

## 2025 SPRING CHECK-LIST FOR ACCEPTED EXCHANGE STUDENTS

Below you will find information related specifically for International Exchange. Please read carefully and respond to the action items by the stated deadlines. Feel free to contact the Office for Global Education (OGE) at [international@purchase.edu](mailto:international@purchase.edu) if you have any questions on the information below.

### ☐ 1. Submit Financial Documents for I-20

The 'Certificate of Eligibility' form I-20 is required in order to apply for the F-1 student visa to attend Purchase College. Submit the following documents to [international@purchase.edu](mailto:international@purchase.edu) immediately.

- [International Student Financial Statement form](#) (signature from the bank is not required). Please note, the cost of attendance for spring 2025 for exchange students is \$10,519. You may refer to the cost sheet in your acceptance letter for a full cost breakdown.
- Proof of funding. You may review the full list of [funding sources](#) we accept.

### ☐ 2. Registration & Course Selection

- Faculty advisors are in the process of creating a list of suggested courses for you. OGE will reach out to you via email to put you in touch with the academic advisor who will work with you to identify your courses for the semester. Please follow all instructions and deadlines provided in the registration email.
- Use the [Purchase College course search](#) to look at the course offering for the upcoming semester.
- If you are a dance student, the Conservatory of Dance will submit the course registration form on your behalf. No action is required on your part.

### ☐ 3. Activate your Purchase College Account

- Step 1: To set up your account, visit the [Purchase College Online Account Activation](#). You will need to enter your initials, date of birth and alternate email address (provided in your exchange application to Purchase College) to activate your account. Once your account is activated you may sign into the Purchase student portal called '[myHeliotrope](#)'

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on the [Current Students page](#). This portal allows you to access your Purchase email, e-bill, password and more. From this point forward, we will begin using your Purchase e-mail to communicate with you.

- **Please note:** you may not be able to activate your Purchase account until mid-November.
- Step 2: Enrolled in Duo, please follow the [Enrollment Steps](#) to add your telephone number and phone type as well as install the Duo mobile app. Once enrolled, you may also [add another device](#). Please see section regarding the Universal Prompt.
  - If you need assistance, [please contact Campus Technology Services \(CTS\)](#)

#### ☐ 4. Living Accommodations

- OGE reserves housing for inbound exchange students who wish to live on campus. Exchange students are placed in apartments, which may be shared with 3-7 students and have a shared kitchen, living and bathroom. The three apartment communities are [Alumni Village](#), [The Commons](#) and [The Olde](#). Check out the apartment community page to take a virtual tour of each space. Please note, although space is reserved for exchange students, housing assignments in the apartment communities is based on availability.
- In order to confirm your intent and receive your housing assignment, you must complete the following steps:
  - Pay the housing deposit (\$250 USD payable by Credit Card) and complete the Residence Life License Agreement immediately in 'myHeliotrope' located on the [Current Students page](#) by **December 1, 2024**.
  - When applying for on-campus housing through MyHeliotrope, you are required to list a 'U.S. Emergency Contact' phone number and address. International addresses and phone numbers will not be captured accurately. If you do not have an emergency contact in the U.S., you can list the [Senior Education Abroad and International Student Coordinator, PDSO](#) as your emergency contact. For after-hours emergencies, the University Police Department (UPD) can contact the Office for Global Education to make international emergency calls. If you need this, please be sure to input:

UPD / Marjorie Ramirez  
914-251-6900  
735 Anderson Hill Rd  
Purchase, NY 10577

- Housing assignments will be emailed in mid-December. They will also be viewable in [MyHeliotrope](#), the Purchase student portal, by going to the 'Housing and Dining Options' tab.

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- Contact Residential and Student Life at [RSL@purchase.edu](mailto:RSL@purchase.edu) with any questions regarding the housing deposit, your room assignment and roommate requests.
- Blankets, pillows and towels are not provided by Purchase College. The mattresses on campus are size 'twin extra-long', which means they are longer than a standard twin mattress. You may choose to purchase items online and have them delivered to campus in advance or plan on joining the shopping trip during [International Student Orientation](#) to buy essential items for your first few days. You will find the Purchase mailing address and shopping trip sign-up link at the end of this check-list.

