Welcome to the University of Illinois at Urbana-Champaign!

Congratulations on your official acceptance to the University of Illinois at Urbana-Champaign! On behalf of the Grainger College of Engineering, we are very excited that you will join us for the upcoming semester/academic year.

As you prepare to study at the University of Illinois, I will be your primary contact for administrative questions. This packet contains a large amount of information, so please read through it carefully. Please make sure your travel arrangements will allow you to participate in the program's mandatory student orientation. We will cover a number of important topics and will address any outstanding course registration issues.

Over the next few months, you will receive emails about a variety of items. These emails will be sent to your University of Illinois email address, so please make sure to set up and check your @illinois.edu frequently or forward that address to your own personal email. If, after reviewing these materials you need additional clarification, please do not hesitate to email or call me with questions. In your emails, please provide your full name and the name of your home university. Best wishes as you prepare for your studies at Illinois! We look forward to welcoming you soon!

Sincerely,

Jana Gadbury
Assistant Director
International Programs in Engineering
University of Illinois, Urbana-Champaign
3300 Digital Computer Lab
1304 W. Springfield Avenue
Urbana, IL 61801
(217)244-1552-phone

Advising Hours:
Drop Ins Monday - Friday 1 pm - 4 pm
By Appointment, schedule at https://my.engr.illinois.edu/advising/
I. University Acceptance and U.S. Immigration Documents

1. Notice of Admission (“NOA”)
   - The NOA is required for your visa application and many on-campus processes when you first arrive. Please check that your Date of Birth is correct. Please note that this is a two-sided document.
   - Your University ID Number (UIN) and Activation Code are printed on the back of your Notice of Admission. Your UIN and Activation Code are needed to claim your University of Illinois NetID and email. This is explained further under item II. “Claim your NetID” below.
   - Change your status to committed in your application, but you do NOT need to accept or decline this offer. Please do NOT go to the Office of Admissions or the iStart websites to accept or decline your offer.
   - The Term/Year indicates the first semester that you will be at the University of Illinois at Urbana-Champaign. Please refer to your Certificate of Eligibility for Exchange Visitor (J1) Status a.k.a. DS-2019 (Box #3) to verify that you have been admitted for the correct number of semesters.

2. Certificate of Eligibility for Exchange Visitor (J-1) Status (also known as your DS-2019)
   - VERY IMPORTANT DOCUMENT required for your visa application as well as to re-enter the United States after your arrival into the country. Do NOT lose this document!
   - Your DS-2019 will expire on a set date -- please see the DS2019 for the “From” and “To” dates.

3. Very Important Immigration Information for ALL International Students
   - Please read through this single-page document. Please note that all applicants must pay the SEVIS fee to the U.S. Immigration and Customs Enforcement agency (part of the U.S. Department of Homeland Security) before they will be allowed to apply for a J-1 visa. Students are responsible for the SEVIS fee. The fee is NOT covered by the University of Illinois. For more information, please visit their website for more information on mandatory check-in with International Scholars.

II. Visa

All international exchange students are required to obtain a visa before entering the United States. As an exchange student, you were issued a Notice of Admission and a DS-2019 in your admission packet. These documents will allow you to obtain a J1 visa for the duration of your stay. The University of Illinois at Urbana-Champaign cannot apply or pay for your visa. You are responsible for following the visa application procedures, compiling the necessary documents,
following through on the visa application requirements, and paying the Student and Exchange Visitor Information System (SEVIS) fee.

When completing your visa application, please provide the following contact information under the required fields:

- Contact at the University of Illinois at Urbana-Champaign: International Student and Scholar Services, 400 Turner Student Services Building, 610 E. John Street, Champaign, IL 61820 iss@illinois.edu.
- Address you will be at in the USA: 3300 Digital Computer Lab, 1304 W. Springfield Avenue, Urbana, IL 61801

III. Claim Your NetID and Email Address

Your NetID is a name assigned to you that is unique across all University of Illinois campuses. It serves as your login to many University computing and networking services and determines your University email address, which is netid@illinois.edu.

Your NetID has a password associated with it and many important, secure University services will ask for your NetID to find out who you are and your NetID password to verify that you are who you say you are.

As a University of Illinois student, you will receive instructions for claiming your NetID and setting your NetID password. (If you did not receive this information, please contact the CITES Help Desk at consult@illinois.edu).

After claiming your NetID, you will need to set a password. To claim and set your ID and password, you will need your University Identification Number (UIN) located on the back of your Notice of Admission letter.

