Health Service Requirements
Duquesne University offers a health service center where students can seek medical attention should illness occur. In addition, Health Services ensures the health and safety of all students on campus by making sure that students have the mandatory immunizations and present a complete health history. Enclosed you will find forms that must be completed upon arrival to Duquesne for health services.

Make arrangements for Housing.

On-campus housing is required for all freshmen and sophomores. However, there are several instances that may exempt you from this requirement (please see the enclosed residency requirements). To secure a room on campus, please complete the enclosed contract and return it as soon as possible. Resident contracts cover the full academic year. Pay close attention to item number 3 which indicates the term of the contract before signing the contract.

Graduate Students: Housing for graduate students is limited on campus, so many students generally prefer to live off-campus. The enclosed letter from the Office of Commuter Affairs provides several Web sites that offer apartments in the Pittsburgh area. Should you wish to live on campus, you can complete the enclosed on-campus housing contract and return to the Office of Residence Life. However, please be aware that graduate students will not be granted housing should there not be sufficient space on campus. Also, be aware that there are financial penalties for breaking the housing contract. Please refer to our Office of Commuter Affairs website for a listing of available housing at www.commuteraffairs.duq.edu.

Temporary Housing
Temporary housing is available to all students arriving early for Orientation for a limited time. Students usually arrive up to a week prior to our scheduled Orientation. This gives some extra time to search for apartments. Undergraduate students who are planning to live on campus should be able to enter the residence halls when they arrive prior to orientation. Graduate students can be accommodated up until the day before undergraduate move-in day. In addition to temporary housing, there are several hotel options in Pittsburgh. Listed below are a few of the closest options:

Pittsburgh Marriott - City Center
(2 blocks from campus)
412.471.1254
112 Washington Place

Doubletree Hotel - Pittsburgh City Center
(3 blocks from campus)
412.281.5800
One Bigelow Square

Holiday Inn Express - South Side
(3 minute drive to campus, also offers a free shuttle bus to campus)
412.488.1130
20 South 10th Street

Arrange travel from the Airport to the University

If traveling to Pittsburgh by air, you will fly into the Greater Pittsburgh International Airport. There are several ways to travel to campus from the airport:
1. Taxis (approximately $30-$40).
2. 28X flyer. This is a city bus that goes from the airport to the city and stops at several campuses.
3. Airport Pick-up. If you would like to be picked up at the airport, please complete the enclosed Arrival Form. We will try to accommodate all students requesting a pick-up. However, be aware that this is only available to incoming students during the fall semester.

What happens next?
SEVIS • Health Insurance • Visas
Health Service • Housing
How to Get to Campus
Information to help make your transition from home to Duquesne University as smooth as possible.
**Applying for a Student Visa**

You are now beginning the process of applying for a visa with the I-20 or DS-2019 we have issued to you. Please follow the steps below to help you prepare for your arrival to Duquesne.

1. **Pay the SEVIS fee.**

   **What is the SEVIS Fee?**
   This is a fee that all foreign nationals must pay in order to come to the United States to pursue a full course of study at a university. The fee is paid one time for each continuous period of F-1 or J-1 Visa status.

   **Who pays the SEVIS Fee and when?**
   If you were issued an I-20 or DS-2019 form on or after September 1, 2004 AND one of the following applies:
   1. You are seeking an F-1 or J-1 student visa from a United States embassy or consulate for beginning a new program of study.
   2. You have a valid F-1 or J-1 visa but have been absent from the United States for a period of more than 5 months (not studying during this time with approval of your school).
   3. You are a citizen of Canada (or other contiguous territory or adjacent island), you do not require a visa and may apply for admission at a port-of-entry to begin your studies at a U.S. School. The SEVIS Fee must be paid before application for entry at the U.S. border.

   **Who does not have to pay the SEVIS Fee?**
   1. F-1 or J-1 dependents
   2. J-1 exchange visitors participating in federally sponsored programs (G-1 or G-3).

2. **Complete the U.S. Visa Application process.**

   **Most travelers to the United States must obtain a visa.** The process includes application forms and interviews as well as collecting and checking names. The name-checking and registration processes are necessary and important elements that protect citizens and visitors alike. Please allow for extra time in your planning; the process may take several weeks or, in a few instances, much longer.

   **Step I**
   Visit [www.UnitedStatesVisas.gov](http://www.UnitedStatesVisas.gov). This site contains information about obtaining visas. If you do not have access to the Internet, you can contact the nearest U.S. embassy or consulate.

