



CONGRATULATIONS!

You have been accepted to Troy University
International Programs
Information and Orientation Schedule

All International Students **are required to arrive** on the Troy University campus, international Center (Pace Hall) for mandatory orientation, registration, and check-in no later than **October 15, 2007**.

October 15, 2007– Orientation

Please bring your Passport, I-94 card, I-20/DS-2019, original documents and money.

Money: You will need a minimum of \$3000 to register for classes and \$200 in cash for the following: Orientation fee, Application fee, Post Office box, Health Center fee, Survival kit, food, etc.

08:30 a.m. – Student Check-in and Orientation

12:00 p.m. – Lunch

01:30 p.m. – Continue Check-in

GETTING YOUR VISA

1. **All new international students are required to pay a SEVIS fee** at least 3 business days before applying for a student/exchange visitor visa. The SEVIS fee can only be processed by the Student and Exchange Visitor Programs via internet or mail. The SEVIS fee may be paid by you or by a third party, inside or outside the United States. For complete information, please visit the following site www.fmjfee.com

2. **Schedule an appointment at the U.S. Embassy in your country.** Even though a visa can not be granted more than 90 days in advance of the program start date, you should submit your application immediately to accommodate long processing times for security clearances. Visa procedures vary from one embassy to another, therefore, contact your embassy to get information on what documents you need to bring to your appointment.

These are several standard items needed:

- A current, valid international passport
- An I-20 / DS-2019 form
- Acceptance letter
- Evidence of financial support for the period of time and amount indicated on the I-20 /DS-2019
- Proof that you have a permanent residence outside the United States
- One or more passport-type photographs
- A non-immigrant visa application
- Visa application fee
- Receipt for SEVIS payment

For more information on how to obtain US visas, tips for visa interview, and travel information, please see the following websites: <http://travel.state.gov>; <http://www.ice.gov/sevis/students/index.htm>

3. If you received a visa to Troy University, please contact the International Admissions at intladm1@troy.edu with subject line “New Troy University international student” and provide the following information: last and first names and country.

If you do not obtain a visa, please contact us so that we may issue you an I-20 for the next semester.

HOUSING

As soon as you receive your visa, you need to make housing reservations at Troy University. The Center for International Programs is not responsible for your housing arrangements.

The on-campus housing fills up very quickly. Visit the Troy website for more information on on-campus and off-campus housing at <http://troy.troy.edu/housing/index.html> or <http://troy.troy.edu/offcampushousing/index.html>

On-Campus Housing is not guaranteed. If you plan to live on-campus, you will need to submit the \$100 deposit and fill out the Student Housing Contract Form. The deadline for on-campus housing application form is **September 15, 2007**. Please contact Housing & Residence Life Coordinator at sburks@troy.edu if you have any questions. For off-campus apartments, please see attached documents.

TRAVEL ARRANGEMENTS

The Center for International Programs can only provide pickups from the *Montgomery Airport* or the *Troy Bus Station*, so arrange your travel accordingly. If you are unable to get a flight to Montgomery, you may fly into Atlanta or Birmingham and take a Greyhound bus to Troy. When making flight arrangements from Atlanta or Birmingham, please allow at least three to four hours for your connecting flight to Montgomery due to longer processing at U.S. customs. **You will not be able to enter the United States more than 30 days prior to the start date on your I-20/DS-2019.**

1. Hand carry your travel documents. Do not pack them in your luggage.
2. Please contact the Director of International Student Services at intlstu@troy.edu with your travel information:
 - Last name, First name
 - Date and time of arrival
 - Flight number
 - Location (Montgomery airport or Troy Bus station)
 - Carrier

Without this information we will not be able to process your pick-up arrangements on time.

