

## PRE-ARRIVAL INFORMATION FALL 2026 SEMESTER

Dear New International Student:

Congratulations on your admission to North Carolina Central University (NCCU). We are pleased you have selected NCCU as the institution to pursue your academic goals. We, the staff of the Office of International Affairs (OIA), look forward to welcoming you to the campus. Please find attached your I-20 necessary to apply for your F-1 student visa.

**You should plan to arrive in North Carolina in time to get settled and attend classes which begin on August 17, 2026.** Please mark your calendar and make your travel arrangements around this date.

If you will be a Graduate Assistant, then it is recommended to arrive 2-3 weeks before the start of classes to apply for a social security number.

### **IMPORTANT - Check-in with OIA:**

**All international students are required by the U.S. Department of Homeland Security to report to the Office of International Affairs (OIA) for verification of their arrival and F-1 status. This includes undergraduate, graduate, transfer students, students with a change to F-1 status and athletes. After your arrival to the U.S., you will need to schedule a check-in appointment by emailing [oiasss@ncu.edu](mailto:oiasss@ncu.edu) or calling (919) 530-7912. Check-in appointments in OIA should take place no later than Wednesday, August 19, 2026. You will find check-in procedures below and the documents you should bring to your appointment. **Note: Not checking in with OIA will result in your I-20 becoming invalid.****

### Check-in Procedures:

- 1) New students who have not attended a U.S. educational institution before coming to NCCU must bring their I-20, passport, visa, printout or screen shot of their I-94 Arrival/Departure Record, current local address and telephone number to OIA. **Note: Your I-94 can only be retrieved after you have entered the U.S.** (See below instructions for obtaining your I-94 record.)
- 2) Transfer students (students currently in F-1 status, coming to NCCU from another U.S. school - including high school or English language school) must bring your I-20 from NCCU with your signature and current local address and telephone number to OIA. If you traveled out of the country prior to your arrival to campus, you will also need to provide a copy of your F-1 visa and passport if they have been renewed and a printout or screen shot of your I-94. (See below instructions for obtaining your I-94 record.)
- 3) New graduate students who have recently completed a degree at NCCU must also complete status verification procedures, as your old I-20 is no longer valid. Bring your new I-20 from NCCU with your signature and current local address and telephone number to the OIA. If you traveled out of the country prior to your arrival to campus, you will also need to provide a copy of your F-1 visa and passport if they have been renewed and a printout or screen shot of your I-94. (See below instructions for obtaining your I-94 record.)
- 4) Students with an approved Change to F-1 Status from another immigration status while remaining in the U.S. must bring their original USCIS approval notice for the change to F-1 status, current local address and telephone number to OIA. If you have dependents or family members who were also issued an I-20, please bring the original approval notices for them as well.

OIA staff will make copies of all your documents and immediately return them to you. Please make duplicate copies of all important documents for your own records.

### How to obtain your I-94 record:

- Go to the [U.S. Customs and Border Protection's Form I-94 Web page](#) and agree to the terms listed.
- Once directed to the Form I-94 information page, enter your name, date of birth and passport information.

- Select “Get Most Recent I-94” or “Get Travel History.” If you select “Get Most Recent I-94” the web page will display your most recent Form I-94, which includes an I-94 number, most recent date of entry, class of admission, which should be F-1 and admit until date. You should print this page for your records. (optional/additional: take a screen shot to provide your P/D/SO during F-1 check-in on campus; if you do not see D/S on your I-94, you should speak with a CBP Officer before you depart baggage claim).

### **Applying for an F-1 Student Visa:**

If you plan to enroll at NCCU, you must enter the U.S. in F-1 status by applying for an F-1 student visa at a U.S. embassy or consulate. You should not enter the U.S. on a B1/B2 visa or through the Visa Waiver Program (VWP) with the intent to enroll in a degree program, as that is not permitted by law. You may apply for your visa up to 120 days before the start of your degree program; however, federal regulations will not permit you or your dependents to enter the United States any sooner than 30 days prior to the program start date on your I-20.

