Welcome! We in the Office of International Education (OIE) and International Admissions are excited you have chosen to study at Armstrong State University/Georgia Southern University and look forward to meeting you. Please look through the following information as it will be helpful in planning your trip to the U.S. and Savannah. If you have any questions, do not hesitate to email us.

Please complete the online Arrival Notification Form as soon as possible. Arrival Notification Form: https://goo.gl/forms/hLb1i6D3tVSxURKf2

If you see the green box, this is a special notice for students coming as exchange students through Rotary, ISEP, or a partner university.

If you see the blue box, this is a special notice for SACM students.

IMPORTANT NOTE: Armstrong is undergoing a consolidation with Georgia Southern University. While this is happening, some information in this guide is subject to change. OIE will do its best to keep you informed about any changes that may affect the processes listed within.
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Office of International Education
ADMISSIONS CHECKLIST

Step 1: SEND required documents
- Submit your final, official credential evaluation showing the most recent courses that you have completed
- Submit your final, official transcripts from ALL colleges and universities that you have attended
- Submit your final, official test scores (IELTS, TOEFL, SAT/ACT)
- Submit your completed immunization form
- Submit the I-20 Preparation Form along with proof of finances
- If you are a Georgia resident and/or believe you qualify for in-state tuition, provide proof of lawful presence: https://www.armstrong.edu/departments/registrar-residency

Step 2: ACTIVATE your Port of Armstrong student account
- Log into the Port to view your student account and student email account. See page 10 in this guide for instructions.

Step 3: PREPARE for your visa interview
- Schedule the visa interview
- Pay the SEVIS 901 fee. This must be paid before you attend the interview. https://www.fmjfee.com/

Step 4: COMMIT to Armstrong by paying the New Student Enrollment Payment
ISEP or Rotary students do not need to pay the New Student Fee/Commit Fee. This fee is part of the program fees covered by the exchange agreement.
- Submit the New Student Enrollment fee ($95 freshmen / $55 transfers), which will secure your spot at Armstrong and allow you to attend orientation. Make sure to submit this payment by the deadline; if admitted after the deadline, you should submit this payment immediately.
  - To submit your New Student Enrollment Payment:
    - Log in to your Port of Armstrong account at port.armstrong.edu and choose Touchnet Bill Pay System from the Student Services menu.
    - Click on the eDeposits tab, select your entry term, choose New Student Enrollment, and follow the payment instructions.
    - If you do not have a U.S. bank account, you can pay from your home country account using Flywire. See instructions here: https://www.armstrong.edu/departments/bursar-pay-online

Step 5: New Student Orientation
- DO NOT register for new student orientation yourself
- The OIE will register you

Step 6: APPLY for On-Campus Housing
- If you plan to live on campus, visit www.housing.armstrong.edu. See page 10 in this guide for instructions.
DATE OF ARRIVAL

Orientation is Saturday, January 6, 2018. You are expected to attend mandatory orientation.

Classes begin on Monday January 8, 2018. You are expected to be on campus for the first day of class.
Note: Contact OIE if you anticipated arriving after either of these dates.

Keep the Arrival Notification Form up-to-date as you finalize your travel itinerary; this helps us make arrangements for your arrival on campus. For example, if you will arrive on campus after the Housing office closes at 5:00 pm, we can tell them to expect you later so that someone will be there to help you check in after hours.

If you have reserved a room on campus at one of the residence halls you may move in Friday, January 5, 2018*.
Note: this date is subject to change; OIE will let you know if this date changes.

IMPORTANT NOTE: If you cannot arrive in Savannah by 5:00 p.m. on Friday, January 5, you must contact OIE to arrange a time to check in and verify your SEVIS record. You must check in no later than 30 days after classes begin; failure to do so may result in your SEVIS record being terminated.

COMMIT FEE

Freshmen
Commit to Armstrong by paying the $95 New Student Enrollment Payment

ISEP and Rotary students do not pay the commit fee.

• This $95 payment will secure your spot at Armstrong
• The payment is nonrefundable and due by the deadline. If you are admitted after the deadline, you should submit the payment within two weeks.
• To submit your New Student Enrollment Payment:
  o Log in to your Port of Armstrong account at port.armstrong.edu and choose Touchnet Bill Pay System from the Student Services menu.
  o Navigate to the eDeposits tab, select your entry term, choose New Freshman Enrollment and follow the payment instructions.
  o If you do not have a U.S. bank account, you can pay from your home country account using Flywire. See instructions here: https://www.armstrong.edu/departments/bursar-pay-online
  o See more here: https://www.armstrong.edu/admissions/freshman-after-acceptance

Transfer students
Commit to Armstrong by paying the $55 New Student Enrollment Payment

ISEP and Rotary students do not pay the commit fee.
This $55 payment will secure your spot at Armstrong

The payment is nonrefundable and due by the deadline. If you are admitted after the deadline, you should submit the payment within two weeks.

