

Carnegie Mellon University

Office of International Education

5000 Forbes Ave, Cyert Hall Suite 101, Pittsburgh, PA 15213

Phone: (412) 268-5231 • Email: oiie@andrew.cmu.edu • Web: www.cmu.edu/oiie

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: Juan Sam, CMU-Q OIE
- CMU-P designated contact: Christine Menand, Associate Director of OIE for Study Abroad, CMU-P OIE (cmenand@andrew.cmu.edu)

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.

- Completed International Exchange Student Information Form & signed Affidavit of Support (if required)
- Official Financial Documentation – see this page for thorough details of what is accepted.
- Scanned copy of the picture page of the passport for the student and any dependent(s)
- Scanned copy of the original TOEFL, IELTS or Duolingo score report (may come from the CMU-Q OIE office)

The following must be completed online by the student:

- a) Campus housing application: <http://www.cmu.edu/housing/>
- b) Medical history forms: <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 still 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, for all incoming non-native English speakers, the CMU Pittsburgh incoming department or OIE can request an interview (via Zoom, FaceTime) to assess and confirm adequate English language ability. This is to ensure student success!

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 in February. 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 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 (for those taking advantage of University Housing) and Orientation have been confirmed. The *Exchange Student International Orientation* is normally the Thursday prior to the start of courses.
- Classes begin typically the last Monday of August. See [CMU Academic Calendar](#)

Spring Arrival

- All exchange students arriving in the spring term are required to attend the *International Student Orientation* with OIE which is typically held the Friday before classes. The undergraduate exchange 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 typically the 2nd Monday of January. See [CMU Academic Calendar](#)

Summer Arrival

- All exchange students arriving for the summer Session I are required to attend the international student orientation, which will be held the Friday before Summer term classes begin (most likely). 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.

Housing Services

- For detailed information on CMU housing visit: <https://www.cmu.edu/housing/>
- We recommend that incoming Undergraduate Exchange Students seeking housing on campus follow these steps:
 1. Go to the Carnegie Mellon Housing Services page: <http://www.cmu.edu/housing>
 2. Complete the *On-line Upper-Class Housing Application*, found here: <https://www.cmu.edu/housing/apply-for-housing/upperclass.html>
- For Fall and Academic-Year, undergraduate exchange students are most likely guaranteed housing as long as their housing applications are received by the application deadline Spring deadlines vary. All assignments are based upon availability. There is no guarantee for exact preference matches.
- **Note:** The Andrew ID is needed to complete the housing form. Students receive information regarding their Andrew ID in a letter included with the DS-2019 OR I-20 document.
- [Housing Policies](#) website- useful for students to understand housing costs and deadlines: <https://www.cmu.edu/housing/our-communities/policies.html>
- Contact: rmassign@andrew.cmu.edu.

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.
 - All full-time students must carry health insurance and will be assessed a charge for the individual standard plan offered through the university student health insurance program. The charge will appear on the invoice

of the first semester of attendance in the academic cycle. Within that semester's insurance open enrollment period, the student must:

- Enroll in the basic plan as charged; or
- Apply for a waiver from the mandatory plan. The policy and form can be found at <http://www.cmu.edu/health-services/student-insurance/forms/index.html>

- Questions can be sent using *HealthConnect*'s secure messages. General questions can also be sent to shinsure@andrew.cmu.edu.
- Students should be aware of the high costs of health care AND insurance in the United States. This includes additional costs on-top of insurance (for coverage received anywhere in the world ON such insurance). If you seek and are able to waive the purchase of CMU's student health insurance policy, make sure to take into account what you would pay out-of-pocket for that other insurance, as compared to CMU's policy.

International Student Information

For information about immigration issues and international student arrival and orientation check:

- <http://www.cmu.edu/oie>
- <https://www.cmu.edu/oie/community-connections/orientation/index.html>

Academic Advising and Troubleshooting

Tera Monroe (tmonroe@andrew.cmu.edu) Associate Dean and Director of Residential Education, will be the point of contact for the CMU-Q students coming to Pittsburgh, while Christine "Chris" Menand (cmenand@anrew.cmu.edu) will be their immigration contact. Academic advisors within the departments will advise the CMU-Q students on general academic specific issues.

Chronological Sequence of Events

- Upon receipt of the student's completed *International Exchange Student Information Form, Affidavit of Support* with financial documents, English prof. score, and copy of passport, OIE Pittsburgh will create an I-20 Certificate of Eligibility for the student (or DS-2019 for CMU-Q scholars or WSP program).
- OIE will send instructions via email, directly to the student, to access this document. The student will need to print, sign & date – and carry this with them to travel to the USA.
- 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).