

Fall 2017 Pre-Arrival Guide



International Student Office

Welcome to Moody Bible Institute



Dear Student,

Congratulations on your admission to Moody Bible Institute!

The International Student Office wants to support you as you accomplish your academic goals and adjust to Moody and U.S. culture. We'll help you take the steps necessary to maintain your immigration status, and encourage you as you pursue your education.

Read this booklet carefully and complete the Pre-Arrival Checklist. Understanding this information will help your transition and set you up for success. We look forward to welcoming you!

Warmly,

Mary Evelyn César
Assistant Dean of International Students

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International Student Office Staff

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Contact Information

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iso@moody.edu
(312) 329-2230
moody.edu/iso

International Student Office
820 N. LaSalle Blvd.
Chicago, IL 60610

Helpful Resources

Health Service
healthservice@moody.edu
(312) 329-4417

Housing
housing@moody.edu
(312) 329-4189

Information Technology Services
its@moody.edu
(312) 329-4067

Moody Central
2020@moody.edu
(312) 329-2020

Public Safety and Security
(312) 329-HELP
For emergencies: 911

Student Accounts
studentbookkeeping@moody.edu
(312) 329-4223

New Student Checklist

- ☐ Read the Fall 2017 Pre-Arrival Guide.
 - ☐ Pay the [SEVIS](#) fee when you receive your immigration document.
 - ☐ File visa application [Form DS-160](#) and schedule a visa interview at the nearest U.S. Embassy or Consulate.
 - ☐ Send a copy of your F-1 visa stamp to iso@moody.edu.
 - ☐ By July 15, submit immunization forms to Health Services.
 - ☐ By August 1, pay your school bill and print your payment confirmation.
 - ☐ By August 12, send your photo to facilities@moody.edu for your student ID card.
 - ☐ Research housing options on [my.moody.edu](#) if you plan to live off campus.
 - ☐ Plan to arrive in the U.S. 30 days or less before the start date on your I-20 Form. Contact iso@moody.edu if you can't arrive by the date on your I-20.
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Apply for a Visa

You must have an F-1 visa and an I-20 form to enter the U.S. Residents of Canada or Bermuda only need an I-20 form.

Step 1: Review your documents

- **I-20:** Is all the information on your I-20 Form (for F-1 visas) correct? If there is an error, please contact the International Student Office.
- **Passport:** Check the expiration date on your passport. It needs to be valid at least six months into the future at all times during the visa application process and during your stay in the U.S. If your passport expires in less than six months, you must renew it before you can obtain a visa stamp or enter the U.S. It might take a few weeks to obtain or renew your passport, so plan accordingly.

Step 2: Pay SEVIS fee/Form I-901

- You must pay a \$200 SEVIS fee with Form I-901 before you attend your visa interview. Print the payment confirmation, as you will need it for your visa application. For more information about the fee and how to pay it, visit [studyinthestates.dhs.gov](#). The SEVIS fee can be paid online at [fmjfee.com](#).
- Save and print evidence of your payment.

Step 3: Apply for (non-immigrant) F-1 visa/ Form DS-160

- Apply for the F-1 visa (with I-20 Form) on the Department of State [website](#).
- Save and print the confirmation page of your DS-160 application form.

Note: Completing this form should take 60–90 minutes. Have information about your last entries to the U.S. and previous visas (if applicable) at hand when filling out this form.



Step 4: Schedule an interview at your U.S. Embassy

- Look at a list of all U.S. Embassies to find the one closest to you. Visit usembassy.gov.
- Refer to your U.S. Embassy website for detailed information on how and when to schedule a visa interview.

Note: There are visa appointment and processing wait times. Visit travel.state.gov for estimated wait times.

Step 5: Attend your interview appointment

What to bring to your appointment:

- Passport
- I-20 (signed original)
- Embassy appointment confirmation
- DS-160 application form confirmation page
- Photo (visit travel.state.gov for photo requirements)
- Evidence of payment of the SEVIS fee
- How you will pay all educational, living, and travel costs
- You must prove your intent to return to your home country after completing your studies in the U.S. This could be a letter of employment, possession of property, return flight ticket, or other strong ties.
- If you are less than 18 years of age, you may be required to submit additional documentation including parent authorization. Refer to the U.S. Embassy in your country for specific requirements.

