

PRE-ARRIVAL GUIDE





Welcome to NJIT!

Dear students,

Welcome to NJIT!

We are so excited to know that you will be joining us at our university. You will find NJIT to be a welcoming community and a place that offers many opportunities for students. Faculty and staff are here to support you during the time you will spend with us. Be it at the undergraduate or graduate level, you are sure to find interesting classes, cutting-edge research, and friendly peers to enrich your experience.

NJIT has students from all over the world. In fact, we are one of the most diverse campuses in the nation. As an international student coming to NJIT and New Jersey, you will be exposed to many cultures, besides interacting with local residents. We value diversity; you play an important role in the cultural and academic life of our community.

The staff at the Office of Global Initiatives is here for you. We will be your point of contact for all immigration-related issues while you are a student at NJIT. We work closely with all

offices on campus to ensure that our international students have the answers they need. We help you make NJIT your home and succeed in your academic goals.

This Pre-Arrival Guide is a resource that will help you prepare for your arrival in the United States and NJIT. We understand you may have many questions about coming to this country and university – about the weather, culture, or academics, to name a few. This guide was created to help you answer some of these questions and assist you in getting ready for this new chapter of your life.

If you have any questions, do not hesitate to contact any of us at NJIT. We look forward to seeing you in New Jersey and on campus soon!

Sincerely,

Cristiana Kunyczka
Director, Office of Global Initiatives

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About the Office of Global Initiatives (OGI)

The Office of Global Initiatives (OGI) provides advisement and guidance to F-1 and J-1 international students, as well as any student who wishes to study abroad during their NJIT program.

The OGI is located in 140 Fenster Hall. Our office is open Monday-Friday from 8:30 a.m.-4:30 p.m. (unless otherwise noted).

Walk-in hours for quick questions with an adviser are held on Mondays and Wednesdays from 10-11 a.m., and Tuesdays and Thursdays from 2-3 p.m. No appointment is needed during this time.

We encourage you to email our office at Global@njit.edu, or visit our webpage at njit.edu/global for more information.

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Pre-Arrival Checklist

Use this outline to plan for your arrival at NJIT. Make sure you have completed everything on this list prior to your arrival at NJIT. See full details for each step in this document. It is very important that all steps are completed prior to your arrival at NJIT.



1. Obtain the Form I-20 or DS-2019 from the Office of Admissions

- Submit application for the Form I-20 to the Office of Admissions, OR
- Submit application for the DS-2019 to the Office of Global Initiatives
- Upon receipt, check all information on the Form I-20/DS-2019 for accuracy



2. Pay NJIT Tuition Deposit

- Go to tuitiondeposit.njit.edu to pay your deposit and secure your spot



3. Obtain and Review Your Passport and U.S. Visa

- Make sure your passport will not expire within 6 months of your anticipated arrival date in the U.S.
- Pay the I-901 SEVIS fee
- Schedule an appointment with the U.S. embassy or consulate for your F-1 or J-1 visa interview
- Submit visa application
- Attend visa interview
- Once approved, review your visa to ensure all information is correct



4. Set Up NJIT UCID

- Follow instructions received by email to set up UCID

5. Submit All Required NJIT Health and Immunization Forms

- Health and immunization forms must be submitted directly to the Dean of Students Office following instructions on the forms

6. Register for the International Student Orientation Program

- Go to njit.edu/global/students/orientation.php to register for the International Student Orientation

7. Secure Housing In New Jersey

- Contact the Office of Residence Life for assistance with on- and off-campus housing options

8. Connect With Current NJIT Students

- Join NJIT groups on social media to connect with current students before you arrive
- Follow NJIT's Office of Global Initiatives on [Facebook](#)

9. Plan Your Travel

- Book travel arrangements: Remember, you can arrive in the U.S. no more than 30 days before the start of classes!
- Begin packing (see packing recommendations on the next pages)

The UCID is a single university-wide identifier, which, along with your UCID password, serves as your credentials for most computing services on and off campus. It will give you access to Highlander Pipeline, the campus portal, and serves as your login account (or username) for most systems. When you create a UCID, you will also be given a default NJIT email account. Your email will have the following format: UCID@njit.edu

Obtaining an F-1 or J-1 Student VISA

STEP 1

Obtain the Form I-20/DS-2019 from the NJIT Office of Admissions

- Submit the Application for the Form I-20/DS-2019 and all required documents.
- Review all of the information on your Form I-20 or DS-2019 to make sure it is all correct (for example: date of birth, spelling of your name, home country, etc.) If corrections are needed, immediately contact the Office of Admissions to have them fixed.

STEP 2

Confirm your passport is valid, or apply for a new passport

- You must always have a passport which is valid for at least 6 months in the future in order to apply for a visa, and for the entire time you are present in the U.S.

STEP 3

Pay the I-901 SEVIS fee

- fmjfee.com/i901fee/
- This is a U.S. government fee which must be paid before you may schedule your visa interview.
- The I-901 fee is connected to ONE SEVIS record. If you have multiple SEVIS records (for example: You received multiple Form I-20's from different schools), then you must pay the SEVIS fee using the I-20 for the school you plan to attend.
- Your SEVIS number is on the top right hand side of your Form I-20 or DS-2019.

- The NJIT school code is located in the "school information" section on page 1 of your Form I-20 or DS-2019.
- Be sure to print your receipt of payment for future reference, and keep this with your important immigration documents.

