

UNIVERSITY
OF MIAMI
STUDY ABROAD



Exchange Student Handbook

Greetings, Exchange Students!

Thank you for your interest in the University of Miami!

Chartered in 1925, the University of Miami (UM) has approximately 10,000 undergraduate students studying in over 180 different academic areas. As a gateway to Central America, South America, and the Caribbean, Miami is one of the most culturally diverse institutions in the United States. We are proud of our community and are excited to share it with you!

Exchange students from our partner universities may study abroad at UM for one or two semesters. UM's Office of Study Abroad administers exchange programs with over 80 universities worldwide. Whether you are here for a semester or year, you are still a Miami Hurricane!

This handbook will serve as your guide through the UM application process, procedures prior to arrival, and resources once you are on campus. Please review it carefully and in its entirety as this will be an important resource during your time at Miami. The handbook is formatted as a "check-list," so that you are able to cross off tasks that you have completed. Each task is listed in the appropriate order in which you are to complete them.

We wish you all the best throughout the process and look forward to see you at "The U!"

Sincerely,

The UM Study Abroad Team

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Section I - Incoming Application

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- ☐ *Ensure that the University of Miami Offers Classes that You Need*
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□ *Confirm that Your University is a Partner with the University of Miami*

http://www.miami.edu/index.php/study_abroad/students/exchange_students/list_of_exchange_partners/

□ *Ensure that the University of Miami Offers Desired Classes*

The University of Miami course listing for the current or upcoming term can be viewed here:

https://canelink.miami.edu/psc/PUMIAJ/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL

- Courses are often the same from year to year but you should ensure that there are several courses that could be applied to your study plan as not all courses are guaranteed to be offered, some courses will be taught at the same time, and some courses may be full to capacity.
- Our first semester or Fall term runs from August to December, and the second term or Spring semester runs from January to May. The courses are listed as a three letter code for the department and a course number (e.g. HIS 101) with a section letter or number.
- 100-200 level courses are introductory courses, levels 300-400 are intended for upper division students. Exchange students should not register for 500-level classes without first consulting both the professor of the course and the UM Study Abroad Advisor.

□ *Seek a Nomination from Your Home Institution*

A student interested in studying at the University of Miami must be enrolled full-time, be a degree-seeking student at one of UM's international partner universities, and be nominated by the International Office of that university prior to applying. The nomination process differs by university, so contact your university's international office to inquire about the procedure.

If you or the international office at your home university have any questions about the application process, please contact the University of Miami Study Abroad Program Coordinator:

Nina Castro

Email: n.castro1@miami.edu

Phone: +1.305.284.6471

□ *Review the University of Miami Academic Calendar*

Make sure that the semester dates do not conflict with your university's coursework or other priorities. The Exchange Student Orientation typically takes place the day after the International Student Orientation. The academic calendar is accessible at:

<http://www.miami.edu/index.php/registrar/calendar/>

□ *Review Important Application Dates*

Fall Semester Arrivals

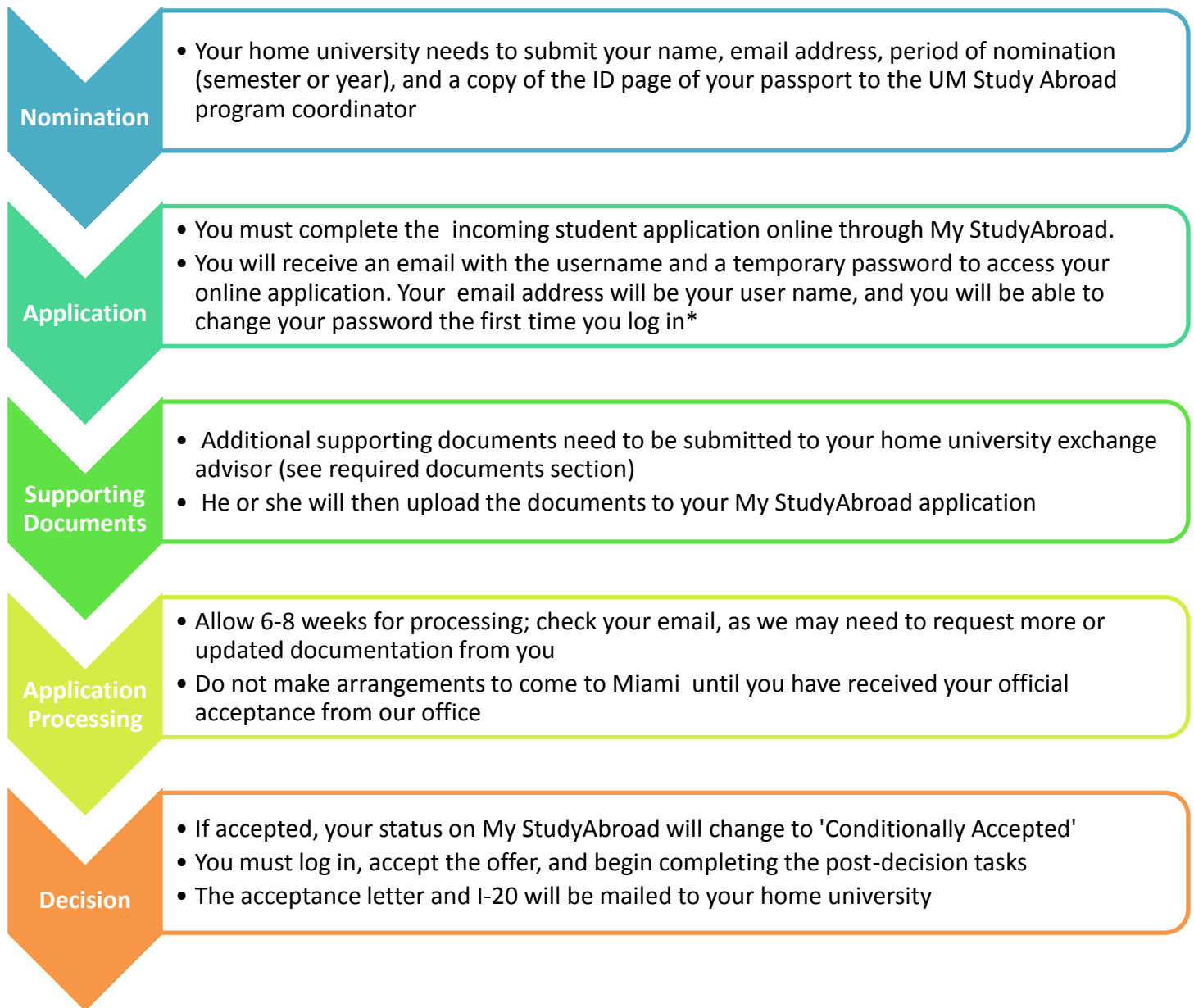
- Nominations submitted by March 1st
- Application documents submitted by April 1st

Spring Semester Arrivals

- Nominations submitted by August 1st
- Application documents submitted by September 1st

□ *Review Application Process*

Here is an overview of the process for applying as an exchange student to the University of Miami.