Please note that your NetID and NetID password are used for your Illinois email account. https://netidclaim.uiuc.edu
IV. University of Illinois Email

When claiming your NetID, you will automatically get an Office 365 mailbox. The mailbox will be ready 2 hours after you claim your NetID. This [website](https://example.com) has more information on how to access your mailbox.

It is important that you regularly check your University of Illinois email account. A lot of useful and essential information (about registration, classes, etc.) will be sent to you through your University of Illinois email.

V. Course Credits and Course Loads

As part of your J1 visa requirements, you need to remain a full-time student throughout your terms as a J1 visa holder. All international students admitted at the undergraduate level are required to enroll in at least 12 credit hours to maintain full-time status. However, you need to check with your home university to find out how many credit hours you need to take at UIUC in order to meet your home university’s requirements.

VI. Registering for Classes

After setting your NetID and passwords, you will be ready to register!

Use this [link](https://example.com) for step by step instructions on how to register. For a complete view of what courses are available, you should use the [Class Schedule](https://example.com). Make sure to look at the semester that you will be coming, as the classes can change between semesters. Registration for new incoming exchange students typically begins at the end of May (for August entrants) and at the end of November (for January entrants).
For some courses, you need to register for both a Lecture section and a Discussion-Recitation and/or Laboratory section. If you do not register for the required sections, you will see a "Linked Section" error, and you will not be able to register for the course. You must add both the Lecture and the Discussion/Recitation or Laboratory section before you can register for the course.

Restricted Classes
You will get a message if there is a restriction, i.e. the course is restricted to students in that major only or you do not have the pre-requisites to take this course. If you receive this message, you will need specific permission from the department to enroll in the course. You will receive additional details on how to obtain department approval through email.

Class is Full
This indicates there is no space in the course. You will have to continue to monitor the registration system to see if space becomes available.

NOTE: Register early for as many classes that you are able. DO NOT contact a department about your registration, unless told to by IPENG. During our mandatory orientation, you receive the date and location of your advising meeting. During your advising meeting, you can address all of your course registration issues and questions.

VII. Add/Drop

At the University of Illinois, students are not guaranteed seats in courses, even if they are required for a student's graduation. As a result, you may find that courses you need are full or closed even if it appears that there are seats available. In many cases, departments release more seats after they have a clearer sense of student demand. This is normally done just before the start of each semester. In the first two weeks of the semester, students make changes to their schedule, registering for courses that they need and dropping from courses they do not need or want. This period is known as add/drop. It is in this period that you have a chance to register for courses that you could not get into prior to arriving on campus.

VIII. Housing

http://www.housing.illinois.edu/
https://housing.illinois.edu/living-options/special-options/international

You are responsible for arranging your own housing. International Programs in Engineering does not reserve housing for students. There are many options available to exchange students: Undergraduate Residence Halls, Graduate Residence Halls, University Apartments, Private Certified Housing, and off-campus properties owned and managed by independent property owners. There are pros and cons to each option, so you should carefully weigh your needs and preferences against what the different options offer. To assist you in comparing the University
Housing options, go to the University Housing website, click on “Living Options” and then click on “Compare Options.”

*Keep in mind that once you sign a University Housing Contract or Apartment Lease, you are legally bound to that contract/lease and you cannot cancel your contract/lease without large financial penalties. Please do not sign more than one housing contract/lease.*

As soon as you receive your admission documentation to the University of Illinois, you are eligible to submit your University Housing contract online. The priority deadline for University Housing is May 15th for the Fall Semester. If you apply before the May 15th deadline, you will get to select specific room assignments that you are interested in. However, if you apply after May 15th, a room will be assigned to you based on the preference information you provide, and you will not know your room assignment until the end of June. If you do not like the room assignment you receive, the Housing Office may be able to work with you to get you re-assigned after the start of the semester—but you are still legally bound to your housing contract and cannot cancel because you don’t like your room assignment.

To apply for University Housing, you will need an ID, password, and a major credit card to pay the $150 advance payment and $50 deposit.

**Smoke Free Campus**
Please note that the University of Illinois at Urbana-Champaign is a smoke-free campus, which means that smoking inside university owned buildings is prohibited.

