Greetings from Maryville College!

Center for International Education

The Center for International Education (CIE) works with all international students at Maryville College from the admissions process through graduation. Please do not hesitate to contact us if you have any questions or concerns. We are all located in International House!

Director, Center for International Education  Kirsten Sheppard
Kirsten.sheppard@maryvillecollege.edu
1-865-273-8991

Assistant Director, ESL  Delie Bullock
Delie.bullock@maryvillecollege.edu
1-865-981-8471

Coordinator, ESL Program & Office Manager  Micki Pruitt
Micki.pruitt@maryvillecollege.edu
1-865-981-8186

What to do Before Leaving

☐ Apply for your student visa
☐ Book your plane ticket (see important dates below for arrival and departure times)
☐ Inform the Center for International Education (CIE) of your arrival dates using the online form linked below
☐ Get approval for courses you hope to take from your home institution and send Course Selection form to the CIE.
☐ Fill out the Housing Information Form online
☐ Plan to bring at least $500 USD in cash, traveler’s checks or your credit card for initial expenses.
☐ Make copies of important documents

Visa Information

Immigration
Note: The I-20 or the DS-2019 is NOT A VISA! It is only the “Certificate of Eligibility” which will enable you to apply for a visa.

Visa Application - Prior to Arrival
It is usually necessary for people to have visas to enter the United States and most foreign nationals entering the United States to study should have STUDENT (F-1) or EXCHANGE VISITOR (J-1) visas in their passports.

Please read carefully the restrictions and responsibilities on page 2 of your DS-2019 or I-20 form once it has been sent to you, sign the Certification at the bottom of the form, and then read the following information and any information we have sent to you carefully.

In order to enter the United States as an exchange visitor, you need to obtain a J-1 visa. Your spouse and dependent children accompanying you to the U.S. must apply for a J-2 visa.
If you are entering the United States to study as a **full-time degree student**, you need to obtain an F-1 visa.

Before you make travel plans, check with the nearest U.S. Embassy or Consulate for application procedures and for how long it will take to receive the visa. Time and cost for the visa will vary from country to country. Normally you must present the following documents to obtain a visa:

- Passport
- Form DS-2019 or I-20 from Maryville College
- Maryville College offer letter (or evidence of financial support if not funded by Maryville College)
- Evidence of Payment of the I-901 SEVIS Fee ($180 for J-1 or $200 for F-1) – It will be necessary to show that you have paid this fee before you can apply for your visa. See website for information on how to pay this fee: ([http://www.maryvillecollege.edu/media/dsx/manager/Documents/CIE/ISS/SEVIS%20Fee%20Information%20MC.pdf](http://www.maryvillecollege.edu/media/dsx/manager/Documents/CIE/ISS/SEVIS%20Fee%20Information%20MC.pdf))
- Proof that you have sufficient funds to study and live in the USA
- Evidence of your intent to return to your home country upon completion of your J-1/F-1 program in the U.S. (Depending on the Consulate, you may be required to submit additional documents)
- We also recommend that you write a short statement of your purpose for studying in the US. This is often helpful to the consular officials to see that you are a serious student with clear and definite plans for your time in the US.

Do not attempt to enter the U.S. on a visitor/tourist visa (B-1/B-2) or visa waiver. You can not study full time on these visa types. On a B-1/B-2 visa or a visa waiver you also may not work or be compensated by any U.S. source.

CANADIANS: Make sure you stop at the border and present your DS-2019 to the U.S. Immigration Authorities to obtain an I-94 card indicating J status. You may be subject to a 2-year home residence requirement in connection with your J-1 status if: a) your specialty appears on your country’s skills list, or b) you have received funding from either the U.S. government or your own government to pay for your travel or stay in the U.S.