To submit your New Student Enrollment Payment:

- Log in to your Port of Armstrong account at [port.armstrong.edu](http://port.armstrong.edu) and choose Touchnet Bill Pay System from the Student Services menu.
- Navigate to the eDeposits tab, select your entry term, choose Transfer/Nontraditional Student and follow the payment instructions.
- If you do not have a U.S. bank account, you can pay from your home country account using Flywire. See instructions here: [https://www.armstrong.edu/departments/bursar-pay-online](https://www.armstrong.edu/departments/bursar-pay-online)

**I-20 PREPARATION FORM**

Note: Form for F-1 students only

After you have been admitted, you will need an I-20 document. Complete the I-20 Preparation Form completely so that an international advisor can 1) create an immigration record for you in SEVIS and 2) print the I-20 to send to you.

Part of the form includes a Declaration of Finances that show that you can afford to study in the U.S. for 1 academic year. Only certain documents are allowable for us to certify them and update your immigration record. Financial documents may be submitted by mail, e-mail, fax, and in-person. The OIE fax number is 912.346.3456.

1) **Bank statement or a bank letter.** The bank statement or bank letter must meet all of the requirements listed below. If any of the following elements are missing from your bank statement or bank letter, the document(s) cannot be used for the I-20:
   a. All statements or letters must be in English
   b. Bank letterhead
   c. Account holder name using English alphabet
   d. Type of liquid account (checking account, savings account, money market account)
   e. Balance of the Account (must specify the currency indicated)
   f. Date of Issuance (must be within 6 months of application)

   Note: The account does not have to be in your name. It can be your mother, father, uncle, family friend, or any combination.

2) **Sponsor letter / scholarship letter / assistantship letter.** If a government agency will sponsor your studies, you must submit a sponsor letter along with your I-20 Preparation Form. If you plan to use a scholarship or a graduate assistantship, you must provide a letter from the institution. The letter must meet these requirements:
   a. All letters must be in English
   b. Must be on official letterhead
   c. Have the student’s full name
d. Have a description of the award and the amount, including the period of time when it is effective

e. Signed by the institution representative

Note: OIE reserves the right to request additional financial documentation if more information is needed.

After your SEVIS record is created, you will receive your SEVIS number and you can schedule your visa interview with your local U.S. embassy or consulate. You must take the original I-20 to the visa interview. Double check that your home address is correct on the I-20 Preparation Form to avoid delays.

Tips for the Visa Interview [https://www.nafsa.org/findresources/Default.aspx?id=8643]

ORIENTATION (“NAVIGATE”)

New student orientation is required for all students. You must attend orientation in order to check in with OIE and receive important information about campus, academics, and immigration status.

Orientation takes place Saturday, January 6, 2018, 9:00 a.m. – 4:00 p.m. It is a REQUIREMENT that you attend orientation. Here, we will verify your SEVIS record and go over immigration regulations.

The registration for your orientation session will not become available until later in the Fall semester. Most likely, OIE will register you. Do not sign up for other dates.

Wear comfortable clothing and bring a sweater or light jacket because many students find the air conditioned buildings very cold at first.

What to bring to orientation:
- your passport with visa
- I-20 or DS-2019
- proof of health insurance
- any immunization documents (in English)
- final test scores

Note: If these documents are not turned in, a “hold” is placed on your account and you may not be able to register for classes until you have submitted them to the university members.
TRAVEL & IMMIGRATION

Note: Notify OIE (International.Education@armstrong.edu) once you have received your F-1 or J-1 Visa.

TRANSFER STUDENTS: PROCESS TO SEND SEVIS RECORD

Note: Only do this if you are currently at a U.S. institution and are transferring to Armstrong.

☐ Tell your current school's International Office that you are transferring to Armstrong.
   ○ They may have you complete a transfer-out form so they can send your SEVIS record to Armstrong. Armstrong's SEVIS school code is: ATL214F00029000.
☐ Submit a transfer-in form to Armstrong’s International Admissions.
☐ Submit the I-20 Preparation form (including the proof of financial support) to International.Education@Armstrong.edu.
☐ Submit an official sponsor letter if you are being sponsored by your government or an organization.
☐ Send a scan of your passport and visa to International.Education@Armstrong.edu.
   ○ If you are bringing any dependents, send scans of each dependent’s passports and visas as well.
☐ If you travel during the break between semesters, it is critical that you let us know your travel plans as soon as possible.
   ○ Depending on the date of your admittance to Armstrong, you may need to wait to transfer your SEVIS record until after your return if traveling outside of the U.S. during the break. Make sure to work closely with OIE to determine the best dates.

PROCESS FOR STUDENTS ON H-4 VISA

- Submit copy of H-4 visa (instead of I-20 or DS-2019)
- If your immigration status changes at any point, you must notify OIE
- You must maintain good immigration status
- OIE can assist you if you would like to change status to F-1

Difference Regulations for H-4 students
- May study part- or full-time (the minimum credit hour regulation does not apply)
- Cannot accept an assistantship or on-campus employment
- Cannot apply for Optional Practical Training

ENTERING THE U.S. / BORDER PATROL
You should carry your passport and I-20 or DS-2019 with you at all times when traveling. Be sure that you read all pages of your I-20 or DS-2019 form. We also recommend taking a copy of your Armstrong acceptance letter.