**Due to the high volume of visa-related inquiries, we encourage students to carefully review the information below before contacting our office, as many common questions are addressed in this section.**

Note that if you were approved for a change to F-1 status by USCIS from another immigration status, you will be required to obtain an F-1 visa before returning if you leave the U.S.

The timeframe to get a visa appointment varies, as well as visa processing times depending on the country and other factors. It is strongly advisable that you make a visa appointment as early as possible at the nearest U.S. embassy/consulate in the country where you live.

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### **Important Visa and Travel Update:**

U.S. visa issuance and entry policies are subject to change and may affect visa appointment availability, processing times, or eligibility for travel to the United States. Some applicants may experience additional administrative processing or enhanced screening during the visa application process, which may result in delays. In certain cases, government policies or country-specific restrictions may impact visa issuance or entry to the U.S. We strongly encourage students to apply as early as possible and to regularly review the website of their local U.S. embassy or consulate for the most current information.

Should you not be able to find an appointment in time to study by your I-20 program start date, you may be able to request to expedite your interview date. You will need to refer to the instructions on the website of the embassy or consulate visa section where you will interview. You should not book your U.S. flight until you have received your visa.

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### **Required Documentation for Visa Interview:**

In general, you will need to gather the following documentation before your interview:

- The Form I-20 (Certificate of Eligibility) from North Carolina Central University
- Receipt showing payment of the \$350 USD SEVIS fee (<http://www.ice.gov/sevis/i901/>)
- Completed Form DS-160, Nonimmigrant Visa Application (instructions available at your local U.S. embassy/consulate website)
- Letter of admission from North Carolina Central University
- Passport valid for at least six months beyond your intended entry date
- Evidence of sufficient funds for tuition, fees, and living expenses
- Evidence of sufficient ties to your home country
- Any other documents requested by the U.S. embassy or consulate

Please visit the U.S. Department of State website for more details on how to apply for a student visa and for a list of U.S. embassies and consulates (<http://usembassy.gov/>).

The interview at the U.S. consulate is a very important part of the visa process. Be prepared to clearly explain your academic program, financial support, and intent to return home after your studies. Some applicants may be asked to provide additional information, including prior travel history or other background details, as part of the visa review process.

Should you be denied a visa, the consulate should provide a reason. You will need to collect new documentation and reapply. Some students may need to reapply more than once.

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### **If Your Visa Is Delayed:**

If you are unable to secure a visa appointment before your program start date, or if your visa application is undergoing extended administrative processing, please notify our office as soon as possible so we can advise you on next steps, which may include deferring your program start date.

If your visa appointment is scheduled and your application is still within normal processing times, no action is required at this time. You should continue to monitor your application and follow any instructions provided by the U.S. embassy or consulate.

Please note that the university cannot expedite visa appointments or influence visa decisions made by U.S. government agencies.

If you are a citizen of Canada or Bermuda, you are not required to have an F-1 visa, but you must enter the U.S. in F-1 status. You must pay the SEVIS fee before appearing at a Port of Entry.

**NOTE:** All F-1 students with an “initial attendance” I-20 must pay the SEVIS fee prior to the visa interview. F-2 dependents are not required to pay this fee. Complete instructions for paying the SEVIS fee can be found at <http://www.ice.gov/sevis/i901/>. You may also view the tutorial at <http://studyinthestates.dhs.gov/2013/10/i-901-sevis-fee-payment-tutorial>.

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### **Travel to the U.S. and What to Expect at the Port of Entry:**

Please note that you may not enter the United States more than 30 days prior to the program start date listed on your I-20, even if you have a valid F-1 visa.

#### **Travel Advisory:**

After your visa is issued, please plan your travel carefully. U.S. entry procedures and travel conditions may change, and travelers may experience additional screening at U.S. ports of entry. If you are traveling from outside the United States, be aware that changes in government policies may affect your ability to enter as planned.