**PLEASE MAKE COPIES OF ALL YOUR IMPORTANT DOCUMENTS (PASSPORT, I-94, DS-2019/I-20, ETC.) AND KEEP THEM IN A SAFE PLACE!**

**Visa Application Tips**
- Show ties to home country. Under U.S. law, all applicants for nonimmigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States.
- Speak English. Anticipate that the interview will be conducted in English and not in your native language.
- Speak for yourself. Do not bring parents or family members with you to the interview. The consular officer wants to interview you, not your family.
- Know your academic program and how it fits your career plans. If you are not able to articulate the reasons you will study in a particular program in the United States, you may not succeed in convincing the consular officer that you are indeed planning to study, rather than to immigrate.
- Be concise. Because of the volume of applications received, consular offices are under considerable pressure to conduct a quick and efficient interview. Keep your answers to the officer’s questions short and to the point.
- Organize your supplemental documentation. It should be clear at a glance to the consular officer what written documents you are presenting and what they signify.
- Understand that not all countries are equal. Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants have more difficulty getting visas.
- Come to the U.S. to study. Your main purpose of coming to the United States should be to study, not for the chance to work before or after graduation.
- Maintain a positive attitude. Do not engage the consular officer in an argument. Try to get the reason you were denied in writing.

(Credit for this information given to Gerald A. Wunsch, Esq., and the U.S. Department of State.)

### Arrival Information

**Travel Suggestions**

Maryville is in the southeast corner of the state of Tennessee, just 20 minutes from Knoxville (the 3rd largest city in Tennessee). You should fly into **KNOXVILLE**. The Knoxville McGhee Tyson airport is the closest airport, just ten minutes from campus. See arrival information below.

If you come by bus, you will arrive at the KNOXVILLE bus station, which is about 20 miles from campus. You will probably take a taxi from the bus station to our campus. We do not recommend this route.

**When you arrive at Maryville College**

1. Please arrive during these arrival dates:
   **Fall:** August 15 or 16, 2015
   **Spring:** January 23, 2016
   [fall move-out for winter break: Dec 11 | departure date to return home: May 13]

   The residence halls will **not be available** prior to these dates. Students may **not** arrive after these dates.

2. If you arrive between 9:00 am - 9:00 pm, and fill out our online arrival information form, I will arrange for you to be picked up. The phone number of the Center for International Education is 1-865-273-8991. You can also call my mobile phone at 1-865-591-8646

   **TO DO** → Send me your arrival information on the attached form at least 10 business days prior to the arrival dates. [http://www.surveymonkey.com/s/MCArrivalForm](http://www.surveymonkey.com/s/MCArrivalForm)

3. If your flight arrives late in the evening; between the hours of 9:00pm and 9:00am, you will need to stay in a hotel: [http://www.maryvillecollege.edu/admissions/visit/accommodations/](http://www.maryvillecollege.edu/admissions/visit/accommodations/) overnight, and call the Center for International Education in the morning at +1-865-273-8991 (273-8991 locally) or my mobile phone at +1-865-591-8646 (591-8646 locally).
Preliminary Course Selection

If you are an **EXCHANGE** student (J-1 visa), then you need to fill out a course selection form prior to arrival. Official registration of classes will take place after you arrive.

If you are a **DEGREE-SEEKING FRESHMAN OR TRANSFER** international student, you will do all course selection and registration after you arrive.

**EXCHANGE STUDENTS – TO DO →**

1. **Find Course Descriptions:** You can find course information at the following website: http://www.maryvillecollege.edu/academics/programs-of-study/
   - This section describes all the programs of study at Maryville College. Be aware that many of our programs are made up of courses that are listed in other disciplines (for example most of the international business and international studies courses come from a variety of degree areas). Note that not all classes offered in the course catalog are offered every year. Please also pay close attention to pre-requisites courses listed in the course descriptions. Some courses require you to have prior knowledge in a specific area before taking the course. Music courses have additional fees, require an audition, and require you to have your own instrument (except piano), and courses in Education require special permission. Contact Kirsten.Sheppard@maryvillecollege.edu with any questions.
2. **Look at the schedule of classes** at http://www.maryvillecollege.edu/campus-life/Registrar/course-schedules/
3. **Fill out this online form** http://www.surveymonkey.com/s/MCCourseSelection
4. An academic advisor will review the courses you have listed for space availability and whether course pre-requisites are met, and Maryville College will pre-register you for classes for the semester or year.
5. You will receive a finalized list of your classes prior to arrival or during orientation.