Be aware that there are customs regulations concerning the types of goods you may bring into the U.S. If you have questions refer to: https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items

If you have to go through a security checkpoint in the U.S., keep in mind that the process may be much different than you are used to. Learn about types of security screenings on the U.S. Transportation Security Administration (TSA) website: https://www.tsa.gov/travel/security-screening

If you are stopped at Border Patrol, remain calm and follow instructions. Be able to access all of your documents including your acceptance letter, your I-20 or DS-2019, your passport, and visa.

- They may call us at 912.344.3128 (office) during business hours or 912.655.9748 (emergency number) after business hours or on the weekend.
  - The emergency number is only to be used if you are stopped by CBP.
- If they need to email us, you can use one of our personal email addresses (at the end of this document) or International.Education@armstrong.edu.
- We cannot make them grant you entry to the U.S. However, sometimes when they verify with us that an individual is indeed a new student they usually let them in.
- If you are given a Form I-515A do not throw it away. Bring it with you when you check in at OIE.

TRAVELING TO CAMPUS

If arriving by airplane, we recommend that you make arrangements to fly into the Savannah-Hilton Head International Airport. It is about 1 hour from campus. The airlines that fly into Savannah are American Airlines, Delta Air Lines, United Airlines, JetBlue Airways, and Air Canada. The Amtrak train and Greyhound coach stops in Savannah. Share your travel arrangements with OIE on the Arrival Notification Form.

Note: If you plan to live on campus, we recommend that you schedule your itinerary to arrive in Savannah in the morning or early afternoon. This gives you plenty of time to check into your room, go shopping for any items that you may need upon arrival, and resolve any issues that might occur.

Taxis are available to Armstrong from the airport for approximately $40.00. Find more information here: http://savannahairport.com/transportation/taxi-cab-rate-system. The mobile apps Uber and Lyft are also reliable if you have a data connection on your phone. You may want to consider adding an international plan to your mobile phone account.
If you will live in a residence hall, and **plan to arrive on campus DURING office hours** (between 8:00 am and 5:00 pm Monday through Friday), ask to be taken to the Armstrong campus and dropped off near the residence halls which can be reached by Roger Warlick Drive.

If you will live in a residence hall, and **plan to arrive on campus AFTER hours** (between 5:00 pm and 8:00 am Monday through Friday), you need to go to the Armstrong Police Station on Arts Drive. Ask them to contact the "on-call supervisor" for Housing, who will then help you check in.

**TRAVEL & SAFETY TIPS**

- While traveling, do not carry items for anyone that you do not know.
- Do not leave your belongings unattended at any time.
- Keep your money, passport, ID, travel documents, and any other important documents on your person at all times. Do not leave these in your checked baggage.
- Medications
  - Have with you a valid prescription or doctor’s note—written in English—to bring medication to the U.S.
  - The medication should be in its original container with the doctor’s instructions printed on the bottle.
  - If you don’t have the original container, bring a copy of your prescription or a letter from your doctor explaining your condition and why you need this medication.
  - Travel with no more than you need for your personal use during your stay.
  - A general rule: Bring no more than a 90-day supply of medication. If you’re staying longer than 90 days, you may have additional medication sent to you by mail or courier. Include documentation showing that the medication is being sent for your own use while visiting the United States. This documentation may include: a copy of your visa and passport, a letter from your doctor, and a copy of your prescription (in English).
PREPARING FOR YOUR STAY & COURSES

THE PORT OF ARMSTRONG

Port of Armstrong is Armstrong’s secure portal, where you can connect to online academic resources, access your student email account, manage your account, check your grades, classes, fill out surveys and professor evaluations, and much more.

You can access it from Armstrong’s website where you log in. Please note that it will take 24-48 hours after being admitted for your account to be created. To log in to the Port, please follow the instructions below:

1. Find your Port ID and your Student ID number, also called a 907 number. (These can usually be found on your official acceptance letter.)
2. Go to www.port.armstrong.edu
3. Sign in with your Port ID and password
   a. The first time you sign in, the password is your birthday in the format MMDDYY
4. Please note it may take 24-48 hours after you’re accepted before your Port ID is activated
5. Contact: Information Technology (IT) Services if you have trouble logging in at 912.344.2518 or helpdesk@armstrong.edu

Note: If you have tried repeatedly to login but are still having problems, you must contact IT Services so they can reset your account.

LIVING ON CAMPUS / HOUSING

READ ENTIRE SECTION BEFORE APPLYING FOR HOUSING

Submit the Housing Application
You need to log in to the Port of Armstrong complete the application. These are the steps you need to take to apply for housing https://www.armstrong.edu/housing-residence-life/housing-apply-now.

Undergraduate, international students live in Compass Point residence halls: it is part of the Global Crossroads Community, all apartments have a kitchen so you can cook your own meals, and it is the price we used to determine how much you would pay for housing on your I-20.