This is only a short summary of requirements for your interview appointment. Always refer to the U.S. Embassy in your country for more instruction and specific requirements.

Step 6: Visa approved or denied

- Once you are approved, you can expect your passport with your approved visa to be returned to you within a few days (may differ depending on country of citizenship—visit travel.state.gov for estimated processing times).
- If your visa is denied, please contact the International Student Office immediately.

Book Your Travel

- When booking your airline tickets, plan carefully.
- If you will live on campus, you may not arrive before your scheduled move-in date.
- New undergraduate international students can move in on Sunday, August 13.
- New international married/graduate students can move in on Tuesday, August 15.
- New international students are permitted to enter the U.S. up to 30 days before the program start date listed on their I-20 Form. Do not arrive in the U.S. more than 30 days before or after this date.

Other Pre-Arrival Requirements

- Celebrate your acceptance to Moody Bible Institute!
- Access your student email account.
- Submit your immunization records to Moody Health Service before you travel to the U.S.
- Contact Moody Central and register for classes.
- Pay your semester bill by August 1st.

Attend New International Student Orientation

The orientation program for international students is mandatory for all students with an F-1 visa. Missionary kids and third-culture kids are strongly encouraged to attend but not required. Transfer and graduate students are only required to attend on August 16.

We will cover important topics such as immigration requirements, academic success, culture shock, on-campus employment, campus resources, and more.

Registration is required. Visit the International Student Office [website](#) for the registration form, ride request form, and orientation schedule.

Chicago Campus

- F-1 and missionary kid undergraduate: August 14-16
- Graduate students: August 16

New F-1 international students are required to attend the entire orientation.

Important Immigration Information



Complete Your SEVIS Registration Every Semester

All international students must complete the SEVIS registration form within the first 10 days of each semester, so the ISO can report your status to the U.S. Department of Homeland Security. The SEVIS registration form is located on the my.moody.edu portal in the International Students section.

Add Your Emergency Contact Information

You must provide the name and contact information for at least one friend or family member, in case of a serious health or safety emergency. As regulated by federal privacy laws, the emergency contact you provide will never be contacted by Moody in regards to your grades, student conduct, and immigration or legal status. Please add your emergency contact information in the my.moody.edu portal.

F-1 Transfer Students

If you are currently in F-1 status at another U.S. institution, you must complete the SEVIS I-20 transfer process before you arrive at Moody.

- Attend the transfer student check-in session at New International Student Orientation on Wednesday, August 16. Bring your current Moody I-20 or DS-2019 form, your prior school's I-20 or DS-2019 form, your passport with visa stamp, and your I-94 printout.
- Update the my.moody.edu portal with your new local Moody address and emergency contact information.
- Within 10 days of the start of the semester, the ISO will confirm your full-time enrollment (12 or more credit hours for undergraduate and nine or more credit hours for graduate studies) and register your SEVIS record.

Canada and Bermuda

Citizens of Canada and Bermuda are not required to obtain an F-1 visa, but they will be required to have a valid I-20 and pay the SEVIS fee before requesting admission to the U.S. The I-20 and proof of SEVIS fee payment must be presented at the Port of Entry.

Change of Status

If you are already in the U.S. under another nonimmigrant status, and you intend to apply for a change of status to your F-1, please contact the ISO. It can take several months to process a change of visa status. You will have no employment authorization while you are waiting and may or may not be eligible to enroll in classes.

Maintaining Status

Maintain Full-Time Enrollment

F-1 students must maintain full-time enrollment during the fall and spring semesters to keep lawful nonimmigrant status. The minimum requirement for undergraduate students is 12 credit hours per semester, and nine credit hours for graduate students.

Employment

F-1 students are allowed to work a maximum of 20 hours per week on campus while school is in session, and full-time during scheduled breaks or vacation periods.

Off-campus employment for F-1 students requires advance written employment authorization. An F-1 student may be authorized to work off-campus on a part-time basis (no more than 20 hours a week while school is in session) after having been in F-1 status for one full academic year. The student must be in good academic standing as determined by the international student advisor. Employment authorization is terminated when the student fails to maintain status. Students may work full-time when school is not in session.

Always Maintain a Valid I-20 or DS-2019 Form

The SEVIS I-20 for F-1 students specifies a date by which the program of study will be completed. Apply for a program extension before the expiration date listed on the I-20.