**Maryville College Academic System** - As you know, Maryville College has very high academic standards, and our academic system is quite different from schools in Europe particularly. Some important benefits and other aspects of Maryville College classes include:
- Small class sizes (average 20 students)
- Expectation of class participation (generally grade is dependent on attendance and participation)
- High level of interaction between students and faculty (supportive environment)
- Course work is handed in regularly over the course of the semester
- Intensive amounts of reading and writing

**Getting Advice on What Classes to Take**
While at Maryville College, exchange students are assigned an academic advisor. This person will assist students in designing their academic program, in selecting classes relevant to their course of study and in discussing any academic problems they may have. This person is an advisor only, which means that students still have the major responsibility for making their own decisions.

It is recommended that, prior to selecting courses, students carefully review their academic background. If he/she has studied a particular subject intensively for one year or more, he/she may feel most comfortable in an upper-level undergraduate course. Remember, however, that some upper-level courses are open only to students who have taken certain prerequisite courses. Similar courses taken at the students’ home institution may fulfill these requirements, but students...
should ask their academic advisor about such matters. Students should also pay attention to when the courses are offered. Many courses are offered for EITHER the fall OR the spring semester.

### Housing Information Form

When you are admitted to Maryville College, you get a separate email that gives you information on your Maryville College email address and our “Becoming-a-Scot” (Maryville College students are called “Scots”) website.

You will request housing through this website. You can also go directly there at [http://www.maryvillecollege.edu/campus-life/becoming-a-scot/housing/](http://www.maryvillecollege.edu/campus-life/becoming-a-scot/housing/) (you can use your personal email instead of Maryville College email)

**Maryville College is a residential campus.** Students are required to live on-campus. The majority of rooms on campus are double rooms (students share their room with another student. There are some apartment-style suites available, but often the rooms are still shared because there are very few single rooms available. Our residence life office works very hard to place students, however we can not guarantee that students will be able to have their first preference of rooms.

### Linens/Bedding

Residence Life will email you as soon as they know what room you will have and who your roommate is (probably in July or early August). Do not worry if you do not receive an email before you leave. I will meet you upon your arrival to help you move in.

**Linens/Bedding:**

Students must provide their own linens ([Extra Long Twin size sheets, towels, pillows, blankets](#)).

**TO DO ➔** Students can bring their own, or you can order some online and have them shipped to Maryville College. Discounted site for Maryville College students: [www.Maryville.College-ave.com](http://www.Maryville.College-ave.com)

I strongly recommend that you bring these with you or order them 2 weeks in advance. They can be hard to find at this time of year in Maryville. Please note the unique size (Extra Long!!!)

Please have any linens mailed to you at:

YOUR NAME  
Center for International Education  
Maryville College  
502 E. Lamar Alexander Pkwy  
Maryville, TN USA 37804
Meal & Housing Costs at Maryville College

Maryville College is a residential college, meaning that students are required to live on campus unless otherwise approved. This unique opportunity provides an environment that allows students to integrate with one another to develop a community.

**Room Costs (per semester):**

- **Standard Double Room** $2,591.00
  [This is a double room with communal bath (Davis, Copeland, Gamble)]

- **Double Room** $2,798.00
  [This is a double room with a bathroom, but no kitchen (Carnegie, Gibson, Lloyd)]

- **Premium Room** $3,188.00
  [Includes double rooms with kitchens (Carnegie, Gibson, Lloyd, Beeson, Court Street)]

- **Premium Plus Room** $3,976
  [Includes double rooms with kitchens]

*All room prices include unlimited laundry services. Usually freshmen are placed into standard double rooms.*

