



Pre-Arrival Guide International Students 2020-2021

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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!

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Checklist for Incoming International Students @ Maryville College

WHAT	DEADLINE	
	Fall	Summer
Before Arrival (After Admission)		
Maryville College sends out acceptance package	When application received and is processed	
Complete the student visa application (DS-160) online. Pay the visa application fee and keep the DS-160 confirmation bar code page. Go to http://www.ustraveldocs.com/ to start the visa application.	After receiving acceptance and either I-20 (F-1) or DS-2019 (J-1)	
Schedule a visa interview using the on-line scheduling system. Prepare and organize your documents for the visa interview. Attend the visa interview at your scheduled appointment time.	After receiving acceptance and either I-20 (F-1) or DS-2019 (J-1)	
Notify Maryville College of your visa approval by e-mail.	When you are notified	
Sign up for housing. Fill out new student housing form	June 1	Nov 1
Review Program of Study Information and Course Schedule (see information below)	Upon receipt of this pre-arrival guide	
Exchange: Complete Course Selection Form Freshmen: Complete First Year Seminar Request Form	June 1	Nov 1
Plan arrival and book airplane ticket (see below for important information about arrival location and dates)	As soon as possible once you get visa	
Complete the "Becoming-A-Scot" Process for Student Affairs (information to be sent by email)	July 15	Nov 1
Send arrival information	Aug 1	Dec 15
Sign up for iMentor program (buddy program – optional)	July 15	Nov 30
Ensure that finances are in order (Plan to bring at least \$500 USD in cash, traveler's checks or your credit card for initial expenses)	Before departure to Maryville	
Make copies of important documents	Before departure to Maryville	
Bring cultural dress, recipes, artifacts, photos, games, music, and/or other items to help you share your culture. (Exchange students please also bring information about your school!)	Before departure to Maryville	
Pack or order bedding online	Two weeks prior to arrival	
Send or bring updated transcripts if you have not submitted your most recent transcript with your application	Before arrival	
Review information for international students at Maryville College	Before arrival	

Becoming-A-Scot

When you are admitted to Maryville College, you will access Becoming-A-Scot information through your MVP (admissions) Portal. This is a different set of instructions and forms from your admissions application.

Maryville College will use this portal to provide you with information and to collect information from you. You will be asked to complete tasks in this portal, **but there are also tasks in this guide for you to complete.**

INTERNATIONAL STUDENT FACEBOOK GROUP:

<https://www.facebook.com/groups/2020mcinternationalprearrival>

This is a group for new admitted international students to Maryville College. The Center for International Education (also known by our location on campus - International House, or I-House) will use this group as our primary way to communicate important information specific to international students prior to your arrival.

This is ALSO a place to connect with other new and returning students.

Please complete all student portal tasks by June 1 (fall students) or November 1 (spring students).

Housing @ Maryville College

All international students are guaranteed housing at Maryville College if you apply by the deadline. **Maryville College is a residential campus.** Students are required to live on-campus in residence halls. (student dormitories).

TO DO → You will request housing through this website: <http://www.maryvillecollege.edu/campus-life/becoming-a-scot/housing/> (you can use your personal email instead of Maryville College email). The information on this form will be used to match you with roommate(s).

Room Types: You can learn about our residence halls and policies [online](#). 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.

Freshmen (students in the first year of a four year degree): All freshmen are housed in either Gamble, Copeland or Davis Hall. (Gamble is all male, Davis is all female, and Copeland has floors that are male and floors that are female only)

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.

Deposit: All students will pay a \$100 housing deposit upon arrival (it will be on your campus bill)

Linens/Bedding

Linens/Bedding:

Students must provide their own linens (Be sure to bring **Extra Long Twin size sheets, comforter/blanket, towels, and pillow**)

TO DO → Students can bring their own, or you can order some online and have them shipped to Maryville College. There are several options to obtain bedding in advance - PLEASE do not order earlier than August 1st.