During your travel, you should keep all important documents in your carry-on luggage. It is also recommended that you make copies of your passport, visa, and I-20 in case they are lost or stolen.

You should carry the following documents with you for inspection at the U.S. port of entry:

- I-20 for North Carolina Central University
- Passport valid for at least 6 months
- Valid F-1 visa
- Financial documents showing proof of support
- Proof of SEVIS fee payment (if requested)
- Any additional documents provided by the U.S. embassy or consulate

Upon arrival, a U.S. Customs and Border Protection officer will review your documents and admit you in F-1 status. If you arrive by air or sea, you will be issued an electronic Form I-94, which serves as proof of your lawful admission to the United States. You can access your record at <https://www.cbp.gov/i94>.

Always keep your immigration documents in a secure place, as they are proof of your legal status in the United States.

### **Orientations**

(1) International Student Orientation: All new international students, including students who transferred to NCCU in F-1 status and students who have recently changed to F-1 status, are to complete the **mandatory** International Student Orientation provided by the Office of International Affairs (OIA). You will be provided with the recorded presentation via email. This orientation will cover issues pertaining specifically to international students such as regulations for F-1 status, culture, and

academic life in the U.S. There is no fee to participate in this orientation.

(2) New Student Orientation (SOAR) for Undergraduate Students: It is important that you confirm your acceptance as instructed in your NCCU acceptance letter from the Undergraduate Admission Office. Once you confirm your acceptance with Undergraduate Admissions, you will receive additional information instructing you to register for SOAR, the orientation program for all new first-year and transfer undergraduate students. SOAR is held by the staff of the Office of New Student and Family Programs at NCCU.

Please note that this orientation is entirely different from the OIA orientation and does not cover the same content. SOAR is designed for new students to meet with advisors to register for classes, take placement tests, obtain a student ID card, and learn about important campus services available to students. Note that there is a fee for this orientation. Visit their website at [New Student & Family Programs](#).

3) Graduate Student Orientation: If you are a graduate student, it is also important for you to confirm your acceptance as instructed in your NCCU acceptance letter. Once you have confirmed your acceptance, communication will be sent to you from the Graduate Studies Office regarding orientation for graduate students, as well as how to register for classes. If you are a Law School student, please contact the Law School for more information.

### **Registration and Enrollment**

Undergraduate and transfer students typically register for classes during SOAR, the orientation for new students conducted by New Student and Family Programs. Graduate students should follow the instructions provided in their acceptance letter for enrollment procedures or contact their program department or academic adviser for registration procedures.

Banner is a web application that is used to register for courses, look up course information and view your course schedule. Your Banner ID number serves as your personal identification or student ID number, also known as your 820 number, during your time at the university. For undergraduate students, the Banner ID number can be found on your Eagle Promise Portal. Graduate students will receive their number at the time of admission. Please memorize this number as this number is used very often in conducting business around campus. To log in to Banner, click on "Login to myEOL" from the top of the main NCCU webpage. Your username is your Banner ID number, and the initial password is your 6-digit date of birth (i.e., January 1, 2025 would be 010125). You will also need an alternate pin when registering for classes which must be obtained from your academic adviser.

Please contact Information Technology Services (ITS) at (919) 530-7676 if you need your pin reset.

**SPECIAL NOTE: AS AN F-1 STUDENT, YOU MUST MAINTAIN FULL-TIME ENROLLMENT EACH SEMESTER, WHICH IS 15 CREDIT HOURS FOR UNDERGRADUATE STUDENTS AND 9 CREDIT HOURS FOR GRADUATE STUDENTS. PART-TIME STUDY IS NOT PERMITTED. ALL INTERNATIONAL STUDENTS MUST FIRST BE CLEARED BY AN OIA INTERNATIONAL STUDENT ADVISOR PRIOR TO THE BEGINNING OF THE SEMESTER IF THEY ARE UNABLE TO REGISTER FOR FULL-TIME STUDY. F-1 STUDENTS MAY NOT TAKE MORE THAN ONE ON-LINE COURSE OR THREE ON-LINE CREDIT HOURS PER SEMESTER.**