Review your Rights and Responsibilities

It is very important for non-immigrant students to understand their legal rights and responsibilities as well as the requirements for maintaining their lawful status. Please consult an advisor in our office with any questions.

More information and procedures are explained in detail on the third page of the I-20 or DS-2019 and during New International Student Orientation and check-in.

Student's Responsibilities

- Report your arrival to ISO and register your SEVIS records.
- Enroll in and attend classes.
- Maintain full-time enrollment (12 credit hours undergraduate, nine credit hours graduate) and make normal academic progress toward program completion.
- Only engage in authorized employment.
- Always keep your passport valid for at least six months into the future.
- Report changes of address in your my.moody portal within 10 days of the change.
- File timely requests for extension of stay, change of status, transfer, optional practical training, change of program, curricular practical training, and other benefits.
- Obey all state and federal laws including laws regulating domestic disputes, child endangerment, sexual assault, and driving under the influence.
- Read and obey the Moody Bible Institute *Student Life Guide*.



Immunizations and Insurance



Immunizations

All students enrolling at Moody Bible Institute are required to submit all health forms to Health Service by July 15 for fall and January 1 for spring enrollment. Read the forms entirely before you schedule an appointment at your doctor's office. Ensure that all forms include your name and doctor's signature, where required.

Students who have not completed their health records before arrival on campus will be required to complete them either in Health Service or at a local health clinic. If you were previously a student at Moody, contact Health Service to find out what immunizations you need.

To download the health forms, login to your my.moody.edu account, click on the Chicago Campus tab, select Health Service, and go to Policies and Forms.

Refer to the Health Service Checklist on the student portal for further instructions on the required health forms, and contact Health Service with any questions. We only accept documentation on our Moody Health Forms.

All international students must receive their Tuberculosis Screening in Health Service two weeks after arriving in the U.S.

Insurance

Moody requires that all international students carry medical insurance for themselves and their dependents who live with them. Moody health insurance coverage may not be waived the student's first academic year of enrollment at Moody (there are rare exceptions).

After the first year, health insurance waivers will be accepted for Affordable Care Act-compliant policies that offer coverage comparable to Moody's health insurance.

If you are questioning if your plan will fit these requirements, feel free to contact the student health insurance coordinator at studenthealthinsurance@moody.edu.

Residence Life

Residence Life is an important part of your spiritual formation at Moody. Our goal is to create an environment where students form caring relationships with others. We accomplish this by mentoring student leaders, engaging campus culture, providing authentic student care and discipline, and collaborating with other departments to serve students.

Housing

Undergraduate Housing

All students who enter Moody's undergraduate programs are expected to live in residence halls throughout the duration of their education.

Graduate and Married Student Housing

Moody offers apartments in Jenkins Hall to married students, seminary students, and some undergraduate students on a first-come, first-served basis. The apartments contain a bedroom, bathroom, kitchen, living room, and storage closet, and are furnished with a refrigerator, stove, campus phone, and internet access. All utilities are included in the housing cost.

Jenkins Hall features a reading room, lounge with a TV, game room, meeting room, and laundry facilities.

Move-In Dates

- New undergraduate international and missionary kid students, August 13.
- Married and graduate international students, August 15.

Accommodations for early move-in must be approved by Housing before your arrival. Contact housing@moody.edu with any other questions.

What to Bring

What you can't bring from home can easily be bought from a store near campus.

Clothing

Students in the U.S. tend to dress informally. Jeans, t-shirts, shorts, and sweatshirts are all acceptable to wear around campus and in class. You may want to bring more formal clothing for special events.

Chicago weather has four distinct seasons. Spring is cool and wet, summer is hot and humid, autumn is mild, and winters are cold.

Electrical Items

The U.S. uses 110–120 volt electrical current. You may wish to purchase small electrical items when you arrive (like a hair dryer or electric razor). If you bring a computer or other items that use a different voltage, you may buy a simple plug adapter in the U.S. You can use an adapter for an appliance that is compatible with multiple voltages.

Linens, Towels, and Toiletries

Bed linens, pillows, blankets, and towels can be purchased inexpensively in the U.S. It is recommended that you bring one set of linens and towels for the first days you are here, then purchase others if you need to. We have a pillow, sheets, and a blanket for your first few days, if needed.