<http://www.walmart.com>

(for example, this Mainstays bed-in-a-bag set <https://www.walmart.com/ip/Mainstays-Bold-Stripe-Bed-in-a-Bag-Bedding-Set-with-Extra-Shams/519842814?selected=true>)

<http://www.amazon.com>

(for example, this Amazon Basics set https://www.amazon.com/AmazonBasics-5-Piece-Bed-Bag-Extra-Long/dp/B00U2WG4JC/ref=sr_1_7?keywords=dorm+bedding+set+twin+xl&qid=1563893517&s=gateway&sr=8-7)

<https://www.target.com/c/on-to-college/-/N-5q0g0?lnk=Everythingcolle>

(this one has organized categories)

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

Please have any linens mailed to you at (order 2 weeks prior - Do not order these too far in advance as we do not have much storage):

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 \$2,952.00

[This is a double room with communal bath (Davis, Copeland, Gamble)]

Double Room \$3,089.00

[This is a double room with a bathroom, but no kitchen (Carnegie, Gibson, Lloyd)]

Premium Room \$3,520.00
 [Includes double rooms with kitchens. Very few singles available (Carnegie, Gibson, Lloyd, Beeson, Court Street)]

Premium Plus Room \$4,180.00
 [Single rooms. Very few available. Includes some double rooms with kitchens and bathrooms]

** All room prices include unlimited laundry services. Usually freshmen are placed into standard double rooms, and exchange students could be in rooms up to the premium room cost.*

Meal Plan Costs (per semester):

Gold Meal Plan	\$3,050.00	230 meals per semester. \$50 Flex Dollars. Required for Freshmen and Exchange students. Available to all.
Silver Meal Plan	\$2,659.00	190 meals per semester. \$50 Flex Dollars. Available to Sophomores, Juniors, and Seniors (2nd, 3rd and 4th yr students).
Bronze Meal Plan	\$2,346.00	150 meals per semester. \$50 Flex Dollars. Available to Juniors and Seniors, and those with kitchens. (3rd and 4th yr students)

Note: ISEP/IREX/World Learning/StudyUSA students – up to a double/premium 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.

Arrival Information

Travel Suggestions – Knoxville Airport (TYS)

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 (Airport Code: TYS)**. 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 need to take a taxi (\$50-60) or Uber (limited availability) from the bus station to our campus. We do not recommend this route because of the high cost and very early morning and very late night arrivals. You will not be able to move into campus outside of the 9am-9pm window.

Never booked an international flight before??

A good place to start is a search engine like:
<http://www.kayak.com>, <http://www.cheapoair.com> or <https://www.skyscanner.net/>

While you are at it, you should contact a student travel agency like STA Travel <http://www.statravel.com/worldwide.htm> or Student Universe <https://www.studentuniverse.com/flights> (student prices!)

Arrival Dates

1. Please arrive during these arrival dates:

Fall: August 15, 2020

Spring: January 10, 2021

[fall move-out for winter break: Dec 17 | departure date to return home: May 6]

The residence halls will not be available prior to these dates. Students may **not** arrive after these dates. Students must move out on the dates listed. Please reference these dates as you book plane tickets.

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 your arrival information on the attached form at least 10 business days prior to the arrival dates. <https://tinyurl.com/MCarrival>

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/>) overnight, and call the Center for International Education in the morning at +1-865-273-8991 (865-273-8991 locally) or my mobile phone at +1-865-591-8646

STUDYING @ MARYVILLE COLLEGE - Preliminary Course Selection

Founded in 1819, it is the 12th oldest institution of higher learning in the South. With a focus on the liberal arts, College faculty and staff are dedicated to preparing students for life in a global community of accelerated change by providing a total learning experience. Total enrollment is around 1,200 students. We are a small, close community of dedicated faculty, engaged students, and supportive staff who give personalized attention and support. Maryville College offers a rigorous academic program to all students, and requires a senior thesis and comprehensive exams of degree-seeking students. We offer degrees in over 60 different fields of study.