Note: On the housing application, it will ask you what your top 3 choices are. It doesn’t matter what you select; international students will be placed in Compass Point.

Note: If you are a graduate student and want to live in an upperclassman hall, contact Housing to request this.

Application Fee
Make sure you pay the application fee when you apply to be processed quickly.

- ISEP and Rotary students will not pay this application fee. HOWEVER, you still have to submit the application!
• All other students must pay this fee.

Meal Plans
Most students in Compass Point choose a small one since they have access to a kitchen and prefer to cook meals at home.

• **ISEP students:** you must choose the 5-meal plan. After the semester starts, you will receive a refund check with additional money that can be used for your meals. OIE will provide you with more information about this after arrival.

• **Rotary students:** select the 19-meal plan. Rotary covers the cost for this plan.

• **Other students:** You may select whichever plan you want based on the requirements from Housing.

Checking Into Your Room
If you plan to live on campus, you may arrive as early as Friday, January 5, 2018.

If you will live in the residence hall, and **plan to arrive on campus DURING office hours** (between 8:00 am and 5:00 pm Monday through Friday), ask to be taken to the Armstrong campus and dropped off near the residence halls which can be reached by Roger Warlick Drive.

If you will live in the residence hall, and **plan to arrive on campus AFTER hours** (between 5:00 pm and 8:00 am Monday through Friday), you need to go to the Armstrong Police Station on Arts Drive. Ask them to contact the "on-call supervisor" for Housing, who will then help you check in.

Keep the Arrival Notification Form up-to-date as you finalize your travel itinerary; this helps us make arrangements for your arrival on campus.

Holiday Breaks
Many of the residence halls allow you to stay over the Thanksgiving and winter breaks so that you do not have to vacate your room and find somewhere else to stay. You may have to pay extra to stay during the breaks. Contact Housing for more information.

Communication
You MUST check your Armstrong student email account in order to receive information about Housing: updates, your room assignment, payment deadlines, move in information, and more.

Note: The OIE does not decide room assignments or determine when you will receive information about your room. You can ask OIE questions about the process, but for questions about your individual situation you may contact Housing.

Residence Hall Amenities
Each bedroom has a bed, dresser, desk and chair. You may have your own private bedroom or you may share a bathroom with one other person. The living room has a sofa, chair, tables, and an entertainment center. Most residence hall rooms have a dining table as well.
https://www.armstrong.edu/housing-residence-life/housing-compass-point

Your room will NOT come with anything besides furniture. Make a list of essential items you will need to buy: bedding, pillow, bath towel, shower curtain, toilet paper, soap, bottled water, etc. You may buy these items at the Walmart located very close to campus on Abercorn St.
Things Not Provided:
☐ Sheets (X-Long Twin)
☐ Pillow and Pillowcase
☐ Bedspread or Comforters
☐ Mattress Pad or Mattress Topper
☐ Blanket
☐ Radio/Stereo/CD Player
☐ Study Lamp
☐ Clock
☐ Coffee Maker
☐ TV/DVD/Video Game System
☐ Computer, Printer, and Accessories
☐ (available for use in Computer Labs across Campus)
☐ Power Strip
☐ Fan
☐ Posters/Décor
☐ Pictures of Family and Friends
☐ Flashlight
☐ Bathroom Mats/Rugs
☐ Shower Curtain and Rings
☐ Flip-flops for shower
☐ Toiletries
☐ Towels, Washcloths
☐ Trash Can
☐ Brooms and Basic Cleaning Supplies
☐ Iron and Ironing Board
☐ Laundry basket
☐ Laundry detergent
☐ Hangers

Things Prohibited in Residence Halls:
☐ Toaster Oven
☐ Microwave Oven
☐ Shot Glasses and/or Other Alcohol
☐ Paraphernalia
☐ Halogen Lamps
☐ Candles/Incense
☐ Electrical Decorations
☐ Extension Cords
☐ Portable Heaters and Air Conditioners
LIVING OFF CAMPUS

Armstrong does not currently offer resources to find off-campus housing options for students. We recommend that you check different websites for apartments and houses for rent around the area. You may post to the Armstrong International Student Facebook page to seek roommates or places to rent, check personal posting websites like Craigslist.com, or real estate websites like Zillow.com.

The apartment complexes Spanish Villas and Plantation Oaks do not require a SSN.

Armstrong is located on the Southside of Savannah. Places considered local and within driving distance are: Savannah midtown and downtown, Georgetown, Pooler, Thunderbolt, Garden City, and Richmond Hill.

If you live off campus, you may also choose to purchase a meal plan through the cafeteria. This can be helpful if you are on campus over many hours in a day. Forms are available at the cafeteria. https://www.armstrong.edu/housing-residence-life/housing-meal-plans

REGISTERING FOR COURSES

To remain in good status, you must be enrolled as a full-time student
  • minimum of 12 credit hours as an undergraduate student
  • minimum 6 credit hours as a graduate student

Note: If you have a hold on your account, email the international advisor saying exactly what the hold is for (immunization records, housing, etc.).