Please see the following website [for more information.](#)

**IX. Temporary Accommodation**

If you applied to and are assigned to a residence hall with University Housing, you may need to reside in temporary accommodation until the official start of your University Housing contract. These contracts usually begin three to four days before the start of classes. Depending on your residence hall, you may be permitted to move in early. However, you will be charged a nightly fee until the official start of your University Housing contract. In other words, you will have to pay a nightly charge for the early move-in days. For more details about early move-in through University Housing, please visit University Housing’s website ([www.housing.illinois.edu](http://www.housing.illinois.edu)).

Additional options are available from International Student and Scholar Services ([www.isss.illinois.edu](http://www.isss.illinois.edu)).

**X. Academic Calendar**

Make sure to be aware of all dates on the [academic calendar.](#) When scheduling your travel to University of Illinois, Urbana-Champaign, you must arrive in time to attend all mandatory orientations. When scheduling your travel at the end of your exchange program, you should schedule your date of departure after the last day of exams.
XI. Student Finances

All exchange students receive tuition and some fee waivers. However, there are certain fees that will be billed to your student account that you are required to pay. During our mandatory orientation, we will go over in detail which fees are waived, which fees may be refundable, and which fees must be paid.

Waived Fees
Service Fee, General Fee, Student Initiated Fees, AFMFA, and Library and Technology

Refundable Fee (fee is charged to your student account but you can request a refund)
Health Insurance Fee (show equivalent or better alternative coverage),

Mandatory Fees
Health Service Fee, Transportation Fee (MTD Bus), ISSS New Student Fee, Housing (if in University Dorms along with meal plans if purchased)

For more information on an explanation of the fees and the rates, look online.

XII. Getting to Urbana Champaign

The Office of International Student and Scholar Services has a Transportation webpage with useful information about getting to Champaign-Urbana. The most common way students arrive is by flying into Chicago O’Hare International Airport (ORD) which is roughly two and a half hours from Champaign-Urbana. There are several shuttles that run between the major Chicago airports and campus, the biggest one being Peoria Charter. There is also a small airport in Champaign Urbana called Willard Airport that you can fly directly into.

XIII. ISSS Check-In

You must complete the International Student and Scholar Services mandatory check-in process. You can find complete details at https://isss.illinois.edu/students/incoming/checkin/index.html#datestimes. All international students are required to complete the check-in process to maintain US visa status. ISSS will be your contact for questions relating to visa matters, taxes, US government regulations, and employment.

XIV. Orientation

Pre-Arrival: There is a pre-arrival orientation that covers topics such as arrival to campus, immigration, campus resources, academics, housing and safety. Each presentation will be followed by a Q&A so you can ask questions and get answers in real time. Watch your email for details and instructions on how to register.
**On-Campus:** You will have a mandatory in-person orientation hosted by the Study Abroad Offices on campus that will be provided to you during the week prior to classes beginning. Details will be shared by email as information is confirmed.

**XV. COVID-19**

The University of Illinois is currently following all CDC Guidelines regarding testing and quarantine for international travelers. We recommend that you review these CDC Guidelines for International Travelers carefully before making plans and check the CDC website for updates periodically.

The White House announced that vaccines will be required for international travelers coming into the United States, with an effective date of November 8, 2021. For purposes of entry into the United States, vaccines accepted will include FDA approved or authorized and WHO Emergency Use Listing vaccines. More information is available here. Once again, we recommend you check with the CDC for updates in case this changes before you travel.

**University COVID Protocols**

Exchange students will be required to fully comply with institutional COVID-19 protocols as well as adhere to any other health and safety measures that will be in place for all other students in accordance with health guidance issued by the Illinois Department of Public Health. Please review the university’s current COVID webpage for the most updated information.

**Testing, Vaccinations, and Safer Illinois**

The University of Illinois requires that all students, faculty and staff (except those who are fully remote and never come to campus or university-affiliated buildings) are required to be fully vaccinated with a university-accepted COVID-19 vaccine. All students who are not able to receive the vaccine for medical or religious reasons must request an exemption and submit any relevant documentation. You can read more about this on the University's Covid-19 webpage.

The university uses an app called Safer Illinois to track testing, share exposure notifications, and building access. Please download this app once you are on campus and have set up your NetID. Read more about Safer Illinois here: https://covid19.illinois.edu/health-and-support/safer-illinois-app/

**XVI. Student Insurance**

All students are required to carry health insurance and will be automatically enrolled in the University of Illinois Student Health Insurance. If you plan to use your own insurance, you may petition to opt out of the Student Health Insurance. The Student Insurance office will accept petitions to opt-out after the start of classes. Your policy must be equivalent to or better than the Student Health Insurance in order to opt-out. The Student Insurance office will decide if your insurance is equivalent to or better than the UIUC Student Insurance, so bring copies of your insurance policy (in English) if you plan to complete an application to opt-out.
PLEASE NOTE: Health insurance for each semester has to be in effect until the beginning of the next semester. Example: If you are going to be at UIUC for the Fall semester and are interested in opting out of the UIUC student health insurance, your personal health insurance policy has to be in effect until the start of the Spring semester. Even if you plan to leave the U.S. at the end of the Fall semester (mid-December), your insurance has to be in effect until the start of the Spring semester (mid-January).

