



ENGLISH LANGUAGE INSTITUTE STUDENT  
**WELCOME GUIDE**



# Missouri State™

U N I V E R S I T Y

## Dear Student:

Congratulations on your acceptance to the English Language Institute at Missouri State University—Springfield! We look forward to welcoming you to our international community.

Enclosed is your admission letter and I-20 OR DS-2019. Following the instructions provided, please review your I-20 OR DS-2019 to ensure the information is correct and complete. Then, use the I-20 OR DS-2019 to apply for your U.S. student visa at the nearest U.S. embassy or consulate. Once you receive your visa, bring your Original I-20 OR DS-2019 and admission letter with you when traveling to the U.S.

Please take time to review this booklet carefully. It contains information to help you prepare for your studies at the ELI, including information about arriving in the U.S., settling into Springfield, Missouri, and checking in at the ELI.

If you have any questions or would like more information about a particular topic, please feel free to contact us.

We are looking forward to greeting you on campus next session.

Warm regards,

*Jane E Robison*

Dr. Jane E. Robison, Executive Director  
English Language Institute  
Missouri State University

### Mailing Address

English Language Institute  
301 South Jefferson Avenue, #200  
Springfield, Missouri, USA 65806

**Phone:** +1 417-836-6540

**Email:** [ELI@MissouriState.edu](mailto:ELI@MissouriState.edu)

**Web:** [International.MissouriState.edu/ELI](http://International.MissouriState.edu/ELI)

**Fax:** +1 417-836-4784



## I-20 OR DS-2019

Your I-20 OR DS-2019 is a document you will use to apply for a student visa in the F category (I-20) or J category (DS-2019). Attached you will find an example of what this document will look like.

Please review your I-20 OR DS-2019 to ensure that the information is correct and complete using the guidelines below. If information needs to be changed or added, please contact the ELI office at (417)836-6540 or [eli@missouristate.edu](mailto:eli@missouristate.edu).

Please review the following fields on your I-20 OR DS-2019:

- **PERSONAL INFORMATION**

- Name: Family Name, Primary Name, Given Name
- Country of Birth
- Country of Citizenship
- Date of Birth

This information **MUST** match your passport.

- **EDUCATION LEVEL**

- Program of Study

All ELI students with conditional admission will only show English Language Training in this area. The conditional admission major will be indicated on the remarks area of the I-20 OR DS-2019.

- **MAJOR**

- Second Language Learning
- Program start date

**NOTE:** U.S. regulations do not allow students to enter the country more than 30 days before the program start date.

# I-20 OR DS-2019

This form is intended as a sample and is in no way official for entrance into the United States. Please review the highlighted fields for accuracy on your I-20 or DS-2019.

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

**SEVIS ID: N0004705512**

<b>SURNAME/PRIMARY NAME</b> Doe Smith	<b>GIVEN NAME</b> John	<b>CLASS</b>  <b>F-1</b>  <b>ACADEMIC AND LANGUAGE</b>
<b>PREFERRED NAME</b> John Doe-Smith	<b>PASSPORT NAME</b>	
<b>COUNTRY OF BIRTH</b> UNITED KINGDOM	<b>COUNTRY OF CITIZENSHIP</b> UNITED KINGDOM	
<b>DATE OF BIRTH</b> 01 JANUARY 1980	<b>ADMISSION NUMBER</b>	
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE	<b>LEGACY NAME</b> John Doe-Smith	

### SCHOOL INFORMATION

<b>SCHOOL NAME</b> SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	<b>SCHOOL ADDRESS</b> 9002 Nancy Lane, Ft. Washington, MD 20744
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Helene Robertson PDSO	<b>SCHOOL CODE AND APPROVAL DATE</b> BAL214F44444000 03 APRIL 2015

### PROGRAM OF STUDY

<b>EDUCATION LEVEL</b> DOCTORATE	<b>MAJOR 1</b> Economics, General 45.0601	<b>MAJOR 2</b> None 00.0000
<b>NORMAL PROGRAM LENGTH</b> 72 Months	<b>PROGRAM ENGLISH PROFICIENCY</b> Required	<b>ENGLISH PROFICIENCY NOTES</b> Student is proficient
<b>PROGRAM START DATE</b> 01 SEPTEMBER 2015	<b>PROGRAM END DATE</b> 31 MAY 2021	

### FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 23,000	Personal Funds	\$ 3,000
Living Expenses	\$ 6,000	Scholarship and Teaching Assistantship	\$ 29,000
Expenses of Dependents (1)	\$ 3,000	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
<b>TOTAL</b>	<b>\$ 32,000</b>	<b>TOTAL</b>	<b>\$ 32,000</b>

### REMARKS

Orientation begins 8/25/2015. Please report to ISSS upon arrival.

### SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

**SIGNATURE OF:** Helene Robertson, PDSO **DATE ISSUED** 21 April 2015 **PLACE ISSUED** Ft. Washington, MD

### STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

**SIGNATURE OF:** John Doe Smith **DATE**

**NAME OF PARENT OR GUARDIAN** **SIGNATURE** **ADDRESS (city/state or province/country)** **DATE**



## DEPENDENTS

Dependents are family members, such as a spouse or child, who will accompany you to the U.S. If you have dependents who will come with you to the U.S., each of those dependents should have his/her own I-20 as F-2 or DS 2019 as J-2.

Please note that you will be required to show that you have an additional \$4,000 USD to support your spouse and \$2,000 USD for each child.

## UNITED STATES STUDENT VISA\*

Information source: <http://travel.state.gov/>

If your I-20 OR DS-2019 is correct, make an appointment with the nearest U.S. Embassy or Consulate to apply for your student visa. In some countries, it may take several weeks to receive a decision on your student visa application. We encourage you to start this application process as soon as possible. Know that you may apply for your visa at any time, but, in some countries, you will not receive the visa in your passport until four months before your program start date.

Applicants for student visas should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it may be more difficult to qualify for the visa outside the country of permanent residence. For a list of the locations of U.S. embassies and consulates, go to <http://usembassy.state.gov/>

---

\*The visa application process may vary from country to country. Contact your local U.S. embassy or consulate for specific instructions on applying for a visa in your country. For a list of the locations of U.S. embassies and consulates, go to: <http://usembassy.state.gov/>

## REQUIRED DOCUMENTATION

Each applicant for a student visa must pay a nonrefundable application fee and submit:

1. A completed Form DS-160.
  - A. Electronic visa application: <http://ceac.state.gov/genniv/>
2. Non-immigrant Visa Application, Form DS-160 confirmation page and application fee payment receipt.
3. A passport valid for travel to the United States and with a validity date at least six months beyond the applicant's intended period of stay in the United States.
4. Photo – you will upload your photo while completing the online Form DS-160. If the photo upload fails, you must bring one printed photo in the format explained in the Photograph Requirements (<https://travel.state.gov/content/visas/en/general/photos.html>)
5. Form I-20 OR DS-2019
6. Evidence of sufficient funds or sponsorship letter.
7. You are required to pay a \$200 usd SEVIS fee and must take the receipt of this payment to your visa appointment. SEVIS fee procedures vary from country to country.  
To pay the SEVIS fee online with a credit card, go to this website:  
<https://fmjfee.com/i901fee/desktop/students/formSelection.htm>

More information on this SEVIS fee is available at: <http://www.ice.gov/sevis/i901/index.htm>

## OTHER DOCUMENTATION

Student visa applicants must establish to the satisfaction of the consular officer that they have binding ties to a residence in their home country, which they have no intention of abandoning, and that they will depart the U.S. when they have completed their studies. It is impossible to specify the exact form the evidence should take since applicants' circumstances vary greatly.

The U.S. Department of State has a new website with useful information for international students. Visit <http://www.educationusa.state.gov/>

# 10 POINTS TO REMEMBER WHEN APPLYING FOR A NONIMMIGRANT VISA

Published by NAFSA: Association of International Educators in consultation with the U.S. State Department

The general information below can be helpful to all students, but is intended for students coming to the English Language Institute to learn English before being accepted into their program of study at Missouri State University. You may need to prove English proficiency before you can obtain a student visa in your country.

## 1. TIES TO YOUR HOME COUNTRY

All applicants for F-1 or J-1 visas (non-immigrant visas) are viewed as intending immigrants until they can convince the consular office that they are not. You must be able to show that you have reasons for returning to your home country. These reasons must be stronger than those for remaining in the U.S.

Every situation is different, but possible reasons could include:

- A. Current job or future employment
- B. Family or relationships
- C. Financial opportunities like inheritance or investments

U.S. Diversity Green Card Lottery: If you have applied for this you may be asked if you are intending to immigrate. A simple answer would be that you applied because it was available, but not with specific intent to immigrate.

Overstayed: If you overstayed your last stay in the U.S be prepared to explain why with documentation, if possible.

## 2. ENGLISH

Be prepared for an interview in English and practice with a native speaker, if possible. Do not prepare speeches.

## 3. SPEAK FOR YOURSELF

Do not bring family with you to the interview. Speak on your own behalf.