Freshmen (first year students)
Advisors will choose classes for all freshmen before you even arrive on campus. You may meet with your academic advisor when you arrive in order to go over your schedule and discuss different classes. It is important to make sure all of your academic transcripts and tests are turned in so you do not get placed in a class you already have credit for.

Note: academic advisors are different from international advisors.

Sophomores (second years) and above, including graduate students
ISEP students: look over the courses offered and send the ones you would like to register for to the director of OIE, Dr. Mertz.

To be advised on classes before you arrive, email/call the department chair for your major. You can find this person by going to Armstrong’s website, finding your department or major, and looking at the staff members in the department. Explain to the department head that you are a recently admitted international student who needs advisement. The department head will tell you the PIN so that you can access the registration page in the Port and you can register yourself for classes.
Note: This process may change and students may not be able to register until after orientation. We will let you know if there are any updates to this process.

**Students who are studying here temporarily (exchange programs)**

_We strongly suggest that you speak with your academic advisor back home so she/he can help you pick out courses that will transfer back to your university to ensure you will receive credit for them._ Your academic advisor back home will know what the requirements for graduation are. You will be able to meet with an Armstrong advisor on the day of orientation, so it will be helpful for you to know the requirements of your home university.

**Transfer students applying for admission to a secondary admit program (nursing, respiratory therapy, etc.)**

You must talk with the head of the department to find out which credits from your previous universities will be accepted at Armstrong. The Office of International Admissions has no authority over this; it is up to the discretion of the department head.

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**IMMUNIZATIONS**

The Certificate of Immunization must be certified (signed) by a healthcare provider (doctor, nurse, medical personnel). You can download immunization forms from the Admissions Forms page: [https://www.armstrong.edu/images/uploads/admissions/Immunizationform.pdf](https://www.armstrong.edu/images/uploads/admissions/Immunizationform.pdf)

If you have not already completed the Certificate of Immunization, you must have the form completed upon arrival. You cannot register for classes until it is turned in. The following immunizations are required to be completed as part of the admission process to Armstrong State University.

- Measles, Mumps Rubella
- Tetanus-Diphtheria
- Hepatitis
- Varicella

You can find more details about this on the Student Health Center page: [https://www.armstrong.edu/health-safety/health-center-immunizations](https://www.armstrong.edu/health-safety/health-center-immunizations)

**For students living in the residence halls:** All immunizations are required _except_ Meningitis which is _strongly recommended_. You don’t have to have it to live in the res hall, but if you want the vaccine it can be done at Student Health Center. They can also do a blood test ($35) to determine if a student has had the vaccine and is immune to it, meaning then they won’t need the immunization.

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**HEALTH INSURANCE**

The University System of Georgia (USG) requires that all students be covered by a mandatory health insurance program.
Note: Your student account will automatically be billed for the total cost of the insurance at the beginning of each semester even if you do not plan to use the USG insurance. Read carefully to avoid unnecessary fees.

- **ISEP students**: have paid for an insurance plan through the ISEP exchange. ISEP students must still **apply for the insurance waiver to have the fee removed from their account** (see Option C).
- **Rotary students**: **health insurance is not paid for by the Rotary program**. You must arrange your own health insurance. You may use any of the insurance options below.


A. **Option A**: You may purchase the health insurance that is offered by the University System of Georgia.
   - Here is information about the health insurance the university offers with the company United Healthcare: [https://www.armstrong.edu/administration/student-affairs-student-insurance](https://www.armstrong.edu/administration/student-affairs-student-insurance).
   - Here are the United Healthcare insurance plan benefits.

### Student Health Insurance Program (SHIP) Mandatory Plan

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<tr>
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<th>Annual Premium</th>
<th>Fall Premium</th>
<th>Spring &amp; Summer Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student only</td>
<td>$2258</td>
<td>$947</td>
<td>$1311</td>
</tr>
<tr>
<td>Student + spouse</td>
<td>$4516</td>
<td>$1894</td>
<td>$2622</td>
</tr>
<tr>
<td>Student + 1 child</td>
<td>$4516</td>
<td>$1894</td>
<td>$2622</td>
</tr>
<tr>
<td>Student + all children</td>
<td>$6774</td>
<td>$2841</td>
<td>$3933</td>
</tr>
<tr>
<td>Student + spouse + all children</td>
<td>$9032</td>
<td>$3788</td>
<td>$5244</td>
</tr>
</tbody>
</table>

B. **Option B**: You may use health insurance offered by USG-approved company Georgia Care Student Insurance (PGH Global). Armstrong's custom links are:
   - F1 Students: [www.intlinsure.com/georgiacare/armstrong-f1](http://www.intlinsure.com/georgiacare/armstrong-f1)
   - J1 Students: [www.intlinsure.com/georgiacare/armstrong-j1](http://www.intlinsure.com/georgiacare/armstrong-j1)