Currently, international students represent close to 4% of the student population at Maryville College (average 50-70 students from 28 countries). Maryville College requires a TOEFL score of 74, IELTS of 6.5 or equivalent for full enrollment.

If you are a **DEGREE-SEEKING FRESHMAN OR TRANSFER** international student, while at Maryville College, you will be 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. An advisor will contact you in the summer, but you will finalize course selection and registration after you arrive. You will have an advising appointment during orientation.

For now you can explore our programs of study: <http://www.maryvillecollege.edu/academics/programs-of-study/> If you have questions about your academic program, please email or call us with your questions.

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.

TO DO (EXCHANGE STUDENTS ONLY)→

- 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).
 - not all classes offered in the course catalog are offered every year.
 - 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 science lab classes or “Readings courses” have extra fees.
 - 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/> The classes on this list are the only ones offered in each semester.
- 3. Fill out this online form** <https://tinyurl.com/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

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.

Students are required to take a minimum of 12 credits each semester. (average 4-5 classes/semester)

International Student Orientation (Welcome Week)

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

In the FALL orientation week is from **August 16 - 25, 2020**

In the SPRING from **January 11-12, 2021**

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 mandatory orientation course that begins upon their arrival, and continues until the semester begins. 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.

Getting Set Up

- Shopping Trip
- Computing Information and Library Orientation
- Banking
- Campus Tour
- Immigration Information
- Health & Safety

Academics

- Math Placement Test (freshmen only – online prior to arrival)
- Course Registration & Advising
- In the Classroom: American / Maryville Academic System

Becoming a Scot

- Campus Services
- Adjusting to American Culture
- Getting Engaged @ Maryville College & the Community
- Mountain Challenge Activities
- MC Covenant and Mission

The international student orientation will begin on **the first day listed above at 09:00am**. 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.

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

iMentor Program (optional)

The iMentor Program is the Maryville College buddy program!

We understand that the months and weeks leading up to your arrival at Maryville College (MC) are filled with excitement, questions and perhaps you are also feeling a little nervous about the unknown.

Here is where our iMentor program can help. The iMentor program connects new international students such as you with Maryville College students. The main goal is **cultural and conversation exchange**, however it is really about helping you as you prepare to arrive and in your initial adjustment to Maryville College.

You are a crucial part of the program, without you the program will not exist! Joining the iMentor program will give you an opportunity to:

- * Adjust to and learn about Maryville College and life in the USA and East Tennessee.
- * Share your own culture with local students.
- * Develop language skills.
- * Get involved with new activities, make new friends and have fun!

Although the amount of time you spend with your mentor will be up to the two of you, we suggest that you and your iMentor will:

- * Maintain contact with each other prior to your arrival via email, phone, IM, Facebook etc.
- * Meet shortly after your arrival and 1-2 hours per week (over a meal, in the residence halls, at the gym, etc.) for the first couple of weeks of the semester.
- * Maintain contact throughout the semester as mutually decided.

If you are interested in participating, we will match you with an iMentor for the fall semester. **If you are interested, please fill out the application [here](#) by June 1 (or Nov 1 for spring 2021)**

Maryville College Medical Requirements

On the Becoming-a-Scot MVP portal you will be asked to complete several health forms for enrollment at Maryville College. Return the completed forms by faxing them to 865.981.8005 or email them to the Admissions Office at admissions@maryvillecollege.edu.

Please bring proof that you have received the following immunizations:

- **Measles, Mumps, Rubella & Chicken Pox**
- You may use this form:
<https://www.maryvillecollege.edu/media/dsx/manager/Documents/Campus-Life/becomingascot/2018%20Immunizations%20Form.pdf>

Health Insurance

If you are a Maryville College student, you will be required to carry medical health insurance for the full duration of your program. **Maryville College provides students and dependents with health insurance through International Student Insurance.** Please pay attention to the following rules to determine what applies to you:

- J-1 students or dependents sponsored by Maryville College may not opt out of our insurance plan.
 - ISEP, IREX, and World Learning students, since you have a different J-visa sponsor, you will need to have **their insurance**. StudyUSA you need to have insurance approved through British Council.
- F-1 (or other visa-type) students may NOT opt out of our insurance plan.