3. At the airport:

- Do not leave your luggage unattended. Keep your passport, money, and other important documents with you at all times. Keep a photocopy of your passport and visa in your luggage. **Be sure to label your luggage with your name, home address, and telephone number.** Many people will be handling your bags. You may also want to include our address and phone numbers on the label and inside your luggage.
 - When you arrive in the United States, you will need to go through customs. The flight attendant will give you the forms that you will need for customs before you land. Be sure to fill these forms out completely and accurately.
 - Present your passport, visa, I-20 / DS-2019, and evidence of your financial support to the U.S. immigration officer at the airport. This officer will ask you questions about your plans in the United States and will decide how long you are allowed to stay. Then, the immigration officer will put a copy of your I-94 into your passport. **Please do not lose I-94 form as it is very expensive to obtain a replacement.**
4. As soon as you arrive in Troy please stop by the Center for International Programs which is located in Room 128 on the first floor in Pace Hall, Troy University. Our office is open Monday through Friday from 8 AM – 12 PM and 1 PM – 5 PM Central Standard Time.

Students arriving after the last day of Registration will be placed in ESL classes regardless of the students' majors and TOEFL/IELTS scores. You should arrive by October 15, 2007 for orientation and registration.

MEDICAL RECORDS

You will find a Student Medical History Record Form included in your packet. Please have this form completed by a physician in your country before you arrive at Troy University.

In addition, you should bring a record of all shots/immunizations you have received. The medical staff at Troy University will review your records and decide if you need any additional immunization prior to registering for classes.

Students will be tested for tuberculosis (TB).

MONEY

You will need about \$7750 for your first semester. It is best if you bring this amount with you either as traveler's checks, bank draft, or cashier's checks. ***You will be required to pay at least one third of your tuition and fees as soon as you register.*** Methods of payments for your tuition and fees are:

On-line with a credit card (Visa, MasterCard).

Wire transfer. You can send a wire transfer of your money to our school account for safety before you leave your country. Please make certain that your name appears on the wire transfer, check or deposit that is sent to the Troy University account. The deposit should be addressed:

WBCS (Wachovia Bank)

855 U.S. Highway 231 South, troy, AL 36081

Troy, Alabama 36081

Account number: 2000942700602

Routing number: 111025013

SWIFT code: PNBUS33

For/Reason: Student's Name here

If you do not pay 1/3 of the tuition and fees after registration, you will be dropped from classes.

WHAT TO BRING

- **CLOTHES:** Troy has a very warm climate, so pack accordingly. In the winter months the coldest temperature is 0 degrees Celsius, and in the summer the temperature can get as high as 38 degrees Celsius. Dress in the United States is more casual than in other countries. Jeans and T shirts are normal.
- **BED SHEETS:** You will need to supply your own bed sheets, blankets, and pillows. You may buy them when you arrive or you may bring some from home, but your sheets may not fit the beds here the same way. The Center for International Programs will have packages for you to purchase, if you wish. These packages include:
 - 1 set of twin sheets
 - 1 roll of toilet paper
 - a pillow and a pillow case
 - 1 bar of soap
 - 1 bath towel

Packages are \$20. Pillows may be purchased separately (\$5).

- **THINGS FROM HOME:** You will have many opportunities to share your culture with other people. Many students bring traditional clothing, flags, or other items that represent their culture.

MEAL PLAN

A meal plan allows you to purchase all of your meals in advance for on-campus dining. For more information you may contact the Housing Office at sburks@troy.edu.

If you live off campus or in the International Center, the meal plan is optional.

HEALTH INSURANCE

ALL INTERNATIONAL STUDENTS ARE REQUIRED TO HAVE MEDICAL INSURANCE.

International medical insurance costs \$936 per school year (subject to change). Each semester you will be billed for this insurance.

- If you have an international health insurance policy from your country, please contact at intlstu@troy.edu

TRANSFER CREDIT

Troy University does not award any credit transfer until the student is actually admitted. This means that the student must have passed official TOEFL test. If a student is permitted to the bridge program, s/he will receive the transfer credit after completion of the first semester at Troy University. Transcripts provided by your university must include course descriptions.

ENGLISH LANGUAGE ASSESSMENT

Undergraduate Students

If upon your arrival at Troy University we have not received your official TOEFL score from ETS, you will be required to take an institutional TOEFL test. The cost of this test is \$25.