Bring enough toiletries with you to last several days in case you are not able to go to the store for a few days after you arrive.

Medical Items

Make sure that any prescription medications you bring are labeled and in original containers. The name on the container should match the name on your passport to avoid any problems when you are entering the U.S. Please bring a copy of any prescription you will need, using the generic name of the medication in English.

Money

Make sure your ATM card will work in the U.S. before you leave. The Cirrus Plus, MasterCard, and Visa systems are the most widely accepted. We recommend you have access to at least \$300 in hard currency in case you need quick access to funds.

You can exchange your money at a local bank. There is usually a conversion fee at the bank, but it is likely less than the fee at the airport. When transporting more than \$10,000, you must file a report to U.S. Customs and Border Protection declaring the exact amount of funds you are transporting.

Arrival in the United States



At the Airport (or Port of Entry)

The nearest airports are O'Hare International Airport and Chicago Midway International Airport.

Keep your documents in your carry-on, ready to show as soon as you arrive in the U.S. for permission to enter the country.

- Passport with F-1
- I-20
- The supporting documentation that you showed to the U.S. Embassy to obtain the visa
- Receipt confirming tuition payment
- Copy of your course registration

O'Hare International Airport

International students and scholars are not eligible to use the Global Entry system at O'Hare International Airport.

I-94 Arrival/Departure Record

Customs and Border Protection will issue you an electronic I-94 record of arrival when you enter the U.S. You need to print your I-94 from the [CBP website](#) after arrival. Review your I-94 to be sure the information is correct, and if there are any problems, notify the ISO.

Print at least three copies of your I-94.

- Keep one for your records.
- Give a copy to the ISO.
- Give one to your employer if you decide to work on campus.

ISO Airport Welcoming

ISO volunteers will be available to pick students up from the airport on Sunday, August 13, for flights arriving from 8 a.m. to 8 p.m.

You must reserve this service at least five days in advance. Visit the ISO [website](#) to find the Ride Request form.

Transportation to Moody

Taxis: A taxi ride from O'Hare International Airport to campus is around \$55.

Rideshare: Download the Uber or Lyft app for competitive transportation prices.

Trains and buses: Greyhound and Megabus services and Amtrak trains travel to Chicago from various Ports of Entry into the U.S. The nearest train and bus stations are at Union Station.

Public Transportation: The Chicago Transportation Authority operates trains and buses to near the Moody Campus. See page 10 for details.

The City of Chicago

Moody Bible Institute is located in Chicago's Near North neighborhood. With people from all walks of life and economic backgrounds, Moody students have a fertile mission field at their doorstep.

Chicago has beautiful parks, museums, music venues, theater companies, award-winning restaurants, professional sports, and vibrant seasonal festivals. To learn more, visit timeout.com/chicago and choosechicago.com.

Public Transportation

The Chicago Transit Authority operates the nation's second largest public transportation system. It serves Chicago and 40 neighboring communities by train and bus. Undergraduate students will receive a U-Pass, which allows unlimited rides on all CTA buses and trains all semester. Graduate students can purchase an unlimited pass.

L Trains

Chicago's L (elevated train) connects the city via above-ground, street-level, and subway trains. The L is one of the most efficient and affordable methods of transportation. For more information, visit transitchicago.com.

Buses

There are more than 100 routes throughout the city, and several lines operate 24 hours a day. For more information, visit transitchicago.com.

Driver's License or State ID

In the State of Illinois, there are three different forms of license or ID:

- A Driver's License is used for driving and identification and is available to those with a Social Security Number.
- A Temporary Visitor Driver's License is used for driving only and is available to documented immigrants without a SSN.
- An Illinois State ID is used for identification (when banking, traveling, etc.) and is only available to those with a SSN.

To apply for any of these forms of ID, your I-20/DS-2019 must be valid at least six months into the future.

Cell Phones and Emergency Calls

There are many cell companies, so choose the data and calling plan that is best for you. Verizon, AT&T, Sprint, and T-Mobile all offer one- to two-year contracts. Most companies want you to have a Social Security Number. If you don't want to sign a contract or don't have a SSN, you can buy pre-paid phone plans and pay for the phone. Some students join together for a family plan to save money.

For emergencies within the U.S., the emergency assistance number is 911.

