Office of International Enrollment and Affairs Pre-Arrival Guide

Congratulations on your acceptance to Gannon University!
The following information will help you better prepare for your arrival to Erie, Pennsylvania and the start of your academic experience in the United States of America. We look forward to meeting you soon!

CHECKLIST FOR ADMITTED INTERNATIONAL STUDENTS:

☐ Review your Acceptance Letter
  o NOTE: If your acceptance letter states that you need to bring documents with you (example: provisional certificate, final transcript) as part of your acceptance, bring those original documents with you. All required documents must be submitted to the International Admissions office prior to course registration.

☐ Review your I-20 or DS-2019 Certificate of Eligibility
  o Check for accuracy: Name, Date of birth, Country of citizenship, etc.
  o NOTE: Reporting date - item 5 on the I-20 or item 3 on the DS-2019. You must arrive at Gannon no later than this date.
  o Read “Instructions to Students” and sign document.

☐ Pay SEVIS I-901 Fee
  o Regulation requires all prospective F or J students to pay the I-901 Student and Exchange Visitor Information System Fee before the Department of State issues you a visa.
  o Visit www.FMJfee.com to pay the fee.
  o Be sure to print out a receipt or payment to take with you to your visa appointment.

☐ Schedule Visa Appointment with your local U.S. Embassy/Consulate
  o Review the student visa page on www.travel.state.gov and the instructions on the website of the embassy where you will apply for a visa.
  o Once you receive your visa, check it for accuracy: visa type, name, birthdate, etc.
  o If you are Canadian, you do not have to schedule a visa appointment.

☐ Review Estimated Costs Sheet
  o Be prepared to pay your FIRST semester bill in FULL upon arrival to Gannon University. We recommend paying in advance to avoid delays in payment.
    ▪ You may pay online at www.gannon.edu/epayment via credit card - MasterCard, Discover, American Express, or Visa.
    ▪ You may pay with Cash, Check or Money Order, in U.S. Dollars only, payable to Gannon University.
    ▪ You can use our wire transfer method to wire money directly to Gannon from your home bank.

  Wire Details:     Beneficiary Bank Name/Location: First Niagara Bank, N.A., 726 Exchange St., Buffalo, NY 14210 US
                  Account/local clearing code: 222370440
                  Swift Code: FNFGUS33
                  Beneficiary Name: Gannon University
                  Beneficiary Account Number: 0088101194
                  Beneficiary Address: 109 University Square, Erie, PA 16541

    ▪ DO NOT have your sponsors wire your tuition money to your OWN PERSONAL ACCOUNT. Instead, please have it wired directly to Gannon University’s account as stated above.
    ▪ DO NOT carry large sums of cash with you; Gannon accepts checks and money orders as well.
    ▪ DO NOT delay the payment of your tuition bill! If you do not pay by the arrival date:
      o YOUR CLASS SCHEDULE WILL BE DELETED FOR NON-PAYMENT.
      o Gannon University cannot guarantee you an academic seat in your major.
      o Your immigration status in the United States will be put at risk.

  ▪ If you are a Government or Agency SPONSORED STUDENT, be sure to take your FINAL financial guarantee to the Cashier’s Office.
I got my visa! Now what?

CHECKLIST OF THINGS TO DO PRIOR TO YOUR ARRIVAL TO GANNON UNIVERSITY:

☐ If you have secured your student visa using your Gannon University I-20 form but you do NOT wish to attend Gannon University and you plan to attend another U.S. university:
  o Go to the nearest U.S. embassy or consulate in your home country and request to change your visa stamp using the other university’s I-20. It will be much faster for you to do the change at the US embassy or consulate in your home country BEFORE you enter the U.S.A.
  o It can be very time consuming to switch your immigration record from Gannon University to another university if you enter the U.S.A. using your Gannon I-20.

☐ Schedule your flight arrangements keeping in mind the arrival date on your acceptance letter and the airport pickup dates on the arrival form (see next step).
  o You MUST arrive at Gannon University on the arrival date stated on your acceptance letter and I-20 form.
  o Students who arrive late will NOT be allowed to register for classes and will jeopardize their immigration status in the USA.

☐ *Complete and submit the arrival form*:
  [http://www.gannon.edu/Admissions/International-Admissions/Arrival-Reservation-Form/](http://www.gannon.edu/Admissions/International-Admissions/Arrival-Reservation-Form/)
  o Once flight arrangements are made, visit our website to fill out our arrival form. Submitting the arrival form confirms your admission to Gannon University and will allow you to register for classes.
  o If you do not complete the arrival form by the deadline, you will NOT be guaranteed an academic seat at Gannon University.

☐ Complete the Health Examination Form (white booklet) and bring it with you to Gannon University.
  o Schedule an appointment with your doctor in your home country to have your Health Examination Form completed. This form must be completed by your home physician (doctor) and submitted to Gannon University’s Health Center in order to make you eligible for campus health care services.
  o NOTE: You must have your Health Examination Form stamped and completed by your home physician. Incomplete health forms WILL NOT be accepted after you arrive at Gannon.