Graduate Students

Upon arrival at Troy University, all graduate students are required to take a placement exam in English in addition to having an official TOEFL score from ETS. The aim of this exam is to make sure you have required English skills to be registered for graduate classes. The cost of this placement exam is \$25.

CHECK LIST

- ___ Visa & current international passport: Make several copies of both. Put one set in your luggage separate from the original. Give one copy to a family member or spouse at home.
- ___ Official financial statement (**You cannot register without it.**)
- ___ Official transcripts & documents (**You cannot register without these documents.**)
- ___ Official course descriptions (**You cannot transfer credits without them.**)
- ___ Airline tickets to Montgomery, AL
- ___ Phone card so you can call home – you may purchase phone card from International Office
- ___ Medical history record form
- ___ Records of shots/immunizations
- ___ Money for the first semester (\$7750+ is needed for the semester)
 - \$200+ in cash is needed to pay for fees, PO Box, bus pass, food, etc. when you first arrive
 - Bring at least another \$3000 traveler checks, bank draft or credit card (Visa, Master Card) to pay the minimum required one-third of your tuition as soon as you register
- ___ Bed sheets & pillows (Items can be purchased from Center for International Programs \$20)
- ___ Change of clothes and all official documents in a carry-on bag
- ___ Traditional clothing & pictures from home

For more information about Troy University, please visit us at: www.troy.edu.

STAFF OF THE CENTER FOR INTERNATIONAL PROGRAMS

Office, intlprog@troy.edu, (334) 670-3534

Dr. Curtis H. Porter – Associate Vice Chancellor of International Programs, cporter@troy.edu

Mrs. Brenda Summers – Secretary

Dean of International Student Services – Mrs. Darlene Schmurr-Stewart, dstewart@troy.edu

Admissions Office, intladm1@troy.edu, (334) 670-3414

Mrs. Ludmila Belaia – Director of International Admission

Mrs. Judy Strickland – Admission – Enrollment Specialist

Mrs. Veronica Taylor – Administrative Assistant

Mrs. Debbie Davis – Director of International Student Life, ddavis@troy.edu,
(334) 670-5965

Director of International Student Services, intlstu@troy.edu

ESL Programs

Mr. David Kent – ESL Director, aegesl@troy.edu, (334) 670-5966

Mrs. Leslie Medlock – ESL teacher/instructor, lmedlock@troy.edu

Mr. John Grice – Director of Study Abroad, studyabroad@troy.edu, (334)670-6128

Mr. Peter Lundbye – Director of International Recruitment, intlrecruit@troy.edu

Information provided by International Admissions Office.
International Information and Orientation.pdf
Please contact us if you have any questions at intladm1@troy.edu

Apartments That ARE Located Within The Walking Distance Of The Campus

APARTMENT	OFFICE	PHONE #	RENT	DEPOSIT	CONTRACT	ABOUT THE APARTMENT
Wooddale	602 N. Folmar St.	334-670-0257	\$275	One Month Rent	6-9-12 Months	1 Bedroom, 1 Bathroom, 2 twin size beds, 2 people maximum. Water, sewage, garbage, & basic cable are included in rent.
Shady Oaks	602 N. Folmar St.	334-670-0257	\$305	One Month Rent	12 Months	1 Bedroom, 1 Bathroom, 2 twin size beds, 2 people maximum. Water, sewage, garbage, & basic cable are included in rent.
Oakdale	602 N. Folmar St.	334-670-0257	\$295	One Month Rent	6-9-12 Months	1 Bedroom, 1 Bathroom, 2 twin size beds, 2 people maximum. Water, sewage, garbage, & basic cable are included in rent.
University Corners	250 University Avenue	334-807-0700	\$235/Person \$295/person	One Month Rent One Month Rent	12 Months 12 Months	4 Bedroom 2 Bedroom
Madison Oaks	Landmark Reality	334-566-9000	\$300	One Month Rent	12 Months	1 Bedroom, 1 Bathroom
Trojan Palms	Brian Saunders	334-672-0108	\$720	\$720	12 Months	2 Bedrooms, 2 Bathrooms
Blackmon Street	Danny Lee	334-670-8065	\$475	\$425	12 Months	2 Bedrooms
Center Park	Danny Lee	334-670-8065	\$495	\$425	12 Months	Townhouse
100 Collegedale	Danny Lee	334-670-8065	\$350	\$325	12 Months	1 Bedroom
Lagoona Heights			\$525	\$425	12 Months	2 Bedrooms, 1.5 Bathroom
Elm St. Apt.			\$495	\$425	12 Months	2 Bedrooms
Gibbs St. Apt.			\$395	\$325	12 Months	1 Bedroom
Corman St. Apt	Adams Property	334-566-5036	\$650	\$650	12 Months	2 Bedrooms, 1 Bathroom
Elmwood Apt.	700 E. Madison St.		\$850	\$850	12 Months	2 Bedrooms, 2 Bathrooms
415 Collegedale Ave.			\$900	\$900	12 Months	3 Bedrooms, 3 Bathrooms
511 Collegedale Ave.			\$650	\$650	12 Months	2 Bedrooms, 2 Bathrooms
			\$850	\$850	12 Months	3 Bedrooms, 2 Bathrooms
			\$700	\$700	12 Months	2 Bedrooms