**Meal Plan Costs (per semester):**

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Cost</th>
<th>Meals per semester</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Meal Plan</td>
<td>$2,630.00</td>
<td>230 meals per semester</td>
<td>$50 Flex Dollars. Required for Freshmen. Available to all.</td>
</tr>
<tr>
<td>Silver Meal Plan</td>
<td>$2,293.00</td>
<td>190 meals per semester</td>
<td>$50 Flex Dollars. Available to Sophomores, Juniors, and Seniors (2nd, 3rd and 4th yr students).</td>
</tr>
<tr>
<td>Bronze Meal Plan</td>
<td>$2,022.00</td>
<td>150 meals per semester</td>
<td>$50 Flex Dollars. Available to Juniors and Seniors, and those with kitchens. (3rd and 4th yr students)</td>
</tr>
</tbody>
</table>

**Note:** ISEP/IREX/World Learning/StudyUSA students – a double room and Gold-meal plan is covered by your exchange agreement. All other exchange students check with me or your home coordinator for exact exchange agreement details. All exchange (ISEP or bilateral agreement) students are required to live on campus. All on-campus students must have a meal plan.

**International Student Orientation**

The **mandatory** international student orientation will take place

In the FALL from **August 17-25, 2015**.
In the SPRING from **January 24-26, 2016**
Maryville College has expanded our orientation program for international students in order to help them become integrated with other US students. International Students are enrolled in a 1-credit orientation course that begins upon their arrival, and continues for a couple weeks into the semester. Exchange students are grouped with other international students and transfer students. The goals of this course are to introduce the students to Maryville College, campus life, and to build group cohesiveness. Here is the list of subjects and activities that will be covered in the orientation. Please note that this list is NOT final and is subject to changes.

- English Language Placement Test
- Math Placement Test
- America 101
- In the Classroom: American / Maryville Academic System
- Campus Tour
- Campus Services
- Cultural Adjustment
- Course Registration & Advising
- Shopping Trip
- Immigration Information
- Student Panel on Life outside the Classroom
- Computing Information and Library Orientation
- Mountain Challenge Activities
- Banking
- MC Covenant and Mission Statement

The international student orientation will begin on the first day listed above at 09:00am in International House. Please bring $40.00 to pay for your orientation fee. You will receive a campus map and orientation schedule in your Welcome Package when you arrive. This will be your chance to meet other new international students, register for classes and talk about issues that are important for your stay at the college. Attendance at this orientation is required.

At the beginning of orientation you will be taking the Michigan Test of English Language Proficiency. This is an English Language Placement test that is required of all students. If you speak English as a Second Language you will take the complete test that is comprised of a multiple-choice section, listening section and essay. Students who are native English speakers will have to take only the essay portion of this test as it is required of all Maryville College students. You may bring a dictionary to this test for the written portion of the test.

A full schedule will be given to you when you arrive.

Maryville College Medical Requirements

On the Becoming-a-Scot website you will be asked to complete several health forms for enrollment at Maryville College. You can either scan and email them to Kirsten.sheppard@maryvillecollege.edu or fax them to +1-865-981-8187.

Please bring proof that you have received the following immunizations:

- Measles, Mumps, Rubella & Chicken Pox
- You may use this form:
  http://www.maryvillecollege.edu/media/dsx/manager/Documents/Students/Immunizations_Form.pdf
Heath Insurance

The U.S. government requires that all foreign nationals on a J-1 visa and their accompanying J-2 dependents have health and accident insurance as well as medical evacuation and repatriation insurance. You and your dependents are compelled to participate in an insurance program for illness and accidents for the total period of time that you are in the United States.

Maryville College carries a very good insurance policy for this purpose. Maryville College requires all students on a J-1 visa to purchase this insurance policy. The cost is $400 for the fall semester and $350 for the spring semester. We will enroll J-visa students in this policy AUTOMATICALLY.

Note: all J-1 (exchange) students will need to purchase this plan regardless of whether you have insurance from your home country.

Note: For ISEP, IREX, and World Learning students, since you have a different J-visa sponsor, you will need to purchase their insurance.