STEP 4

Schedule your visa interview at the nearest U.S. embassy or consulate in your country

- usembassy.gov

STEP 5

Attend your visa interview

- Bring all required documents with you, as listed on the website for the U.S. embassy or consulate you will be attending.
- These will include, but are not limited to: current passport, I-901 SEVIS fee receipt, NJIT Form I-20 or DS-2019, proof of financial funding, visa application forms, and evidence of ties to your home country.
- All interviews will be conducted in English.

STEP 6

Upon approval, review your F-1 or J-1 visa carefully to ensure all information is correct (for example: date of birth, spelling of name, etc.)

- If corrections are needed, contact the U.S. embassy or consulate immediately to have these corrections made.

Arriving in the U.S.

We are excited to meet you here at NJIT!

To make your travel to campus as smooth as possible, please review the following information carefully.

BOOKING YOUR FLIGHT

F-1 and J-1 students may enter the U.S. no more than 30 days before the start of classes. This date can be found on the Form I-20/DS-2019 under "Program Start Date".

The Office of Global Initiatives encourages students to arrive at least 4-5 days before your scheduled orientation date, to allow yourself time to move into your housing and settle in before you must report to NJIT.

The Office of Global Initiatives recommends that students arrive at one of the following airports:

- Newark Liberty International Airport (EWR) - This is the nearest arrival location, as this airport is only 10-20 minutes from the NJIT campus.
- JFK International Airport (JFK) - This airport is approximately 1-2 hours from campus.
- LaGuardia International Airport (LGA) - This airport is approximately 1-2 hours from campus.

Customs and Border Protection (CBP) and Immigration

Make sure you bring the following documents in your **CARRY-ON** luggage. Do not pack these documents in your checked bag, as you will need these when you pass through immigration upon arrival in the U.S.

- Passport and visa
- Form I-20 or DS-2019
- NJIT admission letter
- SEVIS I-901 fee payment receipt
- Proof of funding for 1 year

Immigration officers may ask you a number of questions about your travel and reason for entering the U.S. Be prepared to answer questions such as:

- Why are you coming to the U.S.?
- What are you studying?
- Where will you live during your studies?
- How will you be funding your education in the U.S.?

Some individuals may be asked to step aside for Secondary Inspection.

This is additional, often random, more detailed inspection of your documents.

If selected for secondary inspection, remain calm and friendly. Secondary inspection may take up to a couple of hours before you will be allowed to leave.

* You will be provided a customs form to complete on the plane. Be sure to have this finished and readily accessible to provide to CBP when asked.

Arriving in the U.S. (continued)

Form I-94 Arrival and Departure Record

When you enter the U.S., you will be issued an electronic record of entry called the [Form I-94](#). You may access this at any time after your entry to the U.S. The I-94 will indicate the date you entered the U.S., the immigration status you were admitted in (F-1, J-1, etc.) and the length of time you are permitted to remain in the U.S., among other things.

An online, printable, record will be available to you after you are admitted to the U.S.

Transportation to NJIT

The Office of Global Initiatives reminds students to be cautious and safe when traveling from any airport to campus.

While public transportation such as bus or train may be available, you may find it more convenient, though likely more expensive, to hire a taxi to bring you from the airport directly to campus or your place of residence.

NJIT does not offer transportation for incoming students to campus upon their arrival. Students are responsible for securing their own transportation after arriving.

Students may wish to review the information provided by the Port Authority of New York & New Jersey to learn more about transportation options and airport specific information.

Visit: panynj.gov/



International Student Orientation



All F-1 and J-1 students are required to attend International Student Orientation prior to the start of the semester.

*Dates for orientation are based on your program of study.
BE SURE you are attending the correct orientation date!

At Orientation, you will:

- Make new friends
- Learn about maintaining F-1 or J-1 status
- Learn about NJIT services and community
- Receive academic advisement about your program of study
- Register for courses
- Meet NJIT faculty, staff and current students
- Tour the campus

Students who participate and engage in the International Student Orientation program settle more quickly into their new surroundings and are happier and more successful at NJIT.



Be sure to **REGISTER** for your appropriate orientation date prior to arrival. Emails will be sent to all incoming students with information and instructions about registration for orientation and your specific orientation schedule.

NJIT Offices and Student Services: Who they are and what they do

NJIT has separate offices to help students with their specific needs. Below is a list of some of these offices and what their roles are, so you may contact them directly if you have questions about their services.

Prior to beginning your coursework at NJIT, prospective and incoming students must contact the Office of Admissions for ALL questions.

Office of Admissions, 100 Fenster Hall admissions@njit.edu

The Office of Admissions works with prospective students, students who have applied for admission and students who have recently been accepted to NJIT.

If you have not yet begun your program of study at NJIT, then the Office of Admissions is your primary resource for all new student information and questions.

The Office of Admissions may direct your inquiry to another department or person after you contact them.

The Office of Admissions will mail your Form I-20/DS-2019. You should submit all application materials directly to this office and direct all inquiries about your documents to Admissions.

See a map of the campus at
njit.edu/about/visit/njit-maps.php

After you begin your coursework at NJIT, you must contact the following offices directly with questions and inquiries.

