



# Accepted to WLU...What's Next?

## Information for International Students

**I-20s ► Visas ► Housing ► Travel Arrangements ► How to Get to Campus ► Packing  
► Immigration Check Point ► Arrival and Orientation ► Health Insurance ► Choose Classes ► Bill  
Pay and Payment Options ► Other Important Information**

### 1) Applying for Your Student Visa

Once you have been accepted to West Liberty University, an admission package containing your SEVIS\* generated I-20 will be mailed to you. This document will allow you to apply for a visa in your country at the United States Embassy or U.S. Consulate.

Make an appointment with the U.S. Embassy or Consulate in your area for a visa interview as soon as you can ([www.UnitedStatesVisas.gov](http://www.UnitedStatesVisas.gov)). You must complete an application for a visa and pay a fee determined by your local Embassy or Consulate. For initial F-1 visas, a SEVIS fee of \$200 must be paid at [www.fmjfee.com](http://www.fmjfee.com) with a valid credit card and a receipt can be printed once the transaction is completed. (Some countries in Africa are unable to use [www.fmjfee.com](http://www.fmjfee.com) and must apply through the mail for the SEVIS fee receipt).

Be sure to bring the followings with you to the visa appointment:

- Valid Passport
- Required photo(s)
- Visa fee or proof of visa fee payment
- Federal SEVIS fee payment receipt
- U.S. non-immigrant visa application forms (unless you will completing it at the consulate or embassy)
- Admission letter to West Liberty University
- SEVIS I-20 issued by West Liberty University
- Your academic records
- Proof of English proficiency
- Proof of financial support
- Evidence of ties to your home country
- Any other documents required by the embassy or consulate

The Embassy or Consulate will determine whether you are issued a visa to enter the United States.

### 2) Applying for Housing :

<http://www.westliberty.edu/residence-life/applying-for-housing/>

**Will you be living on the WLU campus?** Click [here](#) to download the new student application.

New students interested in applying for a residence hall room at West Liberty University need to complete an application, and submit a damage deposit of \$100. In order for an application to be processed and a room reserved, both the application and deposit must be received. The \$100 housing deposit can be paid online through the WINS

system: [http://harpo.wvnet.edu:9130/pls/wlscprod/twbkwbis.P\\_WWWLogin](http://harpo.wvnet.edu:9130/pls/wlscprod/twbkwbis.P_WWWLogin) Instructions of how to access your WINS account and make the \$100 payment are provided below, see item 9& 10.

There is not a deadline for submission of applications, earlier application increases the probability that you will be assigned to the room or building of your choice, with the roommate of your choice. The Office of Housing & Residence Life will make every effort to meet the reasonable requests of students for their rooms.

*If you have applied for on-campus housing but you have not heard from our Housing and Residence Life Office, please contact Marcela Snyder, Director of Housing Life at [msnyder@westliberty.edu](mailto:msnyder@westliberty.edu) to inquire about your housing assignment or room-mate.*

#### **About your Room on campus:**

Keep in mind that your room will have only the room furniture, bed and mattress. You will need to bring or purchase your own bedding, pillows and blankets. International Students usually buy these items online before their arrival at WLU or after their arrival. If you choose to buy these items only, you may want to check the [Wal-Mart store](#) and have



these items delivered to the Admissions Office. We will be putting them in your room before you arrive. Make sure to send your order to the Office of Admissions (Attn: Mia Szabo) and CC. your name.

Depending on the time of your flight arrival, the driver picking you up at the airport, may be able to stop at a store and allow you to shop for these items. Though you may want to plan in advance since the day you arrive you maybe too tired to go shopping for these items, and specialized stores are not in the walking distance from the school. Please keep in mind that WLU will be organizing shopping trips for the students throughout the semester.

### **3) Move-in Dates:**

Freshman international students can arrive on the West Liberty campus and check-in their residence hall as soon as **August 20<sup>th</sup>**. *If you are participating in the [English Immersion Program](#) you can arrive to WLU as soon as August 6<sup>th</sup>*. Please notify the Office of Housing & Residence Life and the International Student Office of your arrival.

### **4) Travel Arrangements and Airport Pick Up**

Once your visa has been issued, you can make travel arrangements to arrive into the U.S. The **Closest airport** to West Liberty University is: **Pittsburgh International Airport** - [www.pitairport.com](http://www.pitairport.com) .

At this time the university offers free transportation from Pittsburgh airport to West Liberty and return, if you schedule your flight to arrive any time between 9:00 and 21:00 and you notify us of your travel itinerary at least two weeks in advance.