Chicago Events and Festivals

- Movies in the Parks
- Maggie Daley Ice Rink
- Chicago SummerDance in the Parks
- Ribfest Chicago
- Chicago Marathon
- Chicago Jazz Festival
- Free Concerts at Millennium Park
- Farmer's Market

For more information about events in Chicago, visit cityofchicago.org.

Chicago Area Resources

- Museum Free Days
- Chicago Cultural Center
- Chicago Public Library (Harold Washington Library, in particular)
- Museum of Contemporary Photography, Columbia College
- The Art Institute of Chicago
- Field Museum
- Museum of Science and Industry
- International Markets

Student Involvement

International Student Groups

International Student Fellowship

As part of ISF, you'll represent issues and concerns to the responsible departments and create a continuing support network. ISF also promotes unity between international students and the entire student body by raising cultural awareness and understanding and emphasizing the importance of all cultures in the student body. Find us on [Facebook](#).

MuKappa

MuKappa is a student group that aids incoming missionary and third-culture kids in their adjustment to the U.S. It helps enrich the fabric of student life and equips members to increase and expand the student body's awareness of the cultural diversity of the body of Christ. Email us at mukappambi@gmail.com or find us on [Facebook](#).

ISO Programs

The International Student Office has programs for international students to teach others about their culture and learn more about American culture. You can find more information, including applications, at moody.edu/iso.

Culture Fair

International students wear traditional dress, share food, and teach other students about their culture.

MuKappa Camping Trip

Missionary kids and third-culture kids go on a retreat for a few days to fellowship with each other.

Chai Town

International students meet monthly for fellowship featuring live music and homemade chai.

Phileo Mentoring Program

Students closer to graduating are paired with new students to help them navigate their first semester.



Student Programs

Puente

Understand Hispanic culture better and participate in ministry opportunities for the Hispanic community. Participate in a chapel presentation on Hispanic awareness and take various outings to cultural events.

Embrace

Involve, support, and minister to the African-American students on campus and promote multicultural sensitivity throughout the Moody community.

Kesher

Gain a further understanding of Jewish culture and participate in ministry opportunities to the Jewish community.

Korean Student Fellowship

Be educated and equipped as you learn about and pray for Korea.

Campus Resources

Email and Computer Access

Moody's technology service desks provide technology support and resources to students. If you need technology support, visit the Sweeting 1 Service Desk or the Crowell 3 Service Desk. Technology services for students include computer labs in dorms and Sweeting Center, printing services, Blackboard technical support, student email support, and wireless internet support.

Student Resource Center Disability Services

All college services, activities, facilities, and privileges are accessible to qualified persons with disabilities. Accommodations will be made on an individualized basis. It is the responsibility of the individual with a disability to seek available services and make their needs known to the Student Resource Center. Students with a disability that might affect their academic performance and necessitate accommodations or auxiliary aids and services should visit the Student Resource Center and meet with the Assistant Dean to discuss possible accommodations.

Health Service

Qualified professionals are prepared to meet the physical needs of students. Services offered include consultation with a staff nurse, doctor appointments, referrals, and some medical testing. A valid insurance ID card must be presented at the time of service.

Career Services

Career Services helps students think ahead to the ministry and job options they are interested in. Students can structure job experience, their major, and internships to prepare them for the future.

Peer Tutoring

As part of the Student Resource Center, Moody offers academic tutoring to all students free of charge. Students are allowed two hours of tutoring per week, per subject throughout the semester. Peer tutors are Moody students who have outstanding GPAs and have a B+ or higher grade in the specific courses in which the student requests assistance.

Writing Center

Come to the Academic Learning Center in Crowell Library with papers for any class. You'll get suggestions for improvements and strategies for future assignments.

Campus Safety

Moody Bible Institute is highly committed to providing and promoting a safe environment for our students, faculty, staff, and visitors. The Office of Public Safety and Security maintains a visible presence to ensure that our campus remains secure.

Food Service

Food service serves wholesome meals through the Student Dining Room, the Commons, Joe's Coffee, and Catering. For information about hours and availability, visit the [Food Service website](#).

Solheim Center

The Solheim Center offers physical education classes, intramural recreational sports, and intercollegiate athletics. The Solheim Center facilities are for full-time seminary and undergraduate students. The facility includes the main gym, running track, classrooms, aerobics room, weight room, racquetball courts, tennis courts, locker rooms, and swimming pool.



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