### **Email**

Every admitted student is given an email account. This serves as your official way of electronic communication with professors, staff members, OIA and other NCCU offices. You can access your email through myEOL after you have created your myEOL account. Your email address will be your username and @eagles.nccu.edu. It is very important that you begin checking your email account right away for any emails that may have been sent to you. Please see the following link for setting up your myEOL account. Please [login to your myEOL account](#) and set up your NCCU email. The login credentials will be available in 10 minutes or less after paying the enrollment fee. Please use your username and one-time password to login to your myEOL account (<https://myeol.nccu.edu/>).

#### **Steps to Set up Your NCCU Email:**

1. Click on [myEOL](#) on the [NCCU.edu](#) website.
2. Login to [myEOL](#) using the credentials found in your Eagle Promise Portal.
3. Change your one-time password.
4. Go to [myEOL home](#).
5. Click the email or "envelope" icon.
6. Set up your NCCU email account (it's a gmail account).
7. Please set up your email because all communications from the University, including those related to housing, will come

here.

If you can access your myEOL account and NCCU email, please skip to step 3. If not, please complete Step 2.

### **Immunizations and Medical History**

Submitting proof of required immunizations is a prerequisite for your enrollment to North Carolina Central University in accordance with [North Carolina State Law](#) (G.S. 130A-152-157).

#### **What the Student Health Center Needs From You:**

- Review the [required immunizations](#).
- Obtain your medical records displaying [acceptable proof](#) of immunizations. If you cannot find your records or are missing any of the required immunizations, we recommend you schedule an appointment with your healthcare provider or local health department to receive the vaccines.
- Upload your documentation in the [medical records portal](#).

**NOTE: We strongly encourage that the immunization requirement is completed prior to attending SOAR (student orientation).**

Submitting your records early helps prevent registration holds or enrollment issues. Please note the following deadlines:

- Fall Semester: August 1
- Spring Semester: January 15

#### **Exemptions**

North Carolina allows medical and religious exemptions under specific conditions.

- Medical exemptions must be certified by a North Carolina-licensed physician.
- Religious exemptions require a written statement of religious objection including the student's name and date of birth.
- Philosophical exemptions are not permitted in North Carolina.

Submitting your immunization documentation is an important step in securing your enrollment at NCCU.

#### **Tuberculosis Screening Requirement**

- Required for international students or non-US citizens.
- Students from high-risk countries (as determined by the CDC) may require a Tuberculin Skin Test (TST) or PPD or a QuantiFERON blood test.

Please complete the requirement as soon as possible. For additional information, we encourage you to review the university's [Immunization and Records](#) webpage. If you have questions or need assistance, please contact the Student Health Center at (919) 530-5485 or via email at [studenthealth@ncu.edu](mailto:studenthealth@ncu.edu).

You will also find complete immunization requirements in the attached document.

*If you have fulfilled your immunization obligations, please disregard this communication.*

### **Medical Health Insurance**

The UNC System Student Health Insurance Plan (SHIP) premium will appear on your university student account once you register for courses and if you meet all of the eligibility criteria. All International students with F1 and J1 Visas are required to have health insurance while attending North Carolina Central University. Students may enroll into the Student Health Insurance Plan.

If you wish to enroll in the University Student Plan, we encourage you to do so during open enrollment. This ensures you will receive an insurance card as quickly as possible.

Please note, if you neither waive nor enroll in SHIP by the posted deadline, you will automatically be enrolled *after* the posted deadline.

### **Waive/Enrollment Dates:**

- Fall: May 11, 2026–September 11, 2026
- Spring: November 1, 2026–February 2, 2027

Interns are not automatically enrolled or charged for the plan. Co-op students and student interns must enroll themselves into the plan in order to participate in the plan.