☐ Understand the University’s Medical/Health Insurance Requirement
  o All international students are required to have medical/health insurance. All international students will be enrolled in a University insurance plan and will be billed accordingly.
  o You may waive out of University Insurance by showing proof of comparable coverage prior to the waiver deadline.

☐ Plan Ahead for Housing
  o All Undergraduate students under the age of 21 are required to live on-campus in University owned housing.
  o On campus housing information has been sent to you via email if you qualify. To secure your placement in on campus housing, be sure to sign the housing contract and submit it by email to international@gannon.edu or by fax to (814) 871-5323, and submit the $100 housing deposit per the emailed instructions.
  o If you plan to live off campus, please review the Hotel Information & Apartment Rental Contacts page in your acceptance packet. You may find this helpful as you begin your search for off campus housing.

☐ Make reservations for temporary housing at a local hotel if you need it.
  o If your housing will not be available immediately upon arrival, or if you want to find a place to live after you arrive, be sure to arrange temporary housing while you are still in your home country. Please review the Hotel Information and Off Campus Accommodation page in your acceptance packet.

☐ Check the weather
  o You will experience four seasons in Erie, Pennsylvania: Fall (7-25°C); Winter (-6 -7°C); Spring (0-19°C); and Summer (15-27°C). During travel, try to wear comfortable, loose fitting clothing. If arriving in January, bring or wear a coat or warm outer clothing in the event that you are not able to purchase appropriate clothing right away.
Arrival to Gannon University

- **IF YOU WILL ARRIVE AT THE UNIVERSITY DURING BUSINESS HOURS (8:00am– 4:00pm, Monday- Friday):** You may check in at the International Student Office (Palumbo Academic Center, lower level).

- **IF YOU WILL ARRIVE AT THE UNIVERSITY AFTER BUSINESS HOURS or on the weekend (Saturday/Sunday):** Please go directly to a local hotel. The following business day, check in at the International Student Office during business hours (Palumbo Academic Center, lower level).

**AT THE AIRPORT:**
If you requested airport pickup on your arrival form AND you have received confirmation from Gannon University, a representative will greet you at Erie International Airport and provide transportation into Erie.

If you did not receive confirmation of airport pickup or you do not need it, the contact for the local taxi cab company is:

**Erie Yellow Cab: 814-461-TAXI / 814-461-8294**

**AT THE TRAIN STATION:**
Erie is served by Amtrak. The station is located at 125 West 14th Street, Erie, PA 16501. It is approximately 5 minutes from campus by taxi.

**AT THE BUS STATION:**
Erie is served by Greyhound Lines, Inc. The bus station is located at 208 E BAYFRONT PKWY, Erie, PA 16507. It is approximately 5 minutes from campus by taxi.

**CHECKLIST OF THINGS TO DO UPON ARRIVAL AT GANNON UNIVERSITY:**

- **Check-in with the International Student Office located in the lower level of the A.J. Palumbo Academic Building during business hours (8:00am – 4:00pm, Monday- Friday) no later than the arrival date as stated on your acceptance letter.**
  - Bring with you the following documents:
    - Your Passport with F-1 or J-1 Visa
    - Your I-20 or DS-2019

- **Attend Mandatory Orientation, and if required, ESL testing.**
  - The Orientation schedule, testing schedule and class registration information will be provided at check-in.

- **Pay your bill if you have not already done so. We recommend paying in advance to avoid delays in payment.**
  - You may pay online at [www.gannon.edu/epayment](http://www.gannon.edu/epayment) via credit card: MasterCard, Discover, American Express, or Visa.
  - You may pay with Cash, Check or Money Order, in U.S. Dollars only, payable to Gannon University.
  - You may use our wire transfer method to wire money directly to Gannon from your home bank. Be sure to include your name and Gannon student ID number.

  **Wire Details:**
  - Beneficiary Bank Name/Location: First Niagara Bank, N.A., 726 Exchange St., Buffalo, NY 14210 US
  - Account/local clearing code: 222370440
  - Swift Code: FNGUS33
  - Beneficiary Name: Gannon University
  - Beneficiary Account Number: 0088101194
  - Beneficiary Address: 109 University Square, Erie, PA 16541

  - **DO NOT** have your sponsors wire your tuition money to your OWN PERSONAL ACCOUNT. Instead, please have it wired directly to Gannon University’s account as stated above.

  - **DO NOT** carry large sums of cash with you; Gannon accepts checks and money orders as well.

  - **DO NOT** delay the payment of your tuition bill! If you do not pay by the arrival date:
    - YOUR CLASS SCHEDULE WILL BE DELETED FOR NON-PAYMENT.
    - Gannon University cannot guarantee you an academic seat in your major.
    - Your immigration status in the United States will be put at risk.

  - If you are a Government or Agency SPONSORED STUDENT, be sure to take your FINAL financial guarantee to the Cashier’s Office.
Questions?

Please don’t hesitate to ask any questions that you may have. We are happy to help!

Contact us at 814-871-7480
or via email at international@gannon.edu.

Be sure to review the Gannon University website for valuable information about academics, student life, and more:

www.gannon.edu.

Please also join us on Facebook:

www.facebook.com/GUIntlEnrollAffairs

We all look forward to meeting you soon!