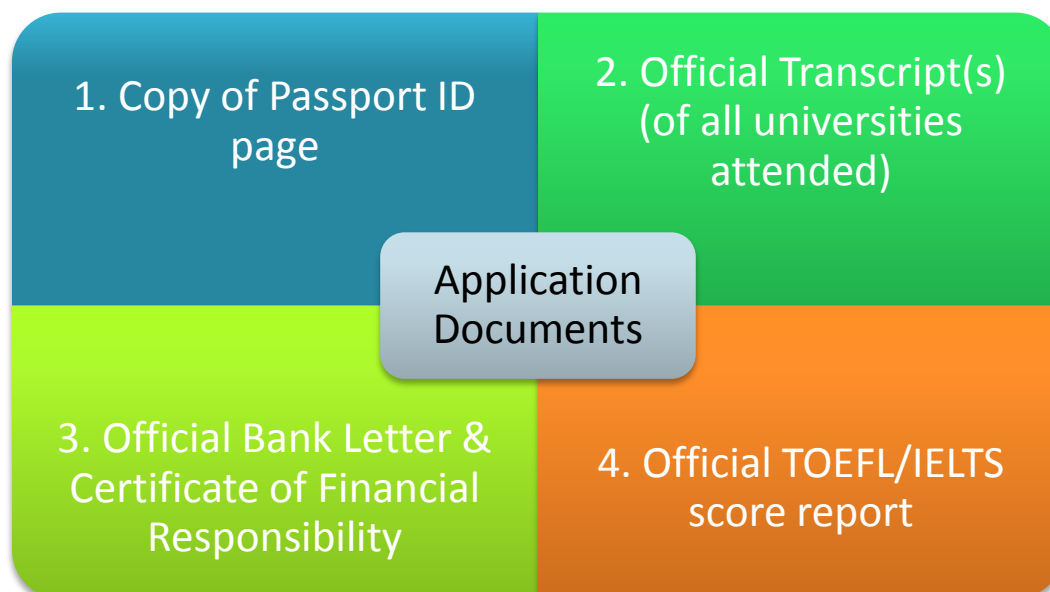


*Need help logging in to My StudyAbroad?

Here is a link to step by step instructions:

https://goabroad.miami.edu/customtags/ct_FileRetrieve.cfm?File_ID=233

□ *Review Required Application Documents*



Details:

1. **Copy of Passport ID page:**

Make sure that your passport is valid for at least 6 months after your studies are expected to end in the US. If you are in the process of renewing your passport, a copy of the expiring one will allow us to initiate your application, but you will need to send a copy of the new passport as soon as you receive it.

2. **Official Transcript(s) of all universities attended:**

UM requires transcripts of all post-secondary academic work, not just your current university. If you transferred from another institution, both transcripts are required.

3. **Official Bank Letter and Certificate of Financial Responsibility:**

- Completed and Signed Statement of Financial Responsibility (in My StudyAbroad): Supporting documentation needs to be submitted for each source of support (for example, a letter from your university to confirm a stipend).
- An official bank letter stating that the person responsible for your living and personal expenses while studying at the University of Miami as an exchange student has a minimum of US\$11,250 in his/her account for the semester (or US\$22,500 for academic year) **or** a recent bank statement showing a balance of US\$11,250 or US\$22,500. These figures apply to the 2016-17 academic year and typically increase by 5% per year.

4. **Official TOEFL or IELTS score report:**

If you are a non-native speaker of English, and English is not the only language of instruction at your home university you must submit one of the following:

- IELTS report with a minimum score of 6.5 (for undergraduates)
- TOEFL internet-based test report with a minimum score of 80 (including the speaking subscore)

UM does not accept the Institutional Testing Program (ITP), or any other testing results to validate English proficiency.

Section II - Prior to Arrival

- ☐ *Receive Acceptance Letter and Form I-20 Certificate of Eligibility for Non-Immigrant F-1 Student Status*
- ☐ *Review Information on Form I-20*
- ☐ *Apply for F-1 Visa*
- ☐ *Receive F-1 Visa and Make Flight Arrangements*
- ☐ *Create Cane ID*
- ☐ *Apply for On-Campus Housing/M Meal Plan*
- ☐ *Review Course Offerings and Begin Course Registration*
- ☐ *Review UM Health Insurance Information*
- ☐ *Complete UM Immunization Record and Send to UM Student Health Center*
- ☐ *Review Financial Obligations and Pay Fees*
- ☐ *Review Important Dates*
- ☐ *Sign up for Orientation*
- ☐ *Review “Living in America” Presentation*
- ☐ *Complete Mandatory Online Immigration Session*
- ☐ *Connect with your UM Global Ambassador*
- ☐ *Review Packing Best Practices*
- ☐ *Plan Transportation from Miami International Airport to University of Miami Coral Gables Campus*

☐ *Receive Acceptance Letter and Form I-20 Certificate of Eligibility for Non-Immigrant F-1 Student Status*

Upon acceptance by the University of Miami, the Office of Admission will issue an acceptance letter and Form I-20. Both documents will be sent via courier to the exchange office at your home institution. The Form I-20 is official US documentation that allows you to apply for an F-1 visa. You will need both the acceptance letter and I-20 during the visa application process.

☐ *Review Information on Form I-20*

As part of your acceptance, your home university will receive by mail your UM Form I-20 (Certificate of Eligibility for Non-Immigrant F-1 Student Status). You will use your UM I-20 to apply for an F-1 Visa at a U.S. Embassy or Consulate before traveling to the U.S. to begin your studies. You will need to present your Form I-20 along with your valid F-1 visa and passport when entering the U.S. Review your UM I-20 now and contact International Admission at admission@miami.edu immediately if there are any errors on your I-20.