Cost & Coverage Dates (2020)

Spring: January 4, 2020 – August 31, 2020 \$600
 Fall: August 15 - January 9, 2021 \$400 (new student rate)

*note: students who are 25 - 49 are subject to higher insurance prices.

We will enroll all J-1 (as per conditions above) and all F-1 students in this policy AUTOMATICALLY. You will pay for it upon arrival, and it will be valid from the dates above.

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.

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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.

NEW STUDENT ARRIVAL: August 15, 2020

First term/semester

Orientation: August 16-25, 2020
 Registration: August 21, 2020
 Classes Begin: August 26, 2020
 Classes End: December 9, 2020
 Examination Period: December 11-16, 2020
 MOVE OUT: December 17, 2020
 Sep 7 Labor Day
 Vacation Period(s): Oct 8-11 Fall Break
 Nov 25-29 Thanksgiving
 Dec 17-Jan 11 Winter Break

NEW STUDENT ARRIVAL: JANUARY 10, 2021

Second term/semester

Orientation:	January 11-12, 2021
Registration:	January 11, 2021
Classes Begin:	January 12, 2021
Classes End:	April 28, 2021
Examination Period:	April 30-May 5, 2021
MOVE OUT	May 6, 2021
Vacation Period(s):	Mar 13-21 Spring Break April 2 Good Friday

Notes about Winter Break:

- All students must move off campus December 17th.
- If you are returning to take a class in January, you may move back in on Monday, January 11th only.

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, you will get your bill through our Self-Service portal. You will receive login information in the summer.

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). ISEP students should only owe the \$200 refundable deposit. If you have a sponsor (StudyUSA, 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:

Housing Activity Fee \$10
Books \$500 average
Health Insurance approx.. \$400 fall, \$600 spring * 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 – Global Citizenship Organization

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, (or sports jerseys from your home country/team)
- ✓ music
- ✓ traditional or modern cultural items or
- ✓ recipes
- ✓ games
- ✓ flag
- ✓ photographs or posters

As an international student, you are automatically a member of our international club GCO (Global Citizenship Organization). This organization has a mission of promoting the sharing of cultures, ideas, languages, and arts from around the world at Maryville College.

What does Maryville College expect of international students?

There will be a meeting during orientation about how we ask you to share your culture and engage on campus.

If you have a scholarship as an F-1 international student, or you are a J-1 exchange visitor, we will ask you to do 3 things:

1. Share your culture formally on campus one time/year
2. Share your culture informally (literally all the time 😊)
3. Get involved (with a club, organization, sport, some thing that interests you etc)

What does this usually look like?

- ✓ Taking part of a parade in homecoming (in clothing from home or a flag)
- ✓ Making a presentation or leading a discussion on a relevant issue to your culture
- ✓ Taking part in a panel on a particular cultural topic
- ✓ Hosting an event about your country/culture (dance class, cooking lesson, etc)
- ✓ Becoming a leader of a club, or participating in a particular organization regularly

Useful Information to Check Out

International Student Services: <http://www.maryvillecollege.edu/international/iss/>

Maryville College Campus Life: <https://www.maryvillecollege.edu/campus-life/>

Maryville College Athletics: <https://www.maryvillecollege.edu/athletics/>

Clayton Center for the Arts (on campus): <https://www.claytonartscenter.com/>

Campus Bookstore: <https://www.maryvillecollege.edu/campus-life/student-services/general/books-merchandise/>

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. **Location:** 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/> [Area Information](#)
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. **English Language Placement Test:** All incoming international students WITHOUT an official language proficiency score are required to take an English Language placement online prior to 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 or in conjunction with 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.

Follow Us



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<https://www.facebook.com/MCScotsAbroad>
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#MCscotsabroad #MCaroundtheworld

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<http://www.maryvillecollege.edu/international/>