## 4. KNOW THE PROGRAM AND HOW IT FITS YOUR CAREER PLANS

Understand and be able to explain your program of study and how it applies to your future when you return home. If you cannot speak about your program of study, the consular officer may think you plan to immigrate.

## 5. BE BRIEF

Consular officers must conduct interviews quickly. What you say first/your first impression may be the key to success. Keep your answers short and to the point.

## **6. ADDITIONAL DOCUMENTATION**

Interviews are 2-3 minutes so any documents you present must be clear and significant, without long explanations.

## **7. NOT ALL COUNTRIES ARE EQUAL**

It may be more difficult to get a visa if your country is suffering economically or if many non-immigrants from your country have remained in the U.S. as immigrants.

## **8. EMPLOYMENT**

F-1 visa students are coming to the U.S. to study and then return home. Some students work on-campus during their studies, but the main goal is getting an education and you must be able to make this clear. F-2 dependents may not work in the U.S. Be ready to state what your dependents plan to do with their time. Options include taking part-time ELI classes or volunteer work.

## **9. DEPENDENTS REMAINING AT HOME**

If you are leaving dependents in your country, be ready to speak about how they will support themselves while you are in the U.S. If the consular officer believes that you will need to send them money, your visa will probably be denied. If your family decides to join you later, they should apply at the same post where you applied for your visa.

## **10. MAINTAIN A POSITIVE ATTITUDE**

Do not argue with the consular officer. If you are denied, ask the officer for a list of documents that he/she would suggest you bring in order to overcome the refusal and try to get the reason you were denied in writing.

NAFSA would like to credit Gerald A. Wunsch, Esq., 1997, then a member of the Consular Issues Working Group, and a former U.S. Consular Officer in Mexico, Suriname, and the Netherlands, and Martha Wailes of Indiana University for their contributions to this document. NAFSA also appreciates the input of the U.S. Department of State.





## UNITED STATES ENTRY PROCEDURES

Visit <http://www.educationusa.state.gov/>

When you arrive in the U.S., officers from the Department of Homeland Security, U.S. Customs and Border Protection (CBP) will review the following documents, which you must bring:

### PASSPORT

A booklet issued by a national government to allow for travel. It must be valid and not expire soon. This will be reviewed with your visa and your booklet will be stamped to show when/where you arrived in the U.S.

### I-20 OR DS-2019

The officer will review the document from the school you are planning to attend (not from others). This must be the **original** document sent to you; not copies. Customs and Border Protection (CBP) has the authority to deny admission into the U.S. If you have problems, please call 1-417-836-6540.

### I-94

The U.S. Customs and Border Protection (CBP) will stamp your passport with your F-1 or J-1 visa noting the port of entry, arrival date, and D/S (Duration of Status). Please verify that the stamp has the correct visa status before leaving the officer's window. The D/S is the date for which you are legally "in status" with the USCIS. Please see this website for more information:

<http://cbp.gov/travel/international-visitors/i-94-instructions>

After you arrive, you can print your own I-94 Electronic Record by accessing this website:

<https://i94.cbp.dhs.gov/I94/consent.html>

You will need this document to obtain a Driver's License or for employment on campus to obtain a Social Security card. Keep this document with your passport.

**NOTE:** CBP officers check finger prints of individuals entering the U.S.

## GETTING TO SPRINGFIELD, MISSOURI

There are several U.S. cities named Springfield, so you need to be careful in making your travel plans that your final destination is **SPRINGFIELD, MISSOURI**. If you are arriving by air, you need to arrive at Springfield-Branson National Airport—**SGF** airport code.

If you do not have anyone to pick you up at the airport, we can arrange to have someone pick you up. We need this information at least one week prior to your travel. Submit your pickup request and flight information at <http://International.MissouriState.edu/eli/pickup.htm>

You can also use Taxi and Shuttle services to get to the Missouri State campus, hotel or to wherever you will be staying in Springfield. You can contact Springfield Limo and Shuttle at (417) 831-2096, Yellow Cab at (417) 862-5511 or 1-800-829-4222 and City Bus Service at (417) 831-8782.

### OTHER CONTACTS AT MISSOURI STATE UNIVERSITY:

**The English Language Institute**—(417) 836-6540 | **Safety & Transportation**—(417) 836-5509  
**Campus Police**—(417) 836-5327 | **Residence Life**—(417) 836-5536.

When making your flight arrangements, remember that students on an F-1 or J-1 visa can arrive in the U.S. up to 30 days before the program start date on their I-20 OR DS-2019. However, university housing is not available until a few days before the session starts. You **MUST** arrive before the mandatory ELI orientation session.