### Steps to Complete the Enrollment:

1. Visit [StudentBlueNC](#).
2. If you do not already have a Student Blue account, click on the Enroll Now button. You'll then provide information to set up your account and complete the enrollment process.  
You now have two plans to choose from: a lower cost Value plan or our Premium plan offering richer benefits. Plus, rates will differentiate by graduate and undergraduate student status.  
Already have a Student Blue account? Enter your username (email address) and one-time passcode to access your account. Then, you can enroll.
3. You will get an email with the enrollment confirmation number. Save it for your records. Your Student Blue member ID card will be mailed to the address you provided. It's that easy!

Please don't hesitate to contact the Student Health Center at 919-530-6317 and by email [studenthealth@nccu.edu](mailto:studenthealth@nccu.edu).

### **Financial Matters**

Bring enough money to cover your tuition and fees for the 1<sup>st</sup> semester, housing, food, transportation, books and supplies. Bring clothing appropriate for the climate and any household needs. U.S. traveler's checks are a safe method to carry money, but not all vendors accept them. It is recommended to have a credit card, such as Visa or MasterCard. **Avoid carrying large sums of cash.** It is recommended that you open a U.S. bank account immediately after arrival to avoid delays in the transfer of funds from the bank in your home country.

### **Tuition and Fees**

You must be prepared to pay your tuition and fees each semester and your living expenses. Bills for tuition, fees and room and board if you live on campus are generated after you have registered for classes. You will find your E-Bill by logging onto [MyEOL](#). **Payments for tuition and fees for the Fall 2026 semester are due by August 3, 2026 and at the latest by August 13, 2026, unless you have made payment arrangements. Tuition and fees not paid by the final due date will cause your courses to be dropped, which will have negative consequences for your F-1 status.** Students in F-1 status pay tuition at the out-of-state rate. Please see the following link [Student Accounting](#) for more information.

You may also make arrangements to pay tuition and other fees by installment. Visit the Student Accounting website here for information, [Payment Plans and Options](#). The earlier you make arrangements for this, the longer you have to pay.

Remember that international students must be fully enrolled each semester to remain in F-1 status. Please visit the following webpage for current tuition and fees: <https://myeol.nccu.edu/sites/default/files/2025-01/2025-2026-Estimated-Tuition-and-Fees-Schedule.pdf>

### Where to Pay:

**Cashier's Office Hours** - 8:30 a.m. to 4:00 p.m. Monday thru Friday

**Mailing Address** - NCCU, c/o Comptroller, P.O. Box 19713, Durham, NC 27707

**Office Location** - Shepard Administration Building, Room 12, Basement floor

**Telephone Numbers** - (919) 530-6209, (919) 530-6014 and (919) 530-6234

**Fax Number** - (919) 530-7928

**Email Address** - [bursar@nccu.edu](mailto:bursar@nccu.edu)

Accepted methods of payment are Visa, MasterCard, Discover, cash, money order, cashier's checks, personal checks and wire transfer.

### Online

- MyEol (NCCU Username & Password)

1. <http://www.nccu.edu>

2. Select "Login to MyEOL"
3. Enter Username & Password
4. Select BANNER SSB
5. Select STUDENT TAB
6. Select VIEW E-BILL
7. Select NCCU ACCOUNT SUITE
8. Select MAKE PAYMENT
9. Select "Pay by Term."
10. Select "Term."
11. Enter the Payment Method.
12. Select "Submit."

- Payment Webpage (Banner ID & Pin or Email Address & Password)

1. Visit [https://secure.touchnet.com/C20148\\_tsa/web/login.jsp](https://secure.touchnet.com/C20148_tsa/web/login.jsp)
2. For Students & Staff enter your Banner ID & Pin (Date of Birth by default)
3. For Authorized User enter your Email Address & Password
4. Select MAKE PAYMENT

\*\* Contact Information Technology Services at 919-530-7676 if you need your pin reset

- In Person

If needed, customers can still visit the Cashier's Office located in the Shepard Administration Building, room 012. It is recommended that students pay online to avoid long wait times since payments are still posted in real time.