Information provided by International Admissions Office on February 23, 2007. Please contact us if you have any questions at intladm1@troy.edu

Apartments That ARE NOT Located Within The Walking Distance Of The Campus

APARTMENT	OFFICE	PHONE #	RENT	DEPOSIT	CONTRACT	ABOUT THE APARTMENT
Willow Terrace Apartments	416 Jane Road	334-566-4747	\$461	\$511	12 Months	1 Bedroom, 1 Bathroom (687 ft ²)/ Gas
			\$508	\$558	12 Months	1 Bedroom, 1 Bathroom (675 ft ²)/ Electricity
			\$534	\$584	12 Months	2 Bedrooms, 1.5 Bathroom (942 ft ²)/ Gas
			\$610	\$660	12 Months	2 Bedrooms, 2 Bathrooms (954 ft ²)/ Electricity
			\$594	\$644	12 Months	3 Bedrooms, 2 Bathrooms (1100 ft ²)/ Gas
			\$770	\$820	12 Months	3 Bedrooms, 3 Bathrooms (1194 ft ²)/ Electricity
Troy Place Apartments	200 Gibbs Street	334 -566-7885	\$300/person	\$200 Reservation fee / \$35 Application fee / (Both Non-refundable)	12 Months	4 Bedrooms, 4 Bathrooms
			\$400/person	\$200 Reservation fee / \$35 Application fee / (Both Non-refundable)	12 Months	2 Bedrooms, 2 Bathrooms
Trojan Arms Apartments	Corner of University Avenue and N. Folmar Street	334-807-0700	\$315 ~ 1 room \$425 ~ 2 rooms	Same as Rent	12 Months	1 Bedroom, 1 Bathroom
			\$395	Same as Rent	12 Months	2 Bedroom, 1.5 Bathrooms/ Townhouse
The Village		334-670-8065	\$495	Same as Rent	12 Months	2 Bedroom, 1.5 Bathrooms

Information provided by International Admissions Office on February 23, 2007. Please contact us if you have any questions at inladm1@troy.edu

TROY STATE UNIVERSITY
Student Health Services
Troy, Alabama 36082

OFFICE USE ONLY

Comp. _____
Temp. _____
HLD _____
Inc. _____

STUDENT MEDICAL HISTORY RECORD
(Confidential)

In order to provide you with the best possible medical assistance while you are a student at Troy State University, it is imperative that you complete this form supplying factual, detailed information as indicated. If you have suffered or presently have a **significant illness or injury**, please have your physician write a summary and attach it to this sheet.

Please complete this Medical Record form and mail direct to Student Health Services to arrive at least two weeks before registration. All information is confidential and will be used only by the clinic staff.

This report is required prior to registration and therefore must be completed before the student's admission to the university can be considered final and complete. (please print or type)

Name _____ SS No. _____
Last First Middle

Permanent Home Address _____
Street City State Zip

Date of Birth _____ Sex _____ Race _____ Home Phone _____

Person to be notified in an emergency _____
Name

Relationship Telephone Number: (Home) (Work)

All students should carry Health Insurance. Please attach copy of insurance card.

