EXCHANGE PROGRAM PROCEDURES for 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, Director, 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 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 shall 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 an I-20 Certificate of Eligibility to enter the U.S. and study. These students are required to submit the housing and health forms.

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

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

*The Summer *IESIF* and *affidavit* will be sent to CMU-Q on 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.*
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:

Summer 2016 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 13, 2016**. Details will be emailed to the students 2-3 weeks prior to the start of the semester.
• Students attending the summer term Session II only must contact OIE upon arrival to be scheduled for a brief orientation and immigration check-in.

Fall 2016 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.

Spring 2017 Arrival

• All exchange students arriving in the spring term are required to attend the international student orientation which is held **Friday, January 13, 2017**, before classes begin on **TUESDAY, January 17, 2017**. 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.

Housing Services: Room Assignments, rmassign@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 Students, Exchange Students
• Complete the online Upper-Class Housing Application
• For detailed information on the housing options go to:
  o [http://www.cmu.edu/housing/floorplans-buildings/](http://www.cmu.edu/housing/floorplans-buildings/)
• 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](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.cmuedu/health-services/student-insurance](http://www.cmuedu/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.cmuedu/oie](http://www.cmuedu/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.cmuedu/oie](http://www.cmuedu/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 along with orientation and arrival information is then sent via UPS to Vanessa Fernandes at the Doha campus.
• Vanessa then delivers the I-20 to the student.
  • CMU-Q will change the program code in S3 for CMU-Q students (*per email from CMU-P Enrollment Services, 11/3/09.)*
• OIE will provide orientation upon arrival and advising and other services to exchange students (see above for details).