- Phone

Customers can contact the Cashier's Office at 919-530-6234, 6014 or 6209 to make payments over the phone for non E-Bill payments only.

- Mail

If mailing payments, please include the student's Banner ID, Name, and contact number and purpose of payment (such as remaining balance Fall 2024, Application Fee, Housing Hold, etc.) in the correspondence to expedite the processing of the payment. Payments can take up to 1 week to post to your account. The mailing address is:

NCCU  
 c/o Comptroller  
 P.O. Box 19713  
 Durham, NC 27707

- Wired Funds

Students can send funds directly from their bank via a Wire Transfer. This is not the same as a bill payment feature that some banks offer. Students or Parents will need to contact the Cashier's Office to obtain the instructions on how to wire the funds which will depend on where the funds are coming from such as a domestic or international wire. The Cashier's Office will notify the student once the funds are received and identified. Wire Transfers are usually received within 1 week of the funds being sent.

**Special Note: Financial Aid is not available to international students. Also note that any type of scholarships, fellowships, or assistantships received that are above and beyond tuition, fees and books are subject to a 14% tax withholding as required by the U.S. Federal Government and will be applied to your student bill each semester.**

### Housing Arrangements

It is important that you secure your housing early. The city of Durham and the Triangle, which includes the cities of Raleigh, Durham, and Chapel Hill, are popular areas to live, so finding off-campus housing takes time. On-campus housing is limited and therefore advisable that you apply as early as possible. Please note the Office of International Affairs does not have the staff or resources to assist you in securing housing in Durham or the surrounding areas, but please use the housing advice provided below.

#### On-Campus Housing:

On-campus housing is limited and is advisable that you apply as early as possible if you plan to live on campus. For students who wish to live on campus, you must pay the non-refundable housing administrative fee to reserve your room on campus. You will also need to complete the Housing Application Form at the following link, [Apply for Housing](#). Note that freshmen and sophomore

students with less than 60 credits and do not meet exemptions are required to live in a university-operated residence hall. See the following website for more information: [Residential Life](#)

Call the Department of Residential Life at (919) 530-6227 with any questions about move-in dates, etc., or visit their website at [Residential Life](#). From there, you can find out about housing rates, you can also view images and descriptions of NCCU residence halls.

#### Short-Term Housing:

When you first arrive in Durham you will likely need an immediate place to stay while you continue your search for more permanent housing. You can visit [www.hotels.com](http://www.hotels.com) or use the suggestions listed below for hotel reservations.

Microtel Inn & Suites by Wyndham Raleigh Durham Airport  
104 Factory Shops Rd.  
Morrisville, NC 27560  
[Microtel Inn & Suites](#)  
2 Star, Closer to the airport  
Call hotel upon arrival for shuttle info or taxi cost \$11 – \$15 USD  
919-651-3793  
\$80 USD per night (Check online for discounted rates)

Extended Stay America – Durham – University  
3105 Tower Blvd.  
Durham, NC 27707  
[Extended Stay America](#)  
2 Star, Closer to campus, 4.0 miles (10 minutes)  
Taxi costs \$45 USD from airport  
919- 489-8444  
\$63 USD per night (check online for discounted rates)

Millennium Durham  
2800 Campus Walk Avenue  
Durham, NC 27705  
[Millennium Durham](#)  
3 Star, Close to campus, 5.9 miles (12 minutes)  
Taxi costs \$29.99 USD from airport  
919-383-8575  
\$86 USD per night

You may also look at the following link for some additional hotels near NCCU, [Hotels & Inns](#).  
Note that using Uber or Lyft may be cheaper than a taxi. See below under Travel Arrangements for more details.