All F-1 students are required to show proof of insurance from their home country or purchase the Maryville College International Student Insurance.

MC International student insurance covers you for the entire academic year from the day you arrive in the USA until the end of May. You will pay for it upon arrival here.

All students should, however, consider one’s own health condition, talk with one’s physician, and ensure that one has adequate coverage to meet one’s personal needs that may not be met by the Maryville College Health Insurance.

Here are some important dates:

ACADEMIC CALENDAR
Below are the dates of the academic calendar that were available at press time. Specific dates are provided where possible; otherwise general timelines are provided.

First term/semester

Arrival: August 15-16, 2015
Orientation: August 17-25th
Registration: During orientation: Aug 21, 24, 25th depending on advising schedule.
Classes Begin: August 26, 2015
Classes End: December 4, 2015
Examination Period: December 7-10, 2015
Vacation Period(s): September 7 Labor Day
October 9-11 Long Weekend
November 25-29 Thanksgiving

Departure: December 11, 2015

January-term*

Return to Campus: January 3, 2016
Registration: January 4, 2016
Classes Begin: January 4, 2016
Classes End: January 22, 2016
* Required for freshmen
** Optional for exchange students (however to live on campus during January 3-24 you must be enrolled in a class)
*** There is no additional tuition for Jterm (included in fall & spring for full-year students)
**** Jterm Class listings for exchange students:
http://www.maryvillecollege.edu/academics/registrar/course-schedules/
***** not for spring 2016 only students.

**Second term/semester**

**Arrival for new students: January 23, 2016**
Arrival for returning students: January 24, 2016
Orientation: January 24-26, 2016
Registration: January 25-26th during orientation.
Classes Begin: January 27, 2016
Classes End: May 6, 2016
Examination Period: May 9-12, 2016
Vacation Period(s): March 12-20, 2016 Spring Break
March 25, 2016 Good Friday

**Move Out date: May 13, 2016**

**Notes about Winter Break:**
- All students must move off campus December 11th.
- If you are returning to take a class in January, you may move back in on Sunday, January 3rd only.
- If you are a full-year exchange student who does not wish to take a Jterm class, then you may move back in on Sunday, January 24th only.

**Academic Calendar:**
http://www.maryvillecollege.edu/academics/resources/calendar/#tabs2

**Finances**

**Payment of Tuition and Fees**

All students will be expected to pay tuition, fees, room and board for the first semester during registration (see date above). For the fall semester, the CIE will email you a copy of your statement of fees owing.

Expect to pay the tuition for future semesters in advance of the next semester. For example, tuition for the following semester is due about six weeks before classes begin; for fall semester, it is generally the first week of August and for spring semester, the first week of December. For exchange students, the amount owing will depend on your exchange agreement. Any amount owing will be due during registration (see date above). If you have a sponsor (BEI, IREX, World Learning, etc) we will invoice them for any expenses owing.

**Method of Payment**

Full payment is expected on Registration Day. If you are planning to pay by any method other than credit card, you will need to make arrangements prior to your departure.

Maryville College accepts the following forms of payment:
• Credit Card: be sure that you contact your bank to allow for the entire amount owing to be charged at one time.
• Wire Transfer: contact Kirsten.Sheppard@maryvillecollege.edu prior to arrival to receive the information you need to send a wire transfer. Plan to do this at least 2 weeks in advance. You are responsible for all wire transfer related fees.
• Money Order / Bank Check / Travelers Checks (in US dollars)
• Check from US Bank account

For F-1 degree-seeking students, it may be possible to make monthly payments towards your tuition and fees. For more information visit: http://www.maryvillecollege.edu/admissions/finaid/types-of-aid/private-sources/payment-plan/

Estimated Expenses

You will need to have access to money when you first arrive at Maryville College. You will have immediate personal expenses and will need to purchase books and supplies. Some costs you may not have considered include:

Orientation $40
Housing Activity Fee $10
Books $200- $500 average
Health Insurance approx $80/month * subject to change
Housing Deposit $100
General Deposit $100
Personal Expenses: $650/semester

Contact Information to Bring With You

Please bring the following contact information with you, in case you have any trouble during your travel period:

If you are arriving later or earlier than expected, please call:

Ms. Kirsten Sheppard
Office Phone: 865-273-8991 (no voicemail)
Mobile Phone: 865-591-8646

Immigration Issues:

If you have any trouble with immigration, call the above numbers to talk to a Responsible Officer.