   **Step II**
   Make an appointment to visit the embassy or consulate. The visa process varies among embassies and consulates depending on local needs. In most areas, you will need to make an appointment. You can do this by telephone, by mail, by Internet or in person. Schedule your appointment as soon as you have received the necessary documentation from Duquesne and know when you will need to travel to the United States.

   Some consulates require a fee to schedule an appointment. Check with your local consulate to verify. These fees are not the same as the SEVIS fees mentioned above.

   **Step III**
   Prepare the following documentation:
   - a valid passport
   - appropriate Visa applications
   - acceptance letter from university
   - supporting documentation detailing employment, reason for travel and financial status
   - proof of SEVIS fee payment

   **Step IV**
   Submit application, passport and supporting documents to the U.S. embassy or consulate. The application will be reviewed and, for the majority of applicants, the visa will be issued in a few weeks. For a few applicants it will take more time for a visa to be issued.

   **Step V**
   In a few cases additional reviews will be required for a variety of reasons. In some instances fingerprinting may be requested. In these cases processing times take longer than usual.

   **Step VI**
   Once your visa has been issued you may travel to a port-of-entry in the United States. The port-of-entry is usually the airport where you first arrive in the U.S. On the airplane you will be asked to complete a short arrival/departure form. When you disembark, please follow the directions for non-citizen entry where you will meet with a U.S. official who will verify your paperwork and ask you a few questions about why you are visiting the U.S. When you are admitted, you will receive an immigration stamp and proceed to baggage claim and U.S. Customs.

3. **Secure your Mandatory Health Insurance.**

   All full-time students at Duquesne University must carry major medical health insurance during their stay. All students will be billed for insurance coverage through the University at the time of enrollment. If you already have insurance coverage that covers you in the U.S., you must submit proof of coverage to the Office of Risk Management when you arrive on campus and the insurance charges will be removed from your bill. The University asks that students who already have health insurance follow these guidelines for the University insurance to be waived:
   1. The insurance policy should be written in English;
   2. Students should pay the premium for the insurance in U.S. dollars;
   3. Claims must be processed inside the United States;
   4. Pre-existing conditions must be covered;
   5. The period of coverage must be for the length of a semester or academic year and not monthly.

Your next steps:

- Visit [www.oip.duq.edu](http://www.oip.duq.edu)
- Check with the Office of International Programs (OIP)
- Contact your consulate or embassy
- Review the embassy’s guidelines for applying for a visa
- Contact the University’s Office of International Student Admissions

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**When do Students or Exchange Visitors Pay the SEVIS Fee?**

It should be paid at least 3 business days before going to the U.S. embassy or consulate for a visa interview.

If students are filing for a change of status to student or exchange visitor, the fee should be paid prior to application submission.

**Paying by Internet**

1. Go to [www.FMJfee.com](http://www.FMJfee.com).
2. Complete the form using the information on your I-20 or DS-2019.
3. Payment must be made with a credit card.
4. Print a copy of the receipt.

Using this method to pay your SEVIS Fee means your payment is processed immediately.

**Western Union Quick Pay Service**

You can check with Western Union and see if this service is available to you.

**Paying by Mail**

1. Obtain Form I-901 “Fee Remittance for Certain F, J, and M Nonimmigrants.”
2. Complete Form I-901. (Write your name as it appears on form I-20 or DS-2019).
3. Prepare a check, international money order or foreign draft (drawn on US banks) in the amount of $100.
4. Draft (drawn on US banks) in the amount of $100.

USD made payable to “The Department of Homeland Security.”
5. Mail the completed I-901 and payment to the address on form I-901.
6. The receipt notice (Form I-797) will be mailed within 3 days.

It does take more time for your payment to be processed when paying by mail.

**SEVIS FEES ARE TRANSFERABLE**

If you pay your fee on one SEVIS ID number (on I-20 form) and change your mind about which school you plan to attend, you can still use the receipt. Make sure, when applying for a visa, that you bring both immigration forms to the embassy or consulate so that they can see that you have already paid.

**SEVIS FEES ARE NOT REFUNDABLE**

SEVIS fees are not refundable (unless paid by mistake), even if your visa is denied or, after the visa is issued, you decide not to come to the United States. The SEVIS fee is valid for a period of 12 months.