To request a pick up from the airport, please submit the following information to [mszabo@westliberty.edu](mailto:mszabo@westliberty.edu):

**Your first and last name, Email address, Phone number if available, Arrival Date, Arrival Time, Flight Information including your final connection into Pittsburgh/the U.S. City from which you will fly into Pittsburgh, Airline, and Flight number.**

You must receive a confirmation of the pick up via email. The person picking you up at the airport will be waiting for you in the Baggage Claim Area at the Carousel for your Flight, and will be holding a sign with the West Liberty University Logo.



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UNIVERSITY**

## 5) Packing and the West Liberty Climate

**What to pack?** Please access the online [Packing list](#), it will help you decide what to bring and not to bring with you from home.

*The climate in West Liberty is generally a humid continental climate with warm to hot, humid summers and mild winters. During winters, we get some snow accumulations, usually November through February-March. Average January temperatures range from around 26°F (-4°C) to 41°F (5°C). July averages range from 67°F (19°C) to +90°F (32°C).*

Regarding clothing, you should pack clothing suited for all 4 seasons (summer, autumn, winter and spring). In West Virginia, summers are hot and humid sometimes (June – August). T-shirts, shirts will be fine. Jeans and shorts are very popular, as well as open sandals and flip flops. Falls are quite mild and warm (September – November). Most summer clothes will be good, but you will need long sleeves sweaters, jackets for mornings and nights. Pack your tennis shoes as well. For the winter (late November through Late March) you should bring some warm clothes, since we get snow. Bring winter boots, wool clothing, shoes, socks, gloves, hats, and scarf. Springs can be warm as well.

You may want to **bring traditional outfits from your country**, which you can wear at different events on campus and to promote your country. Each semester we have different international events where our students have the opportunity to dress in their traditional outfits and promote their traditions in the WLU community. You can also bring different **objects from your country** that you can exhibit during several country expositions.

## 6) Immigration Checkpoint/U.S. Port of Entry Procedures

Once you have obtained your U.S. student visa, you are able to come to the United States and request permission to enter. Please be aware that your visa only allows you to apply for entry into the USA. It does not guarantee your admission into the USA. However, if you are prepared and all of your papers are in order you should not have any problems.

### Form I-94

The flight attendants on your airplane will give you some immigration and customs documents to complete prior to your arrival to the United States. You will complete the Form I-94 (Arrival-Departure Record) before landing. The Form I-94 is rectangular in shape and WHITE in color. It will have a computer generated "Admission Number" on the top and will ask you for some basic demographic information (name, country of citizenship, passport number, flight number etc.). You need to fill this in very carefully, so that the information on your I-94 exactly matches the information on your passport and Form I-20. Instructions for completing this form are available from [US Immigration and Customs Enforcement](#).



### Other Port of Entry Forms and Procedures

Upon your arrival into the USA, expect to go through both immigration and customs inspection at the U.S. port of entry. You may also be required to go through a pre-inspection procedure at certain airports abroad. It is here that you will use your visa to request permission to enter and stay in the United States. It is important that you have all of your papers in order at this point to show the Immigration Inspector.

You should present the following items to the Immigration Inspector:

- Passport with your valid visa
- Form I-20 - all 3 pages (for F-1 students only)
- Form I-94 (arrival/departure card - the white document distributed on the airplane)
- Your proof of Federal SEVIS fee payment
- Customs Documents (given to you on the airplane)
- Financial Support Documentation (just have this with you in case the Immigration Officials ask to see it)

Expect to have your index fingers scanned for fingerprint purposes and a digital photograph taken, as required by U.S. federal regulations. In the vast majority of cases, there will be no difficulty.

The Immigration Inspector will review all of your paperwork and may ask you some questions like "What university will you be attending?" or "What do you plan to study?" Do not be alarmed by these questions - the inspector is only trying

to make sure that your answers match the information given on your paperwork. If everything is in order, the following things should happen:

- The Immigration Inspector will stamp your passport.
- The Inspector will stamp the first page of your I-20 and return it to you.
- The Inspector will stamp your Form I-94, returning the small bottom portion to you. Do not lose this card! Once you are in the United States the Form I-94 is **more important** than your visa. This is the piece of paper that shows you entered the US legally, and grants you permission to remain in the United States for the duration of your studies
- The stamp on your I-94 should be marked "D/S" which means Duration of Status, along with a stamp indicating the date you entered the United States. The same stamp and "D/S" notation should also be on the I-20. If an expiration date is written on the I-94 instead of "D/S," and you are in F status, come to the Office of Student Services as soon as possible.

