptable for waiving the NYU plans:**

- Travel policies
- Insurance plans that always require you to pay for treatment out-of-pocket and then be reimbursed.
WAIVER PROCESS FOR F-1 AND J-1 VISA STATUS

After completing the online waiver process at www.nyu.edu/health/insurance, you must submit insurance plan documentation to Student Health Insurance Services for review. Plan documentation must include: 1) A copy of your insurance ID card, and 2) A copy of your insurance policy, in English, indicating: The date that insurance coverage begins (no later than 8/21/09) and terminates (at least 8/20/10); Any deductibles, copayments and other out-of-pocket expenses; and Your plan benefits, including a list of medical and mental health treatments that are excluded from coverage.

Please submit the documentation to:
NYU Student Health Insurance Services
726 Broadway, Suite 346
New York, NY 10003
or fax documentation to (212)443-1011

Your waiver will not be processed until SHISO confirms that your insurance plan meets the University’s criteria. To avoid being obligated to pay for two health insurance plans, please do not purchase another health insurance plan before it is approved by Student Health Insurance Services.

Immunization: New York State Public Health Law 2165 requires all college students registering for 6 or more credits in a degree-granting program to provide immunization documentation for measles, mumps, and rubella (German measles) prior to registration. Students born before January 1, 1957 are exempt. Your registration will not be finalized if you have not complied with the immunity law. All incoming international exchange students are expected to visit NYU Student Health Services within the first week of arrival to pick up the Student Health Immunization Form.

To avoid complications with Health Services when you get here, students should bring translated copies of their previous immunization records. Upon arrive in New York City, students should obtain the Immunization form from the Students Health Services office (http://www.nyu.edu/she/) and make the necessary arrangements to have their immunizations authenticated by a domestic health care professional. All questions related to immunizations should be directed to the Immunizations team of SHC (http://www.nyu.edu/she/medservices/allergy.immunology.travel.html).

Identification: All exchange students must obtain NYU ID cards through the NYU Card Center (Fairchild Building, 7 East 12th Street between University Place and 5th Avenue). This must be done before the first day of classes, Tuesday, September 8, 2009. You should have time after the orientation program to obtain your ID card. The first card is issued free of charge and if your NYU ID card is lost or stolen, there is a $15 replacement fee. Questions can be directed to the Photo ID Center at (212) 443-CARD.

Please find below the NYU Card Center hours: Monday – Thursday 9 a.m. – 6 p.m. Friday 10 a.m. – 4 p.m.

As your official New York University ID card, the NYUCard is an essential part of campus life at New York University. You will use it for everything from checking out books in the libraries to accessing Coles Sports Center. As a debit card, you can use the NYUCard for making purchases in NYU bookstores, campus dining facilities, select vending machines, and other on-campus locations, as well as at participating off-campus merchants. Your NYUCard also makes you eligible for student discounts at various museums, movie theatres, on-and-off Broadway theatres, and other cultural attractions in New York City. Some neighborhood businesses offer discounts if you show your card when making a purchase.
With your picture on the front and your account information magnetically encoded on the back, the NYUCard functions as your official University identification card-instantly identifying you as a fully privileged member of New York University—and should be carried with you at all times. Most importantly, you may not enter the Kaufman Management Center (Stern) or any NYU building without showing your NYU ID. It also indicates your "NetID", which is your Stern e-mail address and Web log-in ID.

**E-mail:** All registered students are automatically given both an NYU e-mail account as well as a Stern e-mail account. Once you have been sent your NetID you should log in to the NYU system to activate your NYU email (start.nyu.edu) and the Stern system to activate your Stern email (start.stern.nyu.edu). We recommend that you forward your NYU email to your Stern email to ensure that you do not miss any important information sent by the University and the OISS. Instructions regarding how to use your e-mail account will be provided at the Incoming Exchange Student Orientation.

**Registration:** Please be aware that you **must be registered for a minimum of 12 credits and a maximum of 15 credits in order to maintain full-time status as an exchange student.** Please double check your registration via AIS ([https://ais.stern.nyu.edu](https://ais.stern.nyu.edu)) to ensure you meet these requirements.

**IMP Students Forum:** All students will have access to the IMP message board, where both incoming visiting students and outgoing Stern students can exchange information on logistics and housing swap opportunities, as well as a chance to get to know one another.

http://w4.stern.nyu.edu/international/forum.cfm
Username: studyabroad1
Password: studyabroad1
NOTE: Once you have logged in you must create a personalized username to post & read.

**MBA International Programs Office Hours:**
Monday - Friday: 9:00 a.m. – 5:00 p.m.
**Walk in hours:**
Monday – Thursday: 12:00 – 1:00 p.m. and 4:00 – 5:00 p.m.

**Office Location:**
Suite 6-120, Henry Kaufman Management Center
Phone: 212-998-0771
E-mail: intl@stern.nyu.edu