#### Off-Campus Housing:

There are many different options for apartments in Durham. But if you are patient and diligent you should be able to find something within a two-week period. You should take time to review the housing section from the attached “A Guide for International (F-1) Students at NCCU,” for additional things to consider when living off-campus.

You will find a list of local apartments which you may find useful here: [Off-Campus Housing List](#)

You may also find these additional sites helpful in your apartment search:

- [Apartment Guide](#)
- Durham Convention and Visitors Bureau: <http://www.durham-nc.com/newcomers/durham-housing-resources>
- CORT (Furniture rental and Relocation Service to assist with finding housing): <https://www.cort.com/relocation>

#### Travel Arrangements

You should make arrangements to fly into the Raleigh Durham International Airport (RDU) at <http://www.rdu.com>, which is approximately 15 miles from NCCU. International students are expected to arrive in Durham before classes begin.

Transportation Options from RDU:

- Skylink Shuttle (Door to door service) Request shuttle service online at <http://www.skylinkshuttle.com/>, or call (919) 233-3952, (855) 759-8267, Approximate cost is \$37 for 15 mile, one-way trip.
- Airport Taxi. Offers discounted taxi rates to NCCU students. <http://taxicabshuttle.com/flat-rates/> or call 24/7 at (919) 904-1234

Taxis at RDU

- RDU guests may call Taxi Taxi at (919) 333-3333 for any airport-related taxi needs.
- Walk-up taxi service is [available at both Terminals in the Taxi zones](#).

Share Ride Services: (Ride-hailing company that offers a mobile app that you must download to your phone. You then submit a trip request that will automatically be sent to an Uber or Lyft driver in your area. The Uber or Lyft driver near your location will accept your request and pick you up from your location and take you to your requested location. Offers fast pick-up service at most hours of the day/night and you can track the driver’s location from the app.)

- Uber [www.uber.com](http://www.uber.com)
- Lyft [www.lyft.com](http://www.lyft.com)

**Weather in North Carolina**

Weather in North Carolina and in the city of Durham/Triangle area is mostly mild. Summers range from the mid-60’s to the mid-80’s and can be very humid; Fall averages in the 70’s; Winters hit the high 20’s to mid-50’s. (Temperatures are stated in degrees Fahrenheit.) Mean annual rainfall (inches): 44.23. To prepare for changes in the weather, wear several layers of clothing, so you will be able to add or remove clothing depending on the temperature.

**INTERNATIONAL STUDENT HANDBOOK:** For more information about NCCU, Durham and the USA, I encourage you to read through the attached “A Guide for International (F-1) Students at NCCU.” This guide will help answer many of your questions as you prepare for your stay here at NCCU. In addition to reading this guide, you should visit the NCCU website at [www.nccu.edu](http://www.nccu.edu).

If you have any questions or need further assistance, please do not hesitate to contact us. We look forward to meeting you in August!

**OIA International Student Advisor:**

Brenda Boone, Program Manager, [brenda.boone@nccu.edu](mailto:brenda.boone@nccu.edu)  
 Chasity Ebron, Administrative Support Associate, [cebron1@nccu.edu](mailto:cebron1@nccu.edu)

**OIA Information**

Office hours are 8:00 a.m. to 5:00 p.m.  
 1801 Fayetteville Street, Nursing Building, Room 3117, Durham, North Carolina 27707  
 Phone: (919) 530-7912 | Fax: (919) 530-5343 | 24-Hour emergency number at NCCU 1-919-530-6106 for assistance after office hours and can reach me in an emergency.

If you need to meet an international student advisor, please make an appointment by calling (919) 530-7712 or by emailing [oiass@nccu.edu](mailto:oiass@nccu.edu) or stop by during advising hours below.

Advising Hours: 2:00 p.m. - 4:00 p.m.

Best Regards,

Office of International Affairs

It is your responsibility as F-1 international students to know the rules and regulations to maintaining legal status in the United States. Read page 3 of your I-20.