#### Other Important Notes

- **Do not enter** on another school's certificate of eligibility, as that is considered to be a fraudulent entry by the U.S. Immigration authorities.
- **Do not** attempt to enter the United States on a visitor/tourist visa (B-2) unless it is designated "Prospective Student" by a consular officer. The U.S. Immigration Service rarely authorizes a change of status from B-2 to F-, and you will be prevented from enrolling in school until your change of status application is approved, which could take several months.
- **Do not** attempt to enter the United States under the visa waiver program, available to citizens from nearly 30 countries throughout the world. The waiver program is designed for tourists only, and attending school under the waiver program is a clear violation of U.S. immigration law.

#### After the Immigration Checkpoint

Once you go through the Immigration check point, you will be asked to retrieve your luggage and proceed through Customs. You may be asked to open your suitcases. You should not be carrying any meat or plant products with you. Once you have passed through these check points, you will continue on your way to your final destination. For more information on the process of entering, visit the US Immigrations and Customs Enforcement website for [international students](#)



#### 7) *International Student Orientation and Topper Fest*

The International Student Orientation will take place on August 24<sup>th</sup> between 10 am and 6 pm, and will continue during the next days with the Topper Fest Orientation. A detailed schedule will be provided to you upon arriving on campus.

#### Orientation 2012 – Parent's Session (Power Point)

#### 8) *Heath Insurance*

All international students at West Liberty University must have medical health insurance and evacuation/repatriation coverage. Students must have health insurance for each semester they register for up to graduation date.

All health insurance for international students must meet the following requirements: provide medical benefits of at least \$100,000 per accident or illness per policy year, repatriation of remains and medical evacuation to the person's

home country.

If you need help purchasing health insurance during your time in the United State, the [International Student Office](#) at WLU will be able to assist you.



## 9) How to Choose your Classes

In order to decide what classes would be of interest to you for your first semester at West Liberty University, please review all the courses offered during the 2012 Fall semester and the pre-registration instructions:

<http://www.westliberty.edu/registrar/files/2011/01/Fall-2012-Schedule.5.pdf>

To view all the courses offered at WLU and a detailed course description please access our [2012-2013 University Catalog](#).

You will be able to add courses to your schedule, by accessing your WINS Account. Login instructions are described below. If you can not register or you encounter difficulties in choosing the classes you want, please let [us](#) know and we will provide the help you need.

The direct WINS link is: [http://harpo.wvnet.edu:9130/pls/wlscprod/twbkwbis.P\\_WWWLogin](http://harpo.wvnet.edu:9130/pls/wlscprod/twbkwbis.P_WWWLogin) or you can find the "W" icon for WINS at the bottom of each WLU website page.

### Online WINS Accounts:

All students have an on-line account through the West Liberty Information Network System (WINS). Students complete class registration and access grades through their WINS accounts. Personal information, financial aid information, billing charges and many other items can be accessed via WINS. To log in to WINS, click on the WINS icon button at the bottom of the WLU home page. You will need your student ID and PIN number. Your student ID can be found on your class schedule or financial aid award letter. You can also contact the Registrar's Office at 304-336-8007. Your PIN number will initially be your six digit date of birth (MMDDYY)

**Your Student/Banner ID at WLU will look like this: @000XXXXX and can be found on your WLU acceptance letter.**

**This is how the Log-In page will appear:**

The screenshot shows a web browser window titled "User Login - Windows Internet Explorer". The address bar shows the URL: [http://harpo.wvnet.edu:9130/pls/wlscprod/twbkwbis.P\\_WWWLogin](http://harpo.wvnet.edu:9130/pls/wlscprod/twbkwbis.P_WWWLogin). The page content is as follows:

**Registrar's Office**  
**Future Students**  
Courses and Descriptions can be viewed without logging in here: [Class Search/Lookup](#).

**Current Students**  
To protect your privacy, **Exit** and close your browser when you are finished.  
You can use WINS to print or view your current schedule. Click on the "Registration" menu and select "Student Schedule" to view your scheduled classes. You will need to enter the first date for the second half of the semester (10222007) to view second half courses.  
Students not wishing to have directory information released can complete a non-disclosure form in the Registrar's Office.  
WLU's FERPA Policy is located in the [college catalog](#).