## ADJUSTING TO SPRINGFIELD

### START UP COSTS

We recommend that you carry a limited amount of cash (U.S. dollars) with you when you arrive in the U.S. Most students find that carrying a combination of cash (approximately \$500) and/or credit cards suffice. If you have a credit card, make sure that your credit card will work in the U.S.

### HOUSING

**On Campus**—MSU has a nationally-recognized and award-winning on-campus housing system. You can get detailed information about on-campus housing at Missouri State University at <http://reslife.missouristate.edu/>. Please note: The number of spaces available for on-campus housing may be limited in the fall and spring semester. Therefore, you should apply for on-campus housing as soon as you have been admitted into the English Language Institute.

ELI students are not required to live in the residence halls on campus. However, we encourage our students to live in the residence halls on campus because you will have more opportunities to practice speaking English, to build your vocabulary, and to better understand the American culture. Please be aware that you are signing a housing contract for the entire academic year and by doing so you are required to live in the residence hall for both the fall and spring semesters. You cannot break your housing contract without a documented extreme need and if you are approved to break your housing contract, there will be financial penalties.



## STEPS TO FOLLOW TO SIGN A HOUSING CONTRACT ONLINE

Below are the steps you need to follow to apply for housing online:

- 1. Create your student account.** This website has step by step instructions on how to create your student account. <https://experts.missouristate.edu/display/KB/How+to+Create+an+Account>  
The Bear Pass number is on your admission letter. It begins with the letter “M”
- 2. Once you have created your student account, you can sign up for housing online at the following website: [my.missouristate.edu](http://my.missouristate.edu).** Click the “Profile” tab. In the blue box labeled, “Housing”, you will see the link to “Complete your Contract”. Instructions on how to complete this contract are available at: <http://reslife.missouristate.edu/CompleteYourContract.htm>
  - A.** Since the ELI is in 8-week sessions, the online housing contract is only available for the fall (August) and spring (January) sessions 1.
  - B.** For fall (October) and spring (March) sessions 2 and for summer (June) you must send an email to Residence Life at [residencelife@missouristate.edu](mailto:residencelife@missouristate.edu) as soon as you have been admitted to the ELI program. Give them your name and your Bear Pass number and explain the dates for which you will need housing and then you will be instructed by Residence Life to complete the online contract.
- 3. You will not receive a housing assignment unless you have a completed housing contract.** Make sure you complete the contract by paying your \$100 housing deposit and submitting your Meningococcal vaccine information to Taylor Health Center at: <http://health.missouristate.edu/students/MeningococcalVaccine.htm>  
You can check your housing contract status by visiting [my.missouristate.edu](http://my.missouristate.edu) and clicking the “Application Summary” link.

### Mailing Address

Residence Life  
Hammons House 104  
901 S. National Ave.  
Springfield, MO 65897

**Phone:** +1 417 836-5536

**Email:** [ResidenceLife@MissouriState.edu](mailto:ResidenceLife@MissouriState.edu)

**Web:** [International.MissouriState.edu/ELI](http://International.MissouriState.edu/ELI)

**Fax:** +1 417-837-2327

**Website:** <http://reslife.missouristate.edu/>

## TEMPORARY HOUSING

Please be aware that you will not be able to move into on-campus housing until the weekend before classes begin. If you arrive before that time, you will need to arrange for temporary housing until your room is available for you to move in.

- You can email Residence Life at [ResidenceLife@missouristate.edu](mailto:ResidenceLife@missouristate.edu) with your name, Bear Pass number, and the date you would like to arrive, to see if they have temporary housing available (they only have temporary housing available before the Fall semester). You may need to stay in a hotel, with friends or in an apartment with a month-to-month lease until you find permanent housing or your on-campus housing becomes available.

## OFF CAMPUS

- You can search for apartments online at:  
<http://www.missouristate.edu/transfer/offcampushousing.htm>  
However, you should be aware that these websites are not managed by Missouri State University and we cannot answer any questions about the information provided on this website.

Hotels are also available near campus. We recommend:

- Best Western Route 66 Rail Haven:  
<http://www.bwrailhaven.com> | 203 S. Glenstone, Springfield, MO 65802  
Phone: 417.866.1963 | Fax: 417.864.7676  
Let the hotel know that you are a Missouri State student to receive a discount.
- University Plaza Hotel & Convention Center  
<http://upspringfield.com> | 3333 John Q. Hammons Parkway Springfield, MO 65806  
Phone: 417-522-1118 | Fax: 417-864-3077 |  
Let the hotel know that you are a Missouri State student to receive a discount.
- Extended Stay America  
<http://www.extendedstayamerica.com/hotels/mo/springfield>  
1333 E. Kingsley St, Springfield, MO 65804 | Telephone: (417) 823-9100 | Fax: (417) 823-9005  
Offers weekly rates that may be lower than nightly rates at other hotels.