### Georgia Care Student Insurance

<table>
<thead>
<tr>
<th></th>
<th>Annual Premium</th>
<th>Fall Premium</th>
<th>Spring &amp; Summer Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student only</td>
<td>$878</td>
<td>$367</td>
<td>$511</td>
</tr>
<tr>
<td>Student + spouse</td>
<td>$1756</td>
<td>$734</td>
<td>$1022</td>
</tr>
<tr>
<td>Student + 1 child</td>
<td>$1756</td>
<td>$734</td>
<td>$1022</td>
</tr>
<tr>
<td>Student + all children</td>
<td>$2634</td>
<td>$1101</td>
<td>$1533</td>
</tr>
<tr>
<td>Student + spouse + all children</td>
<td>$3512</td>
<td>$2936</td>
<td>$2044</td>
</tr>
</tbody>
</table>
C. **Option C**: You may use your own health insurance that you chose yourself, either back home or in the U.S. Below are the minimum requirements for the insurance waiver to be approved for international students. International students must have a minimum of the following benefits:

- Both accident and sickness coverage
- Minimum benefit $250,000 per policy year
- A deductible of $500 or less and/or co-pay per individual, per year
- In-patient and outpatient, mental and nervous disorder benefits
- Prescription Drug Coverage
- Pay benefits worldwide
- Medical evacuation to one’s home country and family reunification of not less than $50,000
- Provision for repatriation of remains of not less than $25,000

If your insurance meets all of these requirements, fill out the waiver application. If not, you will have to use the insurance offered from the USG. The link to the waiver application: [https://www.armstrong.edu/administration/student-affairs-student-insurance](https://www.armstrong.edu/administration/student-affairs-student-insurance).

You must be registered for classes before you can apply for the waiver. If you are not registered yet that is okay; you can wait until the day of orientation when you will register for classes.

Note: The deadline for the waiver is usually the last day of the first week of classes. If you do not submit the waiver on time, you will be responsible for paying the cost of insurance automatically added to your account at the beginning of the semester.

**HEALTH INSURANCE WAIVER APPLICATION INFORMATION**

If you choose Option C, the way the process works is:

1. You must be enrolled in classes before you are added to the system.
2. The names of international students are sent to the administrator who uploads them into the United Healthcare system.
3. The administrator will charge the cost of USG health insurance to your student account.
   - Do not panic when you see that fee on your account, you will still be able to apply for the waiver.
4. You will then be able to log into the waiver website to submit waiver application.
5. When you submit the waiver application, an administrator will analyze your personal insurance to determine whether the insurance is acceptable or not.
   - If your waiver is denied, you have another chance to submit the waiver application.
   - If it is denied again, you will have to pay for the USG insurance.
6. If you need help completing the waiver, we can help you during orientation. Bring your medical insurance documents with you.
THIRD PARTY PAYMENT FORM

A **third party** is an outside organization/sponsor who pays your university bills on your behalf. Third Party Payment is the process we use to bill the outside organization for your tuition and/or fees.

If a third party sponsor (**SACM, USAID**, a relative, etc.) will send payment for your tuition & fees directly to the university, you need to make special arrangements with the Bursar’s office to bill that organization. Since these third party organizations do not always pay before the deadline, this form ensures that you will not be dropped from your classes because of a failure to pay.

ISEP and Rotary students **do not** need to submit this information.

Note: The Bursar’s office is the department in charge of tuition & fee funds at the university.

**Steps for Third Party Payments**

1. **Open** the Bursar’s Third Party Payment webpage for directions [https://www.armstrong.edu/departments/bursar-third-party-payments](https://www.armstrong.edu/departments/bursar-third-party-payments).
2. **Complete** the form “Third Party Contract Form” (located on the left-hand side of the page).
3. **Email** third.party@armstrong.edu before the semester begins to let them know you’re expecting third party payments.
   a. A bill authorization (sponsor letter) from your organization must be received at least two weeks prior to the payment deadline. If the Bursar does not have your authorization on file by the deadline, they cannot guarantee that your classes will not be canceled for non-payment.
4. **Provide** your organization with the correct Bursar contact information for mailing the authorization to bill.
5. **Pay** any charges that your organization does not cover by the payment deadline to avoid being canceled from your classes for non-payment.

**Important note:** Even if you submit your sponsor letter to OIE along with your I-20 Preparation Form, **you must still follow the steps for Third Party Payment and send a copy of the sponsor letter to the Bursar.**
THINGS TO BRING

DOCUMENTS

Make sure to bring any last minute documents that we would need to complete your application such as final transcripts, immunization records, health insurance documents if you want to apply for the waiver, etc. If you have not already done so, please make sure that you have requested that your official test scores to be sent to Armstrong. Our school code for TOEFL is 5012.

ITEMS FROM YOUR COUNTRY

OIE and the International Student Organization sponsor many events throughout the school year that allow international students to share their countries and cultures with the campus. Please bring any of the following:

- traditional clothing from your country for international events on campus
- your favorite recipe(s) from home
- items native to your country such as jewelry, artwork, dolls, games, weavings, books, maps, photographs, digital images, etc.