**LOG ON TO WINS HERE:**  
Enter your **WINS User ID/BANNER ID** and Personal Identification Number/**PIN (Case Sensitive)**.  
For 1st time users, your PIN is your six digit birthday (mmddyy) or the last six digits of your ID.

User ID:   
PIN:

RELEASE: 8.2

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**Note:** As an international student you always have to take a minimum of 12 credit hours per semester in order to maintain a full time status required by your F-1 visa. During your first semester we recommend enrolling in 15- 18 credit

hours, in case you struggle in one or two classes you can drop them (without receiving a grade), but still maintaining the full time status. You will be able to retake the courses you dropped in a different semester.

First day of classes for 2012-Fall semester is Monday, **August 27, 2012**. For planning purposes, please download the [2012-13 Academic Calendar](#) showing different days of importance throughout the semester. Curriculum Code Sheet: [http://www.westliberty.edu/admissions/files/2011/05/Curriculum\\_Code\\_Sheet\\_May\\_20111.pdf](http://www.westliberty.edu/admissions/files/2011/05/Curriculum_Code_Sheet_May_20111.pdf)

## **10) Bill Payments**

### **Online Payment Options:**

Payments are now processed directly through the WINS portal and posted immediately to the student's account and can be made securely on-line either by credit card, debit card or direct withdrawal (ACH) from a checking account. Please be advised that there is no additional charge for this service:

[http://harpo.wvnet.edu:9130/pls/wlscprod/twbkwbis.P\\_WWWLogin](http://harpo.wvnet.edu:9130/pls/wlscprod/twbkwbis.P_WWWLogin)

**Information on how to log into your WINS account was just described above. Upon log on, the billing/payment link is easily identified as it's own tab on the main interface.**

**Please select the correct term when making a payment, as they are clearly labeled in the drop-down listing; selection of an incorrect term, could result in errors to your account.**

***Example: Term - Fall 2012, Amount - \$100, Other – Housing Application Deposit***

The WINS system will now allow you to make a payment on your account, even if the account is on hold. The Business Office will release the account hold when processing the e-payments on a daily basis, 24 hours after said payment (except for the activity that occurred on the weekend, which will be processed on the following Monday.) Once you made the payment please send an email to notify: [mszabo@westliberty.edu](mailto:mszabo@westliberty.edu) or [msnyder@westliberty.edu](mailto:msnyder@westliberty.edu)

### **Payment Plan Options:**

**Student must sign up** for a payment plan **each** semester. The first payment and completed payment plan application **must be** received by the first payment date on the 15th of the month in which the plan starts (Fall semester: August 15th, Spring semester: January 15th). Payment plans will not be granted after the 15th day of the month in which the plan begins, since this is a five-month payment plan.

60/40 Payment Plan: 60% due immediately; 40% plus 2% interest due in February. More information and to download the brochure visit: <http://www.westliberty.edu/business-office/news/2011-12-5-month-payment-plan-application/>

Business Office can assist students in understanding this process. Please call (304) 336-8013; (304) 336-8944 or [email](mailto:email) with any questions you may have in this regard.

### **About E-Billing at West Liberty University:**

**Here are some facts about this new and exciting process of delivering student billings:**

- a) Student invoices will be sent via WLU student email accounts once per semester (late July for the Fall semester and early December for the Spring semester). The student schedule/invoice reflects all charges and credits currently on the student's account, as well as the student's current schedule.
- b) Students are required to print the attachment of the email and send to the Business Office for processing, as we will no longer be doing in-house printing. Students will be required to sign their invoices to have their Financial Aid disbursed to satisfy their account obligations and confirm their registration.
- c) Statements of account will be sent to the student on a regular basis via their West Liberty University email account. The statement is for informational purposes alerting the student of the financial obligations on their accounts. Account activity can occur on a daily basis and the student will be informed in a timely manner.
- d) Students must be diligent in checking their email accounts for the E-Billing and if need be, forward it to the responsible party for payment. It is important to keep the lines of communication open, and in addition, stay within FERPA regulations (Privacy Act). This is why it is so important that the student communicate this information to all interested parties.

- e) Failure to satisfy financial obligations to the Business Office can result in adverse consequences such as stopping admission to classes, late fees, holds on grades, registration, transcripts, and in extreme cases, total withdrawal from classes.

### 11) *English Immersion Program*

The English Immersion Program at West Liberty University is a unique two-week summer program aiming to prepare students for living and studying in an American University. Students will practice English for academic and social purposes, as well as participate in activities and excursions to enhance their knowledge of American culture.