Registrar's Office, Student Mall registrar@njit.edu

The Registrar's Office maintains academic records of all NJIT students. Students should contact the Registrar AFTER beginning studies at NJIT with any questions concerning, or for assistance with:

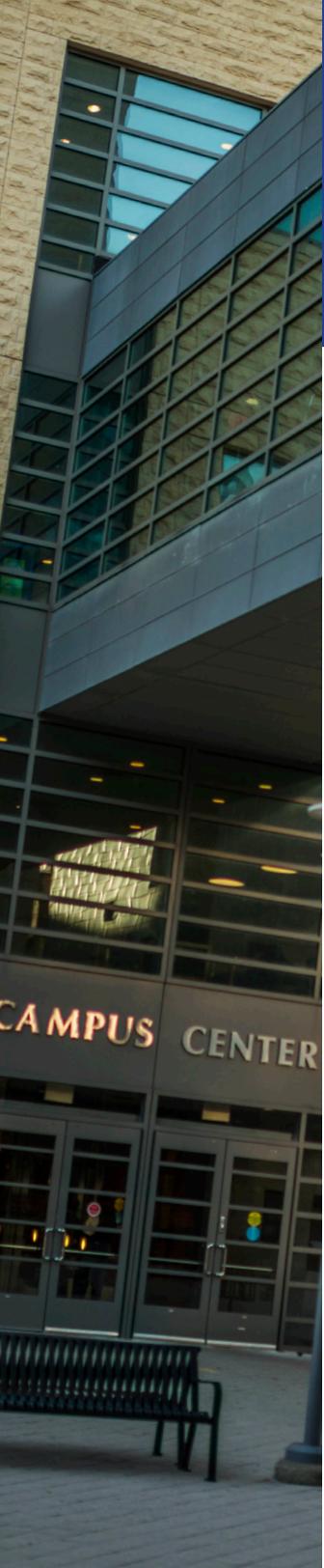
- Course registration (note: do not contact this office for course advisement and guidance. Students must contact their academic advisors directly for this purpose).
- Transfer of credits from another institution
- Obtain copies of transcripts or official records
- Make any corrections regarding program of study, spelling of name, etc.

Bursar's Office, Student Mall bursar@njit.edu

The Bursar's Office maintains all billing and financial documents and information for every student. Students should contact the Bursar's Office for questions regarding tuition and payments.

Graduate Studies Office (GSO), 140 Fenster Hall GraduateStudies@njit.edu

The Graduate Studies Office provides assistance to graduate students in academic matters, approves M.S. thesis and Ph.D. dissertation committees and formats, and offers information about the availability of university-level assistantships, fellowships, and scholarships.



NJIT Offices and Student Services: Who they are and what they do (continued)

Dean of Students Office (DOS), 255 Campus Center

dos@njit.edu

The Dean of Students Office supports students both in and outside of the classroom through general advisement, advocacy, special programs and events, problem solving, as well as implementing the NJIT Student Honor Code and policies under Title IX.

Center for Counseling and Psychological Services (C-Caps), 205 Campbell Hall

C-Caps aims to optimize the college experience and improve the quality of the lives of our students by promoting their mental health and facilitating students' personal, academic and professional growth.

Health Services, St. Michael's Medical Center

111 Central Avenue

HealthServices@njit.edu

Good health is central to the personal, academic and professional success of any student. The health and well being of our students is our primary concern and to ensure that, NJIT @ St. Michael's Primary & Specialty Care Center provides quality healthcare to all eligible NJIT registered students.

Academic Advising

Students should contact their academic departments directly to speak with an academic adviser. Find your department information at njit.edu/academics/colleges/

Academic advisers are available for ALL students and will assist you with course selection and graduation requirements.

Students should be sure to consult with their academic

advisers regarding course selection and program requirements to ensure timely graduation.

Information Services and Technology (IST) Help Desk, Student Mall

helpdesk@njit.edu

IST provides information technology services to the NJIT community, which includes assisting students with technology questions and guidance. Students who have problems with their NJIT UCID/email/Moodle/or other technology should contact the IT Help Desk for assistance.

Residence Life, Cypress Hall

reslife@njit.edu

Residence Life is dedicated to student learning inside and outside of the classroom by creating unique residential communities for NJIT students to call home.

Residence Life manages all on-campus housing.

NJIT Offices and Student Services: Who they are and what they do (continued)



Department of Public Safety, 154 Summit Street

The NJIT Department of Public Safety provides police protection 24 hours a day, seven days a week. The 78-member department includes a Chief of Police, Deputy Chief, Lieutenants, Sergeants, Police Officers, Public Safety Officers and an administrative support staff.

The department works closely with the City of Newark Police Department to ensure the safety of all NJIT students and staff.

For General Information: Call 973-596-3120 or 973-596-3116

To Report Crime Information: Call 973-596-3111

For Emergencies ONLY: Dial 9-1-1

Career Development Services (CDS), 200 Fenster Hall

CDS@njit.edu

CDS works to provide NJIT students with career planning and preparation.

CDS facilitates all internship and cooperative education learning programs.

CDS will review student resumes and cover letters, as well as provide guidance on employment application methods and interview guidelines.