Insurance Company _____ Name on card _____

Contract/Policy # _____ Group # _____

Personal Physician _____
Name Address Telephone Number

Have you previously attended Troy Campus? Yes ___ No ___ If yes, when? _____

Term you plan to enter (Circle One): Fall Spring Summer Year _____

Status: Freshman Sophomore Junior Senior Graduate Post-degree Transient

Documentation of current immunization status is mandatory for all students born after December 31, 1956. Dates must be verified by official stamp of physician, public health clinic or a copy of official health record.

MMR: #1: _____ Date _____ M.D. or Clinic _____
#2: _____ Date _____ M.D. or Clinic _____

Tetanus Booster (within 10 years) _____

Required for International Students: Along with above immunizations a T.B. skin test within 12 months prior to entering

T.S.U. Date given: _____ Date read _____ Results _____

(If T.B. skin test result is positive, a chest x-ray is required) Chest X-Ray Date _____ Results _____

Allergy History

Please list any allergies _____

(over)

Past History

Have you ever had or do you now have any of the following:

Check each item	Yes	No	Check each item	Yes	No
Anemia or other blood disease			Kidney disease		
Anorexia			Measles		
Appendicitis, acute or chronic			Meningitis		
Arthritis			Mononucleosis		
Asthma			Mumps		
Back Problems			Nervous or mental disease		
Binge eating			Pneumonia		
Bronchitis			Rheumatic fever		
Chickenpox			Scarlet fever		
Diabetes			Sexually transmitted disease		
Epilepsy or convulsive disorder			Sinus disease		
Hay fever			Stomach problems or gastic reflux		
Heart disease			Thyroid trouble		
Head aches			Tuberculosis		
Hepatitis			Ulcer, stomach or duodenal		
HIV infection			Vertigo (dizziness) or fainting spells		

If yes, explain: _____

Other diseases or conditions: _____

Severe injuries: _____

Surgical procedures: Appendectomy: _____ Tonsillectomy: _____ Other: _____

Current meds _____

MEDICAL CONSENT

I hereby affirm that all information supplied is complete and accurate to the best of my knowledge. I understand that withholding information requested or giving false information could be cause for dismissal. I hereby grant permission to the Troy State University Student Health Service to render medical care that in their judgement is deemed advisable; to make necessary referrals; to release medical information necessary for appropriate care and treatment, and to authorize hospitalization when recommended in the event of illness or accident for _____
 Print Name

Parents, guardians, or next of kin will be promptly notified in the event of serious illness or accident, except when delay by such communication would endanger life. I understand that Troy State University cannot be responsible for chronic illnesses which are a part of the medical history of the student.

Signed _____ Date _____
 *Signature of Applicant

Signed _____ Date _____
 *Signature of Minor's Parent or Guardian

*A minor is a person under 19 years of age.

Troy University Housing & Residence Life

Student Housing Contract

Office Contact Number: (334) 670-3346 **Email Address:** housing@troy.edu

Please print the following contract, complete it, then mail the completed contract to:

**Housing and Residence Life
Troy University
P.O. Box T
Troy, Alabama 36082**

Length of Contract: This contract is for the academic year. By definition, the academic year is the Fall Semester plus the following Spring Semester.

A \$100 deposit is required. Applications will not be processed without the fee.

PERSONAL INFORMATION

1. Semester to enter Fall Spring Summer Summer Interim I Summer Interim II
Year _____

2. Full name _____

3. Sex Female Male

4. Classification Freshman Sophomore Junior Senior Graduate

5. Social Security Number _____

6. Birth date _____

7. Permanent Address _____

8. Telephone _____

9. Email _____

10. Conditions or disabilities which may influence housing assignment _____

ASSIGNMENT PREFERENCES

The item(s) below are preferences only. Please indicate your roommate choice. Roommate choice must be mutual. Assignments are based on space availability and date of contract. Preference accommodation cannot be guaranteed.