The classes are challenging, but also fun!

**The program starts on August 9th and will conclude on August 23rd, 2012.**

Courses taught:

- American Culture
- Speech
- Phonetics
- Listening Comprehension

All students accepted to West Liberty University qualify to participate. Cost of the 2 week program is: \$900 and covers all expenses: course tuition, housing, meals, transportation and activities. For more information please visit:

<http://www.westliberty.edu/admissions/international-students/english-immersion-summer-program/> or contact Mia Szabo at [mszabo@westliberty.edu](mailto:mszabo@westliberty.edu)

### 12) *Do I need to take the ASSET Test?*

The Higher Education Policy Commission in West Virginia has established a policy, which requires entering students to achieve certain test scores prior to being able to enter college level English and Math courses. See more information at:

<http://www.westliberty.edu/admissions/files/2010/05/ASSET-test-info.pdf>

### 13) *Your Academic Advisor*

All students enrolled at West Liberty University are assigned an academic adviser to assist the student with class scheduling and meeting graduation requirements. Academic advisers are assigned to new students prior to the semester beginning. The name of your academic adviser can be found in WINS under the "Student Services" menu. Select "Student Records" from the "Student Services" menu, and then select "View Student Information". You can locate telephone numbers and email addresses for advisers in the WLU directory, which is available on the home page next to the WINS icon. Office locations are posted outside of the Registrar's Office in Main Hall.



### 14) *Your WLU Email*

All students will have an email account through West Liberty University. Students are expected to regularly check their WLU email accounts as faculty and administration primarily contact students through their email accounts. Email accounts for new students will be created prior to classes beginning each semester. You will be able to access your email address through your WINS account. Once you are logged into WINS, click on "Personal Information", then "Email Address".

Due to recent changes made by IT Services, from now on, all new students will have an email address of first initial followed by middle initial and last name followed by @westliberty.edu

([firstinitialmiddleinitiallastname@westliberty.edu](mailto:firstinitialmiddleinitiallastname@westliberty.edu)). To access your email account, click on the GMAIL icon on the homepage (next to the WINS icon). You will need to enter your username, which will be your email address, minus the @westliberty.edu. Your password will be your WINS pin number. If you have not yet logged into WINS, your password will be your six digit date of birth (MMDDYY). If you have any questions regarding your email account, please contact the IT Services HELP Desk at 304.336.8886

### 15) Emergency Text Messaging System at WLU

Once classes begin, students are encouraged to sign up for TopperNet. TopperNet is provided by Rave Wireless and is WLU's emergency text message system. TopperNet is used to notify you when classes are canceled or if any other emergency arises. You will need your WLU email address and your cell phone number when registering for this service. There is no fee for this service. To sign up for TopperNet:

Go to <https://www.getrave.com/login/westliberty> Click on "Register Now"

Complete the information on the "Create Account" page, agree to the Terms of Service, and click "Next". A confirmation screen will appear, explaining that Rave has sent you an e-mail. Go to your e-mail account and click the link. When you click the link, a 4 digit code will be sent to your phone. A screen will open on your computer asking you to type in that code. This will take you to your main account screen. You're done!

### 16) Apply for your Fee Laptop

As an incoming West Liberty student you have the opportunity to benefit from a unique program that will enrich your educational experience by participating in the [West Liberty Student Laptop Program](#). Only first time freshmen, degree seeking, will be provided a netbook for their respective academic program of study.

The Student Laptop Program is driven by West Liberty's educational innovation. This program empowers our students to be the navigators of their own knowledge – collaborating, researching, and communicating anytime, anywhere.



Please complete the [Laptop Intent Form](#) and email it to Mr. Travis Hinkle at: [thinkle@westliberty.edu](mailto:thinkle@westliberty.edu)

**Laptop Program FAQ:** <http://www.westliberty.edu/it/student-technology-serv/student-laptop/laptop-program-faq/>

**Guide – Laptop Program:** <http://www.westliberty.edu/it/files/2011/05/2011-Student-Laptop-Guide.pdf>

### 17) Parent Power

Parent Power is an easy-to-read bulletin designed to keep parents informed about important dates, deadlines and discussions you should be having with your college freshman to help promote his/her academic and personal success. To view editions of the newsletter, visit the [Parent Power](#) page on the web.

## Have a Safe Trip!

*And do not hesitate to contact me with any questions or concerns:*

**MiaSzabo**

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