Diversity & Inclusion Programs, LGBTQA+ Resources

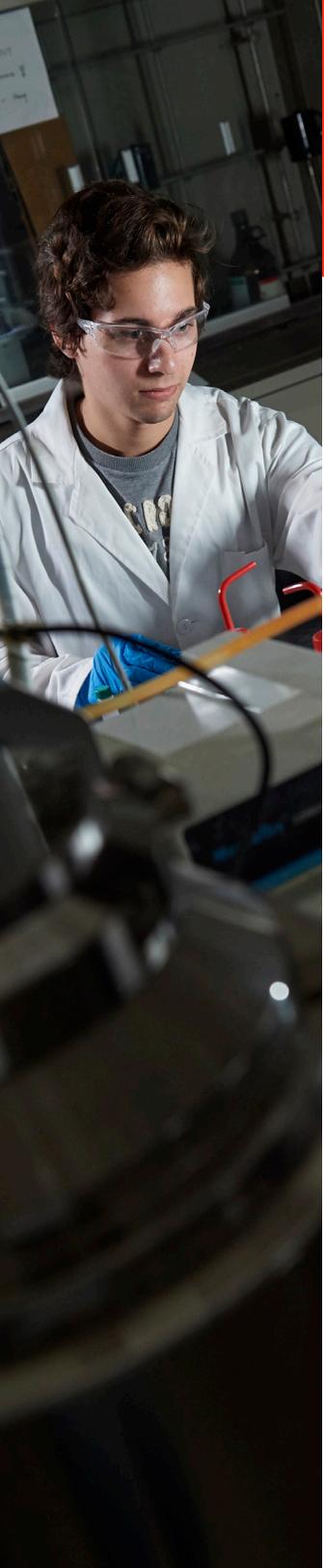
DiversityPrograms@njit.edu

NJIT is rated as one of the most diverse campuses in the nation.

The Diversity & Inclusion Programs Office initiates and supports activities that promote cultural competence among students of the NJIT Community.

This office also offers programs and initiatives to support students of the LGBTQA+ community, as well as provides resources for those who wish to learn more.

LGBTQA+ RESOURCES AT NJIT: NJIT does not have a dedicated space or center for LGBTQA+ resources; however, the Diversity & Inclusions Programs office is a space that is welcoming and supportive of all students. You can find them in the Campus Center, room 485. Students can become members of SPECTRUM, which is a student-run organization that focuses on LGBTQA+ issues.



All About Academics

U.S. academics can be very different. Read the information below to become more acquainted with the U.S. educational system.

ACADEMIC YEAR

At NJIT, the academic year is divided into spring and fall semesters. Some courses may be offered during the summer, but this is not a required academic semester. Spring and fall semesters are required.

- Spring semester usually begins in the third week of January, and runs through the second week of May.
- Fall semester begins in early September and ends before the holiday break in December. For the exact dates each year, consult the NJIT Academic Calendar on the Registrar's office website.

When to Register for Class

New international students will be able to register for courses for the first time only after completing the International Student Orientation program and meeting with their academic adviser.

All incoming international students will have "holds" on their NJIT accounts which will prevent course registration. These holds will be automatically removed after a student completes orientation.

ACADEMIC LINGO

Degree Levels

Graduate = Master's and Ph.D. degree programs

Undergraduate = Bachelor's degree programs

Undergraduate students are known as:

- Freshman: First year students
- Sophomore: Second year students
- Junior: Third year students
- Senior: Fourth year students

*Note: These terms are not used at the graduate degree level.

It is important for you to know if you are a graduate or undergraduate student since the dates for orientation, your immigration requirements, tuition costs, etc., can be different. Graduate students are those pursuing a master's or Ph.D. degree. Undergraduate students are pursuing a bachelor's degree.

Colleges vs. Department vs. Majors

NJIT is divided into 6 colleges:

- Newark College of Engineering
- College of Science and Liberal Arts
- Albert Dorman Honors College
- College of Architecture and Design
- Martin Tuchman School of Management
- Ying Wu College of Computing

Each college is divided into departments. Each department offers different majors. For example, if you are an undergraduate student majoring in History, then your department is Humanities, and your college is the College of Science and Liberal Arts.

A major is also referred to as a program of study.



All About Academics (continued)

Credits vs. Courses

One credit is generally equivalent to one hour of class per week. In other words, if a course is worth 3 credits, you will have three hours of in-class lecture each week.

At the *graduate level*, most courses are equal to 3 credits. Graduate students are required to enroll in a minimum of 9 credits each semester in order to maintain legal immigration status, which means you will most likely take 3 courses every semester.

At the *undergraduate level*, the number of credits per course may vary, and every course may not always be 3 credits. Undergraduate students are required to enroll in a minimum of 12 credits each semester in order to maintain legal immigration status, which means you will likely enroll in 4 courses.

UCID

This is your University Computing ID number. Every NJIT student will have ONE UCID throughout their enrollment with the University. This UCID is unique to you, and is your username for all computing systems at NJIT.

Students are assigned a UCID upon acceptance to NJIT. It is your responsibility to create your password and set up your account prior to your arrival at NJIT. Full instructions for this are included in the communications you receive from the Office of Admissions.

Account Holds

“Holds” are restrictions placed on your student account by NJIT offices that will prevent you from registering for courses. There could be many reasons for a hold: missing the orientation program, non-payment of a bill, prerequisites, etc. If there is a hold in your account you will need to contact the office that put that hold in your account in order to have it removed.

Moodle

Moodle is an online platform used at NJIT by instructors and professors to teach their courses. Every NJIT student has access to Moodle, and may log in with their UCID and password. When you log in, you should be able to see all your courses for that semester. By clicking on each course, you will see what materials your professor has uploaded. Professors can use Moodle to upload course presentations, create quizzes, post videos, etc. You will automatically be added to these Moodle courses when you register for classes.