XVII. McKinley Health Center / Immunization Form

McKinley Health Center provides services to help keep you healthy and, if you are ill, to help you get better. Most McKinley services are covered by the health service fee, so you can make an appointment without worrying about payment. If you have a medical problem beyond the Health Center's scope, staff members at McKinley can refer you to treatment off campus. McKinley is accredited by the Joint Commission on Accreditation of Healthcare organizations and its staff includes doctors, psychiatrists, nurse practitioners, nurses, technologists, pharmacists, health educators, and counselors. In addition to the medical clinic, McKinley offers an immunization and travel clinic and services in women's health, wellness promotion, and mental health.

The Dial-A-Nurse is available 24-hours a day to answer your questions. A pharmacy is on-site to fill prescriptions. Their website, www.mckinley.uiuc.edu, provides information about many health issues, as well as McKinley's hours and services. You can also use the web to make appointments or request refills on prescriptions. Appointments are recommended, if possible, and can be made over the phone or on the web.

Illinois law requires that all entering students document a minimum level of immunization. You must complete the Medical and Immunization History Form prior to your arrival on campus. You can download the form and read instructions for the completing the form at the following website. Please read the instructions before completing the Medical and Immunization History Form. You will need your home doctor to sign the Medical and Immunization History Form, so you will need to complete it before you leave your home country. You will need to submit the completed form to the McKinley Health Center at the University when you arrive on campus.

XVIII. Sexual Assault Prevention Training

You are required to complete this online training after you have claimed your netID. You can find instructions and complete the training at the following website: https://www.ethics.uillinois.edu/cms/one.aspx?portalId=1216&pageId=344237

XIX. DRES

The Division of Disability Resources and Educational Services (DRES) is the University designated office that certifies eligibility for services, determines reasonable accommodations, obtains and files disability-related documents, and develops plans for providing these accommodations for students with disabilities. Students with disabilities must contact DRES to request and obtain disability-related assistance. Students anticipating the need for disability-
related assistance are asked to contact DRES at least six weeks prior to the first day of classes in order to allow adequate time to make the necessary accommodation arrangements. For more information, contact the DRES Office at (217) 333 4604 (V/TTY) or via email at disability@uiuc.edu.

XX. Global Engineering Ambassadors

Global Engineering Ambassadors are a diverse group of Grainger Engineering students who have studied abroad, participated in an international service learning or research project, or who are passionate about being a global citizen. They plan social and cultural events for exchange students and provide a virtual Student Life Orientation prior to your arrival to campus. Watch your email for details.

Important Campus Contacts

<table>
<thead>
<tr>
<th>International Programs in Engineering</th>
<th>International Student and Scholar Services Student Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>3300 Digital Computer Lab</td>
<td>400 Student Services Building MC-306</td>
</tr>
<tr>
<td>1304 W Springfield Avenue</td>
<td>610 E. John St. Champaign, IL 61820</td>
</tr>
<tr>
<td>Urbana, IL 61801</td>
<td>TEL: 217.333.1303 ext. 1</td>
</tr>
<tr>
<td>TEL: +1 (217) 244-0054</td>
<td>EMAIL: <a href="mailto:isss@illinois.edu">isss@illinois.edu</a></td>
</tr>
<tr>
<td>EMAIL: <a href="mailto:ipeng@illinois.edu">ipeng@illinois.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>McKinley Health Center</th>
<th>University of Illinois Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>1109 South Lincoln Avenue, Urbana,</td>
<td>TEL: 217-333-1216</td>
</tr>
<tr>
<td>Illinois 61801</td>
<td>SafeWalks service: 217-333-1216</td>
</tr>
<tr>
<td>TEL: 217-333-2701 24/7</td>
<td>SafeRides service: 217-265-7433</td>
</tr>
<tr>
<td>Dial-A-Nurse Tel: 217-333-2700</td>
<td>EMERGENCY: 911</td>
</tr>
</tbody>
</table>