CLOTHING

- Most students find blue jeans or shorts worn with T shirts comfortable for attending class.
- Bring at least one formal outfit (suits or dresses) for social or religious functions you may choose to attend.
- You will need a medium-weight coat for the colder months (November-February).
- An umbrella is also useful in Savannah.

If you forget something or find you need to supplement your wardrobe once you arrive, there are many clothing stores nearby.

CLIMATE

The weather in Savannah is generally mild. During the summer it is hot and humid, while the winter is cool and generally mild. The humidity in the summer can make the temperature feel warmer than it actually is. Average temperatures for Savannah, Georgia:
<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Max Temperature °C ( °F)</td>
<td>15.4</td>
<td>16.9</td>
<td>21.2</td>
<td>25.3</td>
<td>28.9</td>
<td>31.6</td>
<td>32.8</td>
<td>32.1</td>
<td>29.6</td>
<td>25.3</td>
<td>21.1</td>
<td>16.8</td>
<td>24.8</td>
</tr>
<tr>
<td></td>
<td>(59.7)</td>
<td>(62.4)</td>
<td>(70.2)</td>
<td>(77.5)</td>
<td>(84)</td>
<td>(88.9)</td>
<td>(91)</td>
<td>(91)</td>
<td>(89.8)</td>
<td>(85.3)</td>
<td>(77.5)</td>
<td>(70)</td>
<td>(62)</td>
</tr>
<tr>
<td>Average</td>
<td>9.4</td>
<td>11</td>
<td>15.1</td>
<td>18.9</td>
<td>23.1</td>
<td>26.2</td>
<td>27.7</td>
<td>27.2</td>
<td>24.8</td>
<td>19.6</td>
<td>15.1</td>
<td>10.9</td>
<td>19.1</td>
</tr>
<tr>
<td>Temperature °C ( °F)</td>
<td>(48.9)</td>
<td>(51.8)</td>
<td>(59.2)</td>
<td>(66)</td>
<td>(73.6)</td>
<td>(79.2)</td>
<td>(81.9)</td>
<td>(81)</td>
<td>(76.6)</td>
<td>(67.3)</td>
<td>(59.2)</td>
<td>(51.6)</td>
<td>(66.4)</td>
</tr>
<tr>
<td>Average Min Temperature °C ( °F)</td>
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<td>5.1</td>
<td>9.1</td>
<td>12.5</td>
<td>17.2</td>
<td>20.7</td>
<td>22.4</td>
<td>22.3</td>
<td>19.9</td>
<td>13.8</td>
<td>8.9</td>
<td>5</td>
<td>13.4</td>
</tr>
<tr>
<td></td>
<td>(38.1)</td>
<td>(41.2)</td>
<td>(48.4)</td>
<td>(54.5)</td>
<td>(63)</td>
<td>(69.3)</td>
<td>(72.3)</td>
<td>(72.1)</td>
<td>(76.8)</td>
<td>(56.8)</td>
<td>(48)</td>
<td>(41)</td>
<td>(56)</td>
</tr>
</tbody>
</table>
AFTER ARRIVAL

STEPS FOR ARRIVING TO SAVANNAH

Currency exchange
We recommend that you exchange some currency (around $200-300 USD) before you leave your country. You will want U.S. dollars before you land so that when you arrive you can buy a snack, pay for a taxi, etc. There is no currency exchange booth at the Savannah/Hilton Head airport.

If you bring a certified check, expect to wait several days before you receive cash for the check. To avoid lengthy delays in the processing of your check, please make sure the check has a bank routing number at the bottom of the check.

Another option is to use your credit card. Some credit cards will automatically convert your purchase in dollars to the currency of your home country at the current exchange rate of the day. Please check with your personal credit card company to insure this option is available. Savannah has an abundance of Automatic Teller Machines (ATMs) that dispense cash if you have a bank card.

The closest bank to Armstrong’s campus is the SunTrust. (See building 23 on the campus map)

At the airport
You can take a taxi from the airport for around $40. (Don’t forget to tip; at least 15% is good.) The apps Uber and Lyft are also reliable if you have data on your phone. There is a campus map at this end of this guidebook so you can figure out how to get to the police station or residence halls, depending on the time you arrive.

STEPS FOR ARRIVING TO CAMPUS

Housing
Payment for your room must be received by the day you check in. You cannot check into your room until you have paid. Payment is posted to your Armstrong Portal account and can be made by check, money order, or credit card. (If a third party pays for your fees, make sure you have filled out the third party contract form and followed all of the instructions.)

The “boarding pass” is the email you will receive that tells you your room number and move in time. Follow any directions Housing has sent about the check-in process. You may move into the residence hall as soon as Friday, January 5, 2018. If you arrive before January 5, you will need to reserve a hotel room. The closest hotel is TownePlace Suites on Abercorn Street. Keep the Arrival Notification Form up-to-date as you finalize your travel itinerary; this helps us make arrangements for your arrival on campus.
If you will live in a residence hall, and plan to arrive on campus DURING office hours (between 8:00 am and 5:00 pm Monday through Friday), ask to be taken to the Armstrong campus and dropped off near the residence halls which can be reached by Roger Warlick Drive.