The Office of Global Initiatives uses Moodle to provide international students with additional presentations regarding immigration requirements. While this information is also on our website, we strongly encourage students to review the presentations posted, in order to ensure you maintain legal immigration status and understand the benefits you may be eligible for.



Life in Newark, New Jersey

Newark is the most populous city in New Jersey (according to the U.S. Census, the most recent count shows Newark's population as 277,140 residents). It is home to important higher education institutions such as NJIT, Rutgers University (law and medical), and Seton Hall University's law school.

HOW TO GET AROUND

To get around Newark you can walk, or take the bus, taxi, or the Newark Light Rail. The Newark Light Rail is an underground light rail system with different stops through Newark.

The [Rutgers/NJIT shuttle](#) is provided free of charge to students who need a ride to downtown Newark, Kearny and Harrison. The shuttle departs from outside the Electrical and Computer Engineering (ECE) building, on the corner of Warren and Summit Streets. The shuttle runs from 6:30 a.m. to 11 p.m., and departs every 20 minutes. You may pick up a schedule at Public Safety, or the Campus Center Information Desk.

The NJIT [Office of Commuter Assistance & Resource Services \(CARS\)](#) is committed to helping students who commute to school every day. They provide services such as lockers, special meal plans, vehicle registration if you need to park on campus, free shuttles and the opportunity to purchase New Jersey Transit passes with a 25% discount for students. The office also has a place to unwind before or after class. The office has a microwave, television, refrigerator, movies and people to hang out with.

Travel By Train

To travel from Newark to other cities in New Jersey, New York,

or to the Newark International Airport, you may take the train operated by New Jersey Transit from Newark Penn Station. You can also take the PATH (Port Authority of NY & NJ) from Newark Penn Station. The PATH is a rapid transit system that will take you from Newark to Harrison, Hoboken, Jersey City, and even lower and midtown Manhattan.

Long Distance Travel

For longer distance travel, you can choose between flying and taking the train known as [Amtrak](#), which also stops at Newark Penn Station. The Amtrak can take you to cities like Washington DC, Philadelphia, or Boston. For more options, visit their website.

HOUSING

On-Campus

Approximately 2,000 undergraduate and graduate students live on campus at NJIT.

NJIT has five coed residence communities and a Greek Village. We also offer housing for single graduate students.

For more information on cost, availability and how to reserve a room, visit the [Office of Residence Life](#).

Off-campus

The Office of Residence Life is not affiliated with any off-campus housing but you can email them at offcampushousing@njit.edu. On their website, they include links to online real estate listings, as well as a legal manual for you to know your rights as a tenant. A lot of our students live in cities close to Newark and commute

Life in Newark, New Jersey (continued)

by train or bus every day to campus. Popular cities among our students other than Newark are Harrison, Kearny, East Newark, East Orange or Jersey City, to list a few.

Renting an Apartment in the U.S.

When you rent an apartment in the U.S., you should always sign a lease or contract specifying when you will move into the property, when you will move out, how much is rent and when it is due. If you pay rent in cash, always ask for a receipt. Normally, landlords require a deposit equivalent to one or two months of rent. The deposit must be returned to you after you move out, as long as you didn't damage the apartment. Rent can vary depending on the city. On average, a studio apartment (one person apartment) is around USD \$1,408/month. It might be cost-effective to share an apartment with several bedrooms with roommates. You would share the cost of rent and utilities such as water, electricity, gas, internet...

Many apartments and houses for rent are not furnished but will include major appliances (fridge, stove). When planning your initial expenses, you should include the cost of buying necessary furniture (bed, table, chairs or sofa).

Local Hotels/Temporary Housing Upon Arrival in NJ

If you will live on campus: If you arrive in the U.S. before your move-in date, you may be able to stay in a residence hall for \$51/night. You must contact Residence Life directly to check availability and make your reservation.

If you will live off campus: If you arrive in the U.S. and don't have a permanent place to stay, you might be able to stay in a residence hall for \$51/night while you look for an apartment. You must contact Residence Life directly to check availability and make your reservation. Temporary housing is not available after a certain date determined each semester by Residence Life staff.

If you haven't found a permanent place after that date you will have to move out and stay with a friend or at a hotel while you continue to look.

If you prefer to stay at a hotel while you look for an apartment, here are several hotels nearby:

Comfort Suites

1348 McCarter Highway
Newark, N.J. 07104
(973) 481-5200

Hampton Inn & Suites Newark Riverwalk

100 Passaic Avenue
Harrison, N.J. 07029
(973) 483-1900

Hilton Newark Penn Station

Gateway Center, Raymond Blvd. and McCarter Highway
Newark, N.J. 07102
(973) 622-5000

Robert Treat Hotel

50 Park Place
Newark, N.J. 07102
(973) 622-1000



Life in Newark, New Jersey (continued)

THINGS TO DO AROUND CAMPUS

Campus Life

NJIT has over 130 student clubs. Student clubs are active on and off campus. Whether you are interested in robotics, dancing, culture-specific, gaming, sports...you will surely find a club to join and make new friends. NJIT students also have a chance to participate in over a dozen community service projects. The Student Senate administers a wide range of programs through the Student Activities Council year-round for all students. The Graduate Student Association also hosts social and education functions throughout the year, including trips, Casino Night... and more.