## ☐ 5. Dining and Meal Plans

- Meal Plans and dining options are available for both students living on-campus and off-campus. Visit the [More Card Office](#) page to purchase and view meal plan options.
- Students who live in apartments on-campus are not required to purchase a meal plan.
- Changes to spring semester meal plans can be made by emailing [pca.more.card@purchase.edu](mailto:pca.more.card@purchase.edu) by 4:00PM EST on January 29, 2025.

## ☐ 6. Health and Immunization History

- The college offers a primary healthcare facility on campus, which provides direct patient services for routine medical conditions and refers students to off-campus specialists, as necessary.
- To assist [Health Services](#) staff to provide students with quality care, each new international student must [submit the required forms listed on Health Services site](#) and sent directly to Health Services at [HSE@purchase.edu](mailto:HSE@purchase.edu).
- Complete these forms by **January 6, 2025**: New York State Law and College policy prohibits students from registering for or attending any classes before completing these requirements.
- We highly suggest that international students bring a copy of their immunization record with them to Purchase.

## ☐ 7. Health Insurance

- Please note, health insurance is required for international students. All international students will be enrolled in the International Student Health Insurance Plan offered by the State University of New York (SUNY). This is a comprehensive health insurance plan that includes dental insurance. If you have questions on this, please contact the Office for Global Education at [international@purchase.edu](mailto:international@purchase.edu). The premium for the insurance will be included in your semester bill.

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- For details about the health insurance plan, please review the [UnitedHealthcare International Student Insurance Brochure](#)
- Students have the option to request a waiver if they have a plan that meets or exceeds the SUNY coverage. Our insurance broker reviews the insurance plans and waiver requests. You may [Apply For An Inbound International Student Health Insurance Waiver](#) online. Please note, this does not guarantee your insurance will be accepted. This form allows you to submit your insurance plan information so that it may be reviewed against the SUNY plan.

#### ☐ 8. Student ID Card: More Card

- Upload a photo and obtain your student ID Card before arriving on campus. For instructions, please go to [More Card Office – ID Photos page](#).
- Contact the More Card Office at [pca.morecard@purchase.edu](mailto:pca.morecard@purchase.edu) if you have any questions.
- Complete the process by **January 13, 2025** in order to have your student ID Card ready on move-in day.

#### ☐ 9. Payment Information

- Your spring 2025 eBill will be available to view, download and print starting mid-December. You will receive a message in your Purchase College email when the eBill is available in [MyHeliotrope](#).
- If you have questions about your eBill, contact [Student Financial Services](#) at (914) 251-7000 or via email at [sfs@purchase.edu](mailto:sfs@purchase.edu).
- Spring 2025 bill is due mid-January. Exact dates will be listed on the [Dates and Deadlines](#) page.
- Payment plans and instructions about wire transfers are available on the [Pay Your Bill](#) page.

#### ☐ 10. Travel Plans

- Submit the [‘Inbound Exchange Student Travel Plans’ online form](#) to notify OGE of your travel arrangements. Deadline: **January 6, 2025**.
- Students are responsible for arranging travel to campus. We highly recommend you reserve a shuttle van services like those found at JFK Airport. While public transportation

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can be used to arrive at Purchase College from all major airports, it is very time consuming, confusing, and difficult to manage with luggage.