ISEP, IREX World Learning students, you should bring your sponsors immigration contact information with you because they are your Responsible Officers.

If you are not sure who to call:

Call Kirsten Sheppard at the above information.

Sharing Your Culture – Cultural Ambassadors Program

During your time at Maryville College there will be various opportunities to share parts of your home culture either on the Maryville College campus or in the local community.
Good things to bring to help other people learn about your culture:
- traditional dress,
- music
- traditional or modern cultural items or
- recipes
- games
- flag
- photographs or posters

As an international student, you are automatically a member of our Cultural Ambassadors Program. The Maryville College (MC) Cultural Ambassadors Program has a mission of promoting the sharing of cultures, ideas, languages, and arts from around the world at Maryville College.

The Cultural Ambassadors Program contains all returning MC study abroad students, as well as all J-1 exchange students, and F-1 students who have a volunteer or culture-sharing requirement for their scholarship. It may also include other F-1 international students interested in cultural exchange and international education.

**What do Ambassadors do?**

The Cultural Ambassadors do many things, including planning trips, parties, academic events, fairs, tabling, flyering, presentations, language exchanges, buddy programs, international films, and much, much more! Many international students state that their participation in these types of events and activities was the highlight of their study abroad experience. This is because no matter what a student’s course of study or personal interests are, they are likely to find an opportunity to grow, develop, and meet people with common interests through the Cultural Ambassadors Program.

There will be a meeting during orientation about the Cultural Ambassadors Program requirements.

---

**International Student Handbook**

You will receive a copy of the International Student Handbook after you have been accepted. Email Kirsten.sheppard@maryvillecollege.edu for more information.

**More information:** [http://www.maryvillecollege.edu/international/iss/](http://www.maryvillecollege.edu/international/iss/)

---

**Other Useful Information**

There is additional important information on topics such as money, what to bring, etc on the Center for International Education website. Be sure to use the toolbar on the left-hand side.

1. Maryville College is located in the city of Maryville, just 25 minutes south of Knoxville, Tennessee’s third-largest city. That being said, there is no public transportation in Maryville. There is a taxi service available, but students generally rely on each other to get around. The majority of students here have cars, and international students should be aware that they are often dependent on other students for rides to off-campus locations. Most of the international students do not have any problem getting places because the people in this part of the country are extremely friendly and will go out of their way to help others out. Information on Maryville: [http://www.ci.maryville.tn.us/](http://www.ci.maryville.tn.us/)
2. **Maryville College is a residential campus.** Students are required to live on-campus. The majority of rooms on campus are double rooms (students share their room with another student). There are some apartment-style suites available, but often the rooms are still shared because there are very few single rooms available. Our residence life office works very hard to place students, however we can not guarantee that students will be able to have their first preference of rooms.

3. **Michigan Test** - All incoming international students are required to take an English Language placement test upon arrival (generally within the first day or two of arrival). The purpose of the test is to help us determine where a student will have the most success at Maryville College. If the student scores low on the test, they will be required to take intensive English as a Second Language classes in the place of regular Maryville College coursework. One intensive English class may be taken with regular course work if the student feels like he/she needs more support. A student who is hoping to take upper-level English literature courses should be very strong. The Michigan test score will determine a student's ability to take these courses.

4. **Breaks:** International students may stay on campus for the fall and spring breaks at no extra charge. Dining services is usually closed during these breaks, so students will be responsible for their meals during these periods. The residence halls are closed completely during Winter (Christmas) Break. It will not be possible to stay in the residence halls during this time (except Court Street). The Center for International Education may be able to help you find housing or something to do during the break.