Highlander Club - The Pub: The Pub is THE place where the NJIT students get their “comfy” food (burgers, hot dogs, Philly cheese steaks), see some great entertainment, and hang out with friends. Every week there is something happening including bands, DJs, comedians, hypnotists, karaoke and sporting events on the seven-foot screen! There are also board games, books, billiards, air hockey, darts and a piano! Events are open to all NJIT students, but you have to be at least 21 years old to drink alcoholic beverages.

NJIT Athletics: The athletes at NJIT work hard every day to bring home wins and set records. Each sport NJIT houses is a respectable Division 1, and the teams always amaze the fans. Whether it’s shooting an impressive 3-pointer in basketball, a corner kick in soccer, spiking a volleyball, or breaking a 100-meter record, the athletics at NJIT are always a sight to see! Come to the next home game; get your Highlander spirit and get your RED on! njit.edu/athletics

AROUND NEWARK

Catch a show, concert or sporting event at the New Jersey Performing Arts Center (njpac.org/) or the Prudential Center (prucenter.com/). If you’ve never seen a live hockey game, don’t miss the New Jersey Devils!

Newark Museum (newarkmuseum.org/) is the state’s largest museum. It holds major collections of American art, decorative arts, contemporary art, and arts of Asia, Africa, the Americas, and the ancient world.

Newark Symphony Hall (newarksymphonyhall.org/) was built in 1925 and is considered a Historical Place.

Take a stroll or ride your bike down Branch Brook Park. Don’t miss the cherry blossoms by the lake!

DINING

Newark is known for its great and diverse cuisine.

A short five-minute walk from NJIT and University Heights is Downtown Newark where you can find all types of dining options for all tastes: ramen, halal, Cuban and pizzerias. You will find something for the health-conscious, vegetarian, vegan or meat-lovers. (Visit haveyoumetnewark.com or follow [@nomnomnewark](https://www.facebook.com/nomnomnewark) on Facebook for more ideas!).

Life in Newark, New Jersey (continued)

DRIVER'S LICENSE/STATE ID

If you live in New Jersey, you must have a New Jersey driver's license in order to drive a vehicle here or other states.

The State of New Jersey Motor Vehicle Commission ([MVC](#)) issues driver's licenses. You can read additional information about driver's license applications on the Department of Homeland Security U.S. Immigration and Customs Enforcement website.

MVC uses a 6-point ID verification system. One of the documents required is a Social Security Number ([SSN](#)). If you qualify for an SSN, you should obtain this first. If you do not have authorization for employment and therefore are not eligible for an SSN, you will still have to ask the Social Security Administration for a letter confirming they cannot give you an SSN. This letter is called Form SSA-L676.

Before you go to the MVC office, you will need to request a reprinted version of your I-20 or DS-2019 after registering for classes. You have to wait until 3-4 weeks after the beginning of the semester before your new I-20 can be reprinted.



WHAT IS A SOCIAL SECURITY NUMBER?

A Social Security Number (SSN) is a unique tax identification number. You will only qualify for an SSN if you have on-campus employment or are authorized to work off campus. This number is used by your employer to report your wages to the IRS. It is unique and non-transferrable. It is considered sensitive information that you should share only with your employer, the IRS, and other government agencies or health insurance providers.

American Culture & Customs

In order to get the most out of your academic experience, you should know more about American culture and customs. The information below will assist you with your adjustment process.

Holidays

Some U.S. holidays are of religious nature (Christmas or Good Friday); some are not (New Year's Day on January 1, Martin Luther King Jr. Day, Thanksgiving). While not observed by everyone, those days are a holiday for most, meaning that the majority of businesses, stores or government offices will be closed.

In order to find out what holidays will be observed by NJIT (and therefore, when NJIT offices will be closed) check the [Academic Calendar](#) for the current semester on the Registrar's website.

Self-Appearance and Other Aspects of Presentation

Each culture has different habits and notions of what is expected when it comes to personal hygiene and self-appearance. In the U.S., like in most other countries, it is customary to shower every day, use deodorant, and wear clean clothes each day to prevent body odor. This is especially observed during warmer months (May-August) when high temperatures and humidity cause people to sweat more.

Personal hygiene is highly valued in any academic and professional setting. People's impression of you will be based on how you act and also based on your personal hygiene. It is not common practice to use strong perfumes. In some office workplaces, employees who share a small space might be asked to refrain from using perfumes that might cause sensitivity or allergies to their co-workers. In general, a person should not be able to smell your perfume or your body odor.

Email Etiquette

When communicating by email with University faculty or staff, it is important to remain professional. You want to start by greeting the person you are emailing properly (Dear Dr./ Mrs....; Hello Ms./Dean...) and introducing yourself. You should then describe your situation and/or ask your question. Avoid extensive descriptions. You should use only your official NJIT email address and not your personal email. All students will be assigned an official NJIT email account upon arrival on campus.

In normal circumstances, you should give the person at least 48 hours to respond before you try contacting them again. It is considered rude to follow up (by phone or email) immediately after emailing, without giving the other person a chance to read your email and prepare a response.

All students will be assigned an official NJIT email account upon arrival on campus. The university will use your NJIT email to communicate important information to you even after you graduate.



American Culture & Customs (continued)

It is your responsibility to check your NJIT email every day. You will receive a lot of notices regarding on-campus events. If the Registrar's office, Bursar's office, Global Initiatives, etc., need to contact you directly regarding an issue with your studies, account, or SEVIS record, they will email your NJIT email address. Not checking your email is not an excuse and you risk missing important deadlines. As a general rule, American universities do not contact students using their personal email accounts.