If you will live in a residence hall, and plan to arrive on campus AFTER hours (between 5:00 pm and 8:00 am Monday through Friday), you are coming after the Housing office is closed, when you arrive on campus, you need to go to the Armstrong Police Station on Arts Drive. Ask them to contact the "on-call supervisor" for Housing, who will then help you check in.

Housing & Residence Life office number: 912.344.2940.

Your room will NOT come with anything besides furniture. If you arrive early enough, you may be able to go shopping before the stores close. Some stores are open 24 hours, but you will need to research which ones before you arrive.

Check in at OIE
You may check in with OIE Monday through Friday between 9:00 am and 5:00 pm. We are located in 110 Gamble Hall. Bring your passport, signed I-20, and any immunization, final transcripts, or test scores that were not previously turned in.

Note: Even if you arrive after orientation, you MUST check in with OIE so we can verify your immigration record.

Free SIM cards
We are pleased to let you know that campusSIMs has shared some U.S. SIM cards with our office to give away to our new international students. campusSIMs SIM cards are uniquely designed for international students as they offer no-contract mobile plans on the largest 4G LTE GSM network.

The plans are affordable (starting at only $25 per month) and convenient because you can activate the SIM card using their app and your own international phone. Other features include:

- No contract, no deposit, no credit check and no SSN required
- Registration through the free app and avoid standing in lines at a store
- Access 4G LTE data
- Freeze your account while you’re abroad for only $5
- Earn $10 credit for referring friends
- Multilingual customer support (including Mandarin and Spanish)
- Use your own international phone
- Ask for one whenever you come in to check in.

Between arriving and orientation
Feel free to explore the campus and city of Savannah during your free time. Connect with your IFMP mentor if s/he is on campus. You can try to meet with your academic advisor. (We recommend scheduling a meeting beforehand.)
**Student ID card**
Go to the Card Center on the 2nd floor of the Student Union to receive your ID card. You must take a photo ID with you, for example, your passport. Students who have Americanized nicknames can ask the Card Center to put the nickname on their ID card.

**PUBLIC TRANSPORTATION**
Within walking distance from Armstrong there are: restaurants, a mall, fast food, grocery stores, banks, a hospital, doctors, cinemas, pharmacies, dentists, and places of worship. If you would like to travel to downtown Savannah or other areas of the city, the CAT (Chatham Area Transit) bus system is available for transportation.

**Grocery stores**
- Publix
- Kroger
- Wal-Mart

**Shopping**
- [http://www.savannahmall.com/](http://www.savannahmall.com/)
- [https://www.greyhound.com/](https://www.greyhound.com/)
- [https://www.amtrak.com/home](https://www.amtrak.com/home)

**INTERNATIONAL FRIENDS MENTOR PROGRAM**
The IFMP matches incoming international students (a mentee) with a current student (a mentor) who has experienced life at Armstrong. The mentee can ask a peer questions about what Armstrong classes are like, things to do in Savannah, the best places to eat around town, etc. Members will be specially invited to events by OIE and ISO.

You will be a mentee your first semester. After that, you may leave the program, or you may sign up to become a mentor and offer support to new international students. The program does not take much time—it works around your schedule.

**Before you arrive**
1. Sign up by following the link from OIE. It only takes 5 minutes.
2. OIE will match you with a mentor here at Armstrong.
3. You will receive an email to “introduce” you to each other.
4. You two can communicate before you arrive through email, Skype, Facebook, or some other method. This will enable you to make a friend on campus before you even arrive and ask questions about what it’s like to be a student here. You also get to practice English early!

**During the semester**
1. Your mentor will check on you once a week to make sure you’re adjusting alright and offer support.
2. You and your mentor will meet up once a month for about an hour. Grab a coffee, come to an International Education event, study together, etc.
3. You and your mentor will be specially invited to programs hosted by the Office of International Education.

Find the Armstrong International Friends Mentoring Program on Facebook to learn more about mentorship and upcoming events.

INTERNATIONAL STUDENT ORGANIZATION
ISO is an organization for, but not exclusive to, international students. Its objective is to familiarize international students with American culture while helping them to share aspects of their culture. It have a mixture of both international and American students.

- To provide international students the opportunity to socialize on campus
- To make it possible for foreign students to enjoy the hospitality and fellowship of local students
- To provide information to the campus and surrounding communities about the cultures of the countries represented by our international students
- To promote an interest and awareness of diverse culture on campus

Find the Armstrong International Student Organization group on Facebook at [https://www.facebook.com/groups/ArmstrongInternational/](https://www.facebook.com/groups/ArmstrongInternational/) to learn more about meetings, upcoming events, and being a part of this vibrant student organization.
OIE CONTACT INFORMATION

We hope you have a safe trip to the U.S. and we look forward to meeting you soon!

Best Wishes,

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