- Students on an F-1 visa are eligible to enter the U.S. 30 days prior to the start of their program, as listed on their I-20. The earliest an F-1 student can enter the U.S. for the Spring 2025 semester is December 23, 2024. PLEASE NOTE: Purchase College will not be able to accommodate students with on campus housing or meal plans prior to January 19, 2025; all hotel/meals are at the student's expense.
- Special Note for Students Crossing an Air Boarder: Be sure that you keep all required documents in your carry-on luggage. You need these documents to be accessible, especially if there are any delays with receiving your checked baggage. Keep handy:
  - Passport
  - Form I-20
  - Acceptance Letter
  - Supporting documentation: housing, billing, or registration information
- Special Note for Students Crossing a Land Border into the United States: You will be required to present your Form I-20 for processing.
  - Please be sure to clearly state this is your first time entering the U.S. for purposes of F-1 Student Visa Study.
  - You will be asked to process documents inside the main office so do not be surprised if you are asked inside for further questioning.
  - Please carry with you your:
    - Passport
    - Original Form I-20
    - SEVISE Fee Receipts
    - Copies of the financial documents you submitted to Purchase
  - Please be aware that you will need to pay a \$6.00 I-94 Processing Fee; be prepared with U.S. Dollars (not debit/credit) to pay for this.

## ☐ 11. Arriving to Campus

- **If you are living on campus, you must move in on Sunday, January 19, 2025 between 12:00PM – 4:00PM.** Report to Campus Center North (see [campus map](#)) to receive keys from Residential Life (Housing). Transportation from JFK (closest international airport) can take up to 3 hours between arrival, baggage pick up, and shuttle transportation. Please plan accordingly.
- If using a car service or van shuttle service, direct your driver to drop you off at parking lot 'Central 4'. It is the closest to the Campus Center North building (see [campus map](#)).
- **PEASE NOTE: Purchase College cannot accommodate students who arrive early to campus; there is no housing or meals before Sunday, January 19, 2025.** If you arrive to the U.S. earlier than this date, you are responsible for any hotel and/or meal costs.

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- If it is after 5:00PM on Sunday, January 19, go to the Purchase College University Police Department (see [campus map](#)). You may also call them at 915-251-6900. They will reach out to Housing staff to assist you.
- If you are experiencing travel delays, please email the Office for Global Education (OGE) at [international@purchase.edu](mailto:international@purchase.edu).

☐ **12. International Student Orientation (ISO): Monday, January 20, 2025; 9:00AM – 3:00PM, in the Harbor Center.**

- Orientation is mandatory for all new international students, including those living on and off-campus. We will be reviewing visa/immigration, academic expectations, support services (both academic and medical), and general campus and U.S. adjustment (banking, clubs/activities, food options, etc.).
- Students living on campus will have lunch and dinner provided on Sunday, January 19; breakfast, lunch and dinner on Monday, January 20; and breakfast and lunch on January 21. Meal plans begin on January 21 at 5:00PM (for dinner).
- Off-campus residents should arrive for ISO on Monday, January 20 at 9:00AM. in the Harbor Center (see [campus map](#)).
- Please find additional information on the [International Student Orientation](#) site.

☐ **13. General New Student Orientation: Tuesday, January 21, 2025; 12:00PM – 4:00PM**

- You are required to attend the [New Student Orientation](#).

☐ **14. Dietary Restrictions**

- As meals will be prepared during International Student Orientation, please fill out the [‘Dietary Restrictions’ online form](#) by **December 15, 2024** to let us know of your preferences so that we may make the necessary adjustments.

☐ **15. Shopping Trip Sign-up**

- We will make a shopping trip on Sunday, January 19 at 6:00PM to a nearby shopping center to purchase essential items, such as blankets, pillows, towels, toiletries they may need upon arrival. If you would like to join please submit the [ISO Shopping Trip Sign-up Form](#) by January 6, 2025.

☐ **16. Ship your Belongings**

- You are welcome to ship personal belongings to Purchase College. They must be sent to your attention indicated below. Arrival of packages for holding should not be more

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than 2 weeks before the start of the academic semester.

To: **YOUR NAME**

c/o Purchase College – Mailroom  
735 Anderson Hill Road  
Purchase, NY 10577 USA  
Hold for Arrival on **DATE**

☐ **17. Get Connected!**

- Follow us on Instagram: @global\_sunypurchase

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