Classroom Etiquette and Expectations

In the U.S., you are expected to attend class whenever the class is being held, unless there is a valid reason such as an illness. If missing a class, it is important to let your professor know in advance, if possible. At the beginning of the semester, you will be given a syllabus for each class by the professor or instructor. Most of the information you will need to be successful in that course will be in the syllabus (required readings, homework assignments and deadlines, exams, etc.).

In U.S. classrooms, student questions and participation are welcomed and expected. In some cases, class participation might be part of your final grade. Keep in mind that people in the U.S. do not like to be interrupted. It is considered rude to not allow a person to finish communicating before you reply. It is acceptable for you to disagree but do not try to speak over them. Be mindful as well of "personal space". While you may use your hands to express your point, do not invade another person's space or touch them, especially someone you just met. In the U.S., personal space is regarded as an invisible bubble we all have around ourselves, and expect others to respect it unless it is clear that closeness is welcomed.

Some professors/ instructors will let you know how they would like to be addressed. Some might indicate that you can use their given name. In the U.S. the use of first names is not considered

disrespectful. Although interactions might become familiar and casual, faculty and university staff always retain their authority.

Timeliness/Attention to Deadlines/Respect for Others' Time

Most NJIT offices and professors will have set times when you can come talk to them without making a prior appointment. These are called "walk-in hours" or "office hours". If you cannot make it at that time or if your professor does not have "office hours", you should try to schedule an appointment if you need to meet with them. That way you will ensure that the other person is expecting you, you are not interrupting their work, and it gives them time to prepare for your meeting. Punctuality is considered a sign of respect. If you will not be able to attend the meeting or will be late, you must email or call in advance to let the person know.

It is your responsibility to be aware of deadlines, whether for class projects or to submit required forms to different NJIT offices.

Americans are, in general, informal and often use nicknames—or may even introduce themselves by their nickname.

American Culture & Customs (continued)

Clothing, Attire, and What To Pack

NJIT students wear comfortable clothes to campus. Formal attire is only required for certain special events, job interviews, or class presentations. If you will be working in a NJIT lab, find out if there are special dress requirements for safety reasons (for example, long sleeves or closed shoes).

New Jersey enjoys four very distinct seasons: spring, summer, fall, and winter. The winter months are very cold. You will need clothes to keep you warm in the snow (boots, a thick coat, scarf, gloves and hat). Fall and spring can be rainy, so make sure to pack or purchase an umbrella, rain boots, and a light raincoat. Summer is usually hot and humid. Students may wear shorts, skirts and short-sleeved t-shirts.

NJIT buildings have central heating for the colder months and air conditioning for the hot months. Sometimes this means that although it may be very hot or very cold outside, you will be warm or cool inside. Students find it useful to dress in layers, so that you may take off your jacket if needed, once inside.

Dating and Consent

In the U.S. dating is very casual. There are no rules in terms of who may initiate the relationship or who pays when you go out for a meal or the movies. Americans use the word “date” very loosely; even when they go out to grab a cup of coffee with a

friend they could refer to it as a “date”. Sometimes, casual dating may progress into a serious relationship if both parties agree to it.

One of the most important rules about dating is respect and consent. One person may not pressure the other into engaging in a relationship or any intimate act that they are not comfortable with. Pressuring someone into this type of act, or acting without consent, can constitute a criminal act even if the parties are or were in a committed relationship. Also, if one person decides to end the relationship, the other must respect the decision.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) and corresponding regulations prohibit discrimination on the basis of sex and/or gender in educational programs.

At NJIT, Dr. Marybeth Boger, Dean of Students and Campus Life, is the Title IX Coordinator who will oversee all investigations of student sexual misconduct, domestic violence, dating violence and stalking complaints, regardless of whom they are filed with and/or in which NJIT office they are filed.





Money Matters

Proper money management is crucial during your stay in the U.S. Mismanagement of your money can lead to many negative consequences.

Opening a Bank Account

After arriving in the United States, you may want to open a U.S. bank account so you can transfer money from your home bank to cover your expenses. Banks will require certain information: your passport, some personal information, your U.S. mailing address, money to deposit. Some banks might ask for a Social Security Number (a unique number provided by the government for tax reporting purposes). If you don't have a Social Security Number or you don't qualify for one, you don't have to provide it. Many banks do not require it for international students in order to open an account.

During International Student Orientation you will have a chance to speak to several bank representatives and open a bank account if needed.

