EXCHANGE PROGRAM PROCEDURES
INCOMING STUDENTS from QATAR to PITTSBURGH

The following Carnegie Mellon offices are involved in the administrative processes prior to the arrival of an incoming international student from Qatar (CMU-Q):

- CMU-Q designated contact: Vanessa Fernandes, CMU-Q OIE (vhf@andrew.cmu.edu)
- CMU-P designated contact: Christine Menand, Assistant Director/Study Abroad & Exchange Programs, CMU-P OIE (cmenand@andrew.cmu.edu)
- All questions about a student’s documents should be referred to Christine Menand.

Each incoming CMU-Q student must submit the following as **one complete package** to the CMU-Q Office of International Education (OIE). Incomplete packages will not be processed. **Students should not apply unless they are committed to attending CMU-P.**

a) *International Exchange Student Information Form* for CMU-Qatar (available in fillable pdf. format)
b) *Affidavit of Support for Financial Sponsor* for Qatar Campus Students (available in fillable pdf. format)
c) Original supporting financial documentation (no copies, faxes or scans)
d) Original TOEFL score report
e) Copy of the picture ID page(s) of Passport

The following must be completed online by the student:

a) Campus housing application: [http://www.cmu.edu/housing/](http://www.cmu.edu/housing/)
b) Medical history forms: [http://www.cmu.edu/health-services/healthconnect/index.html](http://www.cmu.edu/health-services/healthconnect/index.html)

**Note:** Citizens and legal permanent residents of the U.S. do not need a DS-2019/I-20 Certificate of Eligibility to enter the U.S. and study. These students are required to submit the housing and health forms.

**Note on English Proficiency:** Students accepted by CMU-Q with an admissible English language level, will be admissible for exchange to CMU-Pittsburgh. If there is ever a question or concern, the CMU Pittsburgh incoming department or OIE has the ability to request an interview (via Skype, FaceTime) to assess and confirm adequate English language ability. This is to ensure student success!

So that international students have adequate time to make travel arrangements and register for classes, all of the above materials are due to the CMU-Q Office of International Education by

- **March 1** for the summer*,
- **April 30** for the fall or academic year exchanges,
- **October 15** for the spring exchange.

*The Summer *IESIF* and affidavit will be sent to CMU-Q by Feb. 15th. Students who are interested in coming to Pittsburgh for the summer term should gather additional documents prior, and be ready to complete the *IESIF* and affidavit during this window from Feb. 15th-March 1st.*
Each OIE Office (Pittsburgh and Doha) will notify the other via email when documents are being shipped.

**Required International Orientation**

OIE must report the arrival of all students on non-immigrant visas to the Department of Homeland Security. Therefore, these students are required to attend an orientation when they arrive at Carnegie Mellon University. Which orientation an exchange student is required to attend will depend on their choice of housing options:

**Fall 2017 Arrival**
- All exchange students will be required to attend an International Student Orientation with OIE prior to the start of classes. More information will be emailed to the student when details for Move-In and Orientation have been confirmed.
- Classes begin Monday, August 28, 2017.

**Spring 2018 Arrival**
- All exchange students arriving in the spring term are required to attend the international student orientation, which is held **Friday, January 12, 2018**. The students who plan to live “on campus” can enter their rooms one day before the orientation. Early arrivals and those living “off campus” will have to find temporary accommodation on their own. See the Settling-In Guide on OIE’s website for details.
- Classes begin TUESDAY, January 16, 2018.

**Summer 2018 Arrival**
- All exchange students arriving for the summer term Session I are required to attend the international student orientation, which will be held **Friday, May 18, 2018** (most likely). Details will be emailed to the students 2-3 weeks prior to the start of the semester.
- Classes begin Monday, May 21, 2018.
- Students attending the summer term Session II only must contact OIE upon arrival to be scheduled for a brief orientation and immigration check-in.

**Housing Services:** Room Assignments, rmassign@andrew.cmu.edu, or housing@andrew.cmu.edu

Exchange students are guaranteed housing during the academic year as long as their housing applications are received by July 1.
- Go to the Carnegie Mellon Housing Services page: [http://www.cmu.edu/housing/](http://www.cmu.edu/housing/)
- Go to Incoming Students, International Exchange Students
- Complete the online [Upper-Class Housing Application](http://www.cmu.edu/housing/floorplans-buildings/)
- For detailed information on the housing options go to:
  - [http://www.cmu.edu/housing/floorplans-buildings/](http://www.cmu.edu/housing/floorplans-buildings/)
  - If coming for the Fall term, students should select academic year housing. They will cancel housing later for the Spring term.
- Students interested in on-campus housing for the summer semester should visit: [http://www.cmu.edu/housing/summer-housing/](http://www.cmu.edu/housing/summer-housing/)
University Health Services

Carnegie Mellon University Health Services has a secure web portal, HealthConnect, where you can access forms and also send secure messages.

- All exchange students must complete the Medical History Form. Visit http://www.cmu.edu/health-services/healthconnect for instructions on how to access the form or to send questions using HealthConnect’s secure messages.
- Note: students must complete the Medical History Form in advance of arrival and receive proper immunizations in order to move into on-campus Housing.
- Exchange students will be billed for health insurance at Carnegie Mellon unless they complete a medical insurance waiver form and receive the approval of the waiver from Carnegie Mellon’s University Health Services. The policy and form can be found at http://www.cmu.edu/health-services/student-insurance. Questions can be sent using HealthConnect’s secure messages. General questions can also be sent to shinsure@andrew.cmu.edu.

International Student Information

For information about immigration issues and international student arrival and orientation check:
http://www.cmu.edu/oie
FAQs for new international students

Academic Advising and Troubleshooting

Renee Camerlengo (reneec@andrew.cmu.edu) will be the point of contact for the CMU-Q students who come to Pittsburgh. Academic advisors within the departments will advise the CMU-Q students on general academic specific issues. Preferably, the CMU-Q academic advisor will have made direct contact with the CMU-P advisor prior to the student’s arrival on campus.

Office of International Education (OIE) Tasks

- OIE will update the “CMU Administrators” section of the OIE website at www.cmu.edu/oie each February.
- Upon receipt of the student’s completed International Exchange Student Information Form, Affidavit of Support for Financial Sponsor with original financial documents, original TOEFL score report and copy of passport, OIE will create an I-20 Certificate of Eligibility for the student.
- The I-20/DS-2019s, along with orientation and arrival information, are then sent via UPS to Vanessa Fernandes at the Doha campus; or via eShipGlobal (to a student’s choice of location). Students will cover shipping costs if choosing eShipGlobal. [An email will be sent to the student when the documents are ready. At that time, the students can choose the most beneficial location for documents to be sent.]
- Vanessa delivers any I-20/DS-2019 arriving in CMU-Q’s OIE to the student.
- CMU-Q will change the program code in S3 for CMU-Q students
- CMU=P’s OIE will provide orientation upon arrival and advising and other services to exchange students (see above for details).