Roommate _____ SS# _____

MEAL PLAN

13. Please choose a Meal Plan (Check One) Meal Plans are required at most halls.

All residents residing in Alumni, Clements, Cowart, Harmil, Gardner, Hillcrest, Paden, Shackelford, Sorority Houses, and the Honor's House are required to purchase one of the available board plans. Food service privileges are nontransferable in part or whole. Students are not allowed to cook except in designated kitchen areas.

- _____ 19+ (19 meals per week \$50 bonus points)
- _____ 12+ (12 meals per week \$150 bonus points)
- _____ 9+ (09 meals per week plus \$300 bonus points)
- _____ 6+ (06 meals per week plus \$450 bonus points)

AGREEMENT

IMPORTANT: By signing this agreement, the student hereby contracts for a space in Troy University Residence Halls and agrees to pay rent at the rates established by the University as specified in the Business regulations. By signing this agreement, the student understands this agreement may not be terminated unless the student withdraws from the University. However, if a student withdraws, then returns to the University during the same academic year, the student will be required to live on-campus for the remaining portion of said year. All students not abiding by the residence requirement are still subject to room and board charges. More specific Housing Regulations and policies are contained in the Residence Hall Policies and Procedures.

Read contract terms and Housing Policy below before signing. I certify I have read, understand and agree to the terms, conditions and responsibilities as noted on the contract. I further understand this contract is for an academic year.

Applicant's Signature _____

If under 19, Signature of parent or guardian _____

Date _____

Upon signing this contract, I hereby agree to abide by the following terms and conditions:

1. This contract must be signed before application is complete and room assigned.
2. **A check or money order for \$100 must accompany this application.**
Application will not be processed until a \$100 application fee has been received.

Housing Application Fee: Housing applications will be processed upon receipt of the \$100.00 (one hundred dollars) application deposit (The deposit is divided into the following):

- A. \$50.00 (fifty dollars) serves as a NONREFUNDABLE application fee.
- B. \$50.00 (fifty dollars) serves as a security deposit of which is refundable if the following requirements have been met:
 - 1. Providing that there is no damage to the room upon checked out.
 - 2. Providing that all checkout forms/materials have been signed and all checkout procedures have been followed.
 - 3. A written request to refund the security deposit fee must be turned in within 30 (thirty) days upon your departure from the residence hall (verbal request will not be accepted).
No requests will be accepted after the 30 (thirty) day deadline.
- C. Should you cancel and later reapply for university housing and the \$50 (fifty dollar) security deposit has been refunded back to you, you will be required to pay the security deposit again.
- D. Please allow 6-8 weeks after your request for a refund of your deposit.
 - 3. Failure of applicant to sign contract or reserve a room for the semester of enrollment does not exempt the applicant from the Residence Requirement Policy stated below.
 - 4. If the room assignment is neither agreed to nor cancelled on or before August 1 for Fall Semester or 30 days prior to the first day of registration for other semesters, the room assignment will be forfeited without notice and the room reassigned.
 - 5. This contract is for the academic year. By definition, the academic year is the Fall Semester plus the following Spring Semester.
 - 6. **Signing of this contract does not imply academic admission.**
 - 7. By signing this contract, the applicant also agrees to the policies and provisions of the University catalog, handbook and the residence hall policies distributed to residents.

TROY UNIVERSITY RESIDENCE REQUIREMENT POLICY

All unmarried students who have not reached the age of 19 years prior to the first day of registration in the semester for which they enroll, are required to live on-campus the entire academic year or remaining portion thereof, unless recognized by the university in writing as residing with a parent at a stated home address. All students residing in university housing are required to retain their residence for the entire academic year, or the remaining portion thereof, unless they withdraw from the university. Provided, however, if a student withdraws from but then returns to the University during the same academic year, the student will be required to live on campus for the remaining portion of said year. This policy shall not apply to married students.

Housing Office Use Only:

Application Fee Paid \$ _____ Receipt Number _____ Date Received _____

Received by: _____

Method of Payment _____ Check _____ Money Order _____ Cash

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