## NEW STUDENT ORIENTATION AND PLACEMENT TEST

Orientation for new ELI students takes place at the ELI, which is located in the Jim D. Morris Center, 301 S. Jefferson Avenue, Suite 200, Springfield, MO 65806. (See letter with your admission documents for specific date and times.)

The Orientation session is very important, as you will learn about the ELI, Missouri State and the Springfield community. You will also take the placement tests during orientation sessions. No late arrivals are allowed.

## IMMUNIZATIONS

Missouri State requires that all newly enrolled or readmitted students comply with the Immunization/Tuberculosis (TB) Screening Policy.

- Your TB test must be given at the Taylor Health & Wellness Center at Missouri State University. TB test results from other locations will not be accepted.
- If you are planning to live on campus, you must have received a meningococcal vaccination within the past five years prior to enrollment. Submit proof of having had the vaccination to Taylor Health Center at <http://health.missouristate.edu/students/MeningococcalVaccine.htm>  
You will not be allowed to complete your housing contract if you have not submitted proof of the vaccination.
- If you plan on getting a measles, mumps, and rubella (MMR) vaccination, please have it done at least six weeks prior to your arrival at Missouri State. If you receive it less than six weeks before you arrive on campus, the Taylor Health Center will not be able to give you the other immunization tests.
- Please complete the Health Form attached to your admission documents and bring it to the ELI the first day of orientation. You can also download the health form at <http://health.missouristate.edu/forms.htm>
- Missouri law requires that students residing on-campus sign that they have received information on the risks of meningitis, the effectiveness of the meningococcal vaccine, and receiving or waiving out of receiving the vaccine. For more information about meningitis and the vaccine, visit the CDC website. The vaccine is available at Taylor Health. For your best protection, this vaccine should be taken prior to arriving at college.



## INSURANCE

Missouri State requires international students to purchase the insurance plan provided through the university. All international students will be charged for insurance on their Missouri State student account when they enroll in the ELI. If you are a sponsored student by your government or University, we must receive your scholarship letter within the first week of the beginning of each session. Otherwise, the Missouri State health insurance will be charged to your account and you will have to pay it, even if you get the scholarship after the deadline.

For more information about health insurance in general, as well as information about insurance for your dependents and health insurance waivers, please visit the Taylor Health and Wellness Center website at: <http://health.missouristate.edu/students/insurance.htm>





## MISSOURI WEATHER AND CLOTHING SUGGESTIONS

The climate in Missouri should be kept in mind as you begin packing your clothes. The temperatures in the area are considered moderate but vary widely. Be sure to dress appropriately for your arrival. The chart below provides average climate and dress considerations.

SEASON	DATES	HIGH	LOW	CLOTHING
Summer	Jun 20-Sep 20	89F°   28C°	66F°   17C°	Light clothes
Fall	Sep 21-Dec 20	79F°   23C°	57F°   12C°	Sweaters, Jackets
Winter	Dec 21-Mar 19	51F°   9C°	29F°   1C°	Warm clothing
Spring	Mar 20-Jun 19	70F°   19C°	48F°   8C°	Light jackets

For detailed weather information, visit <http://www.weather.gov/sgf/>



## KEY CONTACTS FOR ELI STUDENTS AT MISSOURI STATE UNIVERSITY

### ENGLISH LANGUAGE INSTITUTE

**WEBSITE:** <http://international.missouristate.edu/eli/>

**PHONE:** 417-836-6045

**FAX:** 417-836-4784

**EMAIL:** [ELI@missouristate.edu](mailto:ELI@missouristate.edu)

Contact the English Language Institute with any questions concerning immigration, maintaining your status or anything regarding your admission.

### TAYLOR HEALTH AND WELLNESS CENTER

**WEBSITE:** <http://health.missouristate.edu/>

**PHONE:** 417-836-4000

**EMAIL:** [Health@MissouriState.edu](mailto:Health@MissouriState.edu)

Contact the Student Health Center for medical and health insurance information.

### RESIDENCE LIFE AND SERVICES

**WEBSITE:** <http://reslife.missouristate.edu/>

**PHONE:** 417-836-5536

**EMAIL:** [residencelife@missouristate.edu](mailto:residencelife@missouristate.edu)

Contact Residential Life for questions about on-campus housing.

### SAFETY AND TRANSPORTATION

**WEBSITE:** <http://www.missouristate.edu/safetran/>

**PHONE:** 417- 836-5509

Contact the Safety and Transportation for questions about safety issues.