As an F-1 Student, you are required to:

1. Obtain the F-1 Immigration Documents Needed to Enter the United States
  - **Passport** - a document issued by the student's government indicating citizenship. F-1 students must keep a valid passport dated six months into the future. Make a copy of your passport. The embassy will be able to issue a replacement passport, if your passport is lost or stolen.
  - **Visa** - a laser printed document with a photo of student pasted in the passport. The visa grants permission to enter the U.S. Length of visa may vary in different countries. *An F-1 student may have other types of visas in his/her passport, but he/she must use an F-1 visa if pursuing a course of study at a U.S. college or university.*
  - **I-20** - a 3-page multipurpose government document issued by the college or university upon admission of non-immigrant student to attend a U.S. college or university. This document contains biographical information, preprinted instructions, employment authorization data, and space for travel authorizations.
 

Dependent (spouse/children) traveling with the F-1 students in F-2 status also must have their own I-20 issued in the spouse's name/children's name, identifying them as dependents. The F-1 student must keep the SEVIS Form I-20. The Designated School Official (DSO) updates changes in the F-1 student information in the SEVIS system.
2. Attend the university authorized on your I-20.
3. Maintain a **full course of study** each fall and spring semester. Enroll and pass a minimum, **undergraduate 15 credits** and **graduate 9 credits**. If you are not able to register for a full course load, you must obtain authorization from the Office of International Affairs (OIA) by completing a *Request form for Reduced Course Load* with your academic advisor and submitting the completed form to OIA prior to registering for less than a full course load (prior to dropping below a full course load).
  - An F-1 student is required to make normal, full-time progress toward degree completion and complete his/her program by the expiration or end date on the I-20.
  - If you need to register on a part-time basis, obtain prior approval from the Office of International Affairs before registration is complete.
4. Purchase and maintain health insurance.
5. Complete your program of study by the end date. If you cannot complete your program of study by the program end date, apply for an **extension of program of study** prior to the expiration date on the I-20. Complete a Program Extension Request form. Return the request for extension 30 - 60 days before the expiration date on the I-20 to OIA.
  - Request for extensions should be for medical or unavoidable academic reasons.
  - An extension request submitted after the I-20 has expired cannot be processed.
  - Failure to complete the program of study on time or obtain a timely program extension constitutes a reportable violation of immigration status.
6. **Contact your F-1 advisors before engaging in any form of employment, paid or unpaid, academic or non-academic (internships, practicums, etc.). Do not begin off-campus employment** without prior written authorization from United States Citizenship and Immigration Services (USCIS). Contact the Office of International Affairs.
  - **On-Campus employment** is limited to **20 hours per week** when school is in session for full time students in F-1 status. Students may work full-time during the summer vacation.
  - **Off-campus** employment requires government authorization through USCIS. The processing time is typically three months. Contact the Office of International Affairs for more information on Off-Campus employment.
7. Notify the Office of International Affairs **before traveling** outside the United States.
  - Complete Travel Request form at least 2 weeks prior to traveling
  - Request endorsement of current I-20 for travel.
8. Notify OIA immediately of any **changes in status**:
  - F-1 students are required to maintain a current, accurate local US physical address, mailing address, emergency address and an overseas permanent address with the Office of International Affairs. F-1 students should complete a change of address form with OIA
  - Telephone number where OIA can contact you
  - Change of name
  - Change of major, degree level
  - Withdrawal or termination
  - Transfer to another institution in the U.S.
  - Changes in registration such as taking an on-line class or enrolling at another university.
9. Notify OIA of any dependent family members in F-2 status who have accompanied you to the United States. Provide full name, address, country of birth, passport information, visa information, I-94 and signed I-20.
10. Notify OIA of any changes of address within 10 days of moving by completing a Change of Address Form in the OIA.
11. Notify OIA of your intent to **transfer**, obtain an I-20 from the new institution and report to the International Student Office at your new school within fifteen days before the program's start date listed on the new I-20.