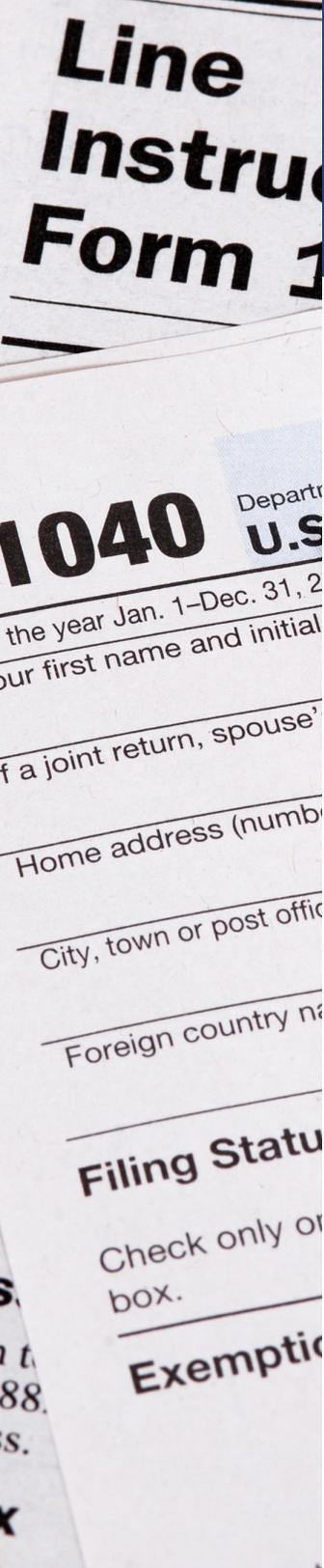
Identity Theft

Identity theft occurs when criminals access your personal information and use it to illegally purchase things or apply for credit cards under your name. To prevent identity theft never provide your personal information (social security number, sensitive passwords...) to strangers, over the phone, or to questionable websites. Beware of "phishing" emails. These are emails that look like they were sent by legitimate companies, but ask you to click on a link to verify personal information. Criminals send this email and use the information you provide to steal your identity. If you notice suspicious activity in your accounts, notify your bank immediately and change your passwords. For more

information, review the booklet "Managing Your Money" that will be given to you during the International Student Orientation program.

International students may be the target of "scams". Criminals may obtain your information and contact you under a false pretense, trying to convince you to wire them money. They may pose as government officials and threaten with deportation or say that there is a problem with your immigration status. This is illegal. If you receive a call of such nature, you must hang up. Remember that the U.S. government (USCIS or IRS) will never call you. Any communication from the government will be mailed to your address. Furthermore, the U.S. government cannot accept any money sent by wire transfer or online. They only accept checks or money orders for their fees, made out to the official U.S. government agency.

If you are the victim of a scam or suspect someone is trying to scam you, report it to Public Safety.



Money Matters (continued)

How Much Money To Carry With You

When you first travel to the U.S., you will want to carry some cash with you to cover your expenses during the first few days, or until you can open a bank account and transfer money from your home bank account.

How much money you will need those first few days will vary. If you don't have a credit card that is widely accepted (like VISA or MasterCard), you will want to carry enough cash to pay for a taxi or public transportation when you first arrive. You might also need to buy groceries or purchase some basic necessities to settle in. When you first rent an apartment, you will most likely be required to pay the first month of rent and a deposit. If you don't have a bank account yet, you might need to pay with cash. This might mean carrying large amounts of cash with you when you travel. Be mindful of where you keep it and don't lose sight of your belongings! When traveling, keep the money with you at all times; do not put it in your checked bags.

Remember that if you carry more than \$10,000 with you when you enter the U.S., you will be required to declare it at customs. Airport staff will be able to provide you with more information.

Paying Your NJIT Bill

You will not receive a bill from NJIT until you register for courses. This will be after International Student Orientation. Your bill will be comprised of tuition, fees and health insurance costs.

The [Bursar's Office](#) is the office in charge of billing you and collecting your payment. You can pay online through the Highlander Pipeline with an electronic check or U.S. credit card (2.85% service fee on all credit card transactions), or in person at the Bursar's office with a check, cash or money order.

International payments are accepted only through Flywire. NJIT has partnered with Flywire to assist our students with making payments from international banking institutions via wire transfer

for their tuition and fee charges. We do not accept direct transfers from international banks.

For more information go to njit.edu/bursar. A representative from the Bursar's Office will be present during the International Student Orientation program to answer your questions.

Paying Taxes

All international students are required to file their taxes, even if they did not earn any money (in this case, you will file a form that explains that to the government). The U.S. tax system is complicated. International students are not taxed at the same rate than U.S. citizens or permanent residents. During tax season (February-April each year), the Office of Global Initiatives will reach out to international students to remind them about their taxes. To make filing a tax return easier, our office has purchased a tax filing system made especially for international students; this system allows students to file their taxes in a timely manner and maintain their obligations with the government.

WHAT IS THE IRS? The Internal Revenue Service (IRS) is the only U.S. government agency responsible for collecting taxes and issuing refunds. Any communication from the IRS will be in writing. They will never call you and they will never ask you to wire them money.



Quick Links

[I-901 SEVIS Fee Instructions & Payment](#)

[I-94 Record of Entry](#)

[Flywire](#)

[NJIT Office of Admissions](#)

[NJIT Office of Global Initiatives](#)

[NJIT Health Services](#)

[NJIT Residence Life](#)

[NJ Transit](#)

[Port Authority](#)

[Rutgers/NJIT Shuttle](#)

[New Jersey Department of Motor Vehicles \(MVC\)](#)

[Social Security Administration](#)

[U.S. Embassies](#)

[U.S. Department of Homeland Security: Study in the States](#)



We hope that this Pre-Arrival Packet has helped prepare you for your travels and enrollment here at NJIT!

Once you arrive, you will learn so much more about the NJIT community, academics and requirements of your immigration status during the International Student Orientation. Until then, we encourage you to review the information provided on our website for F-1 and J-1 international students at njit.edu/global.

Safe travels, and we look forward to meeting you soon!

NJIT

New Jersey Institute
of Technology



Office of Global Initiatives

University Heights
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njit.edu/global