□ *Apply for US Visa*

How to Apply

There are several steps to apply for a visa. The order of these steps and how you complete them may vary at the U.S. Embassy or Consulate where you apply. Please consult the instructions available on the embassy or consulate website where you intend to apply.

Complete the Online Visa Payment and Application

- **Pay the Student and Exchange Visitor Information System (SEVIS) I-901 fee**
Pay the *mandatory*, one-time SEVIS I-901 Fee online: www.fmjfee.com/i901fee/index.jsp. Print a copy of your SEVIS fee payment receipt and have it with you when applying for your F-1 Visa.
- **Apply Online for Non-immigrant F-1 Visa using Form DS-160** – Learn more about completing the DS-160. You must: 1) complete the online visa application and 2) print the application form confirmation page to bring to your interview. The visa type you will apply for is F-1.
- **Photo** –You will upload your photo while completing the online Form DS-160. Your photo must be in the format explained in the Photograph Requirements.

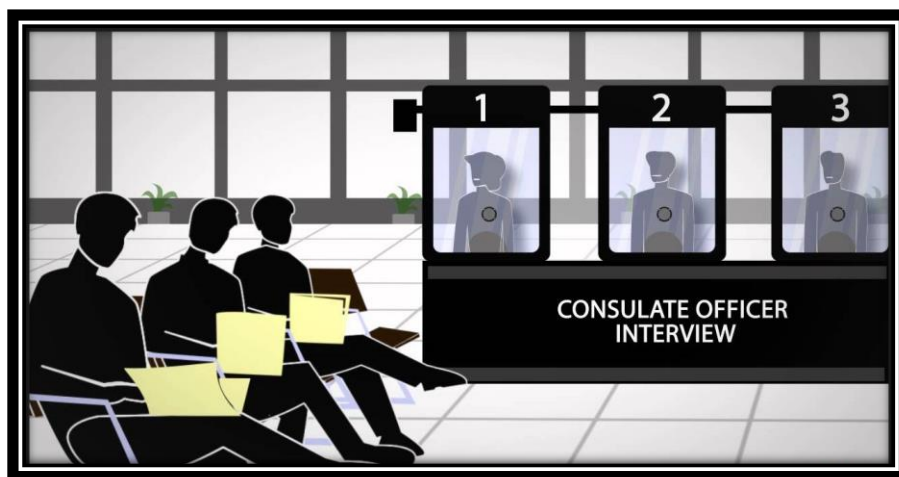
Schedule an Interview

You must schedule an appointment for your visa interview, generally, at the U.S. Embassy or Consulate in the country where you live. You may schedule your interview at any U.S. Embassy or Consulate, but be aware that it may be difficult to qualify for a visa outside of your place of permanent residence.

Wait times for interview appointments vary by location, season, and visa category, so you should apply for your visa as soon as you receive your acceptance letter and I-20 form.

Prepare for Your Interview

- Review the instructions available on the website of the embassy or consulate where you will apply.



Gather Required Documentation

Gather and prepare the following required documents before your visa interview:

- **Passport** valid for travel to the United States - Your passport must be valid for at least six months beyond your period of stay in the United States (unless exempt by country-specific agreements). If more than one person is included in your passport, each person who needs a visa must submit a separate application.
- **Nonimmigrant Visa Application, Form DS-160 confirmation page**
- **Application fee payment receipt**, if you are required to pay before your interview
- **Photo** – You will upload your photo while completing the online Form DS-160. If the photo upload fails, you must bring one printed photo in the format explained in the Photograph Requirements.
- **I-20 Form** – You will receive the SEVIS-generated Form I-20 with your acceptance letter. You must sign the Form I-20. Each person receives an individual Form I-20.

Additional Documentation May Be Required

Review the instructions for how to apply for a visa on the website of the embassy or consulate where you will apply. Additional documents may be requested to establish that you are qualified. For example, additional requested documents may include evidence of:

- Your academic preparation, such as:
 - Transcripts, diplomas, degrees, or certificates from schools you attended; and
 - Standardized test scores required by your U.S. school;
- Your intent to depart the United States upon completion of the course of study; and
- How you will pay all educational, living and travel costs.

Attend Your Visa Interview

During your visa interview, a consular officer will determine whether you are qualified to receive a visa. Dress nicely, come prepared, and be polite and patient. UM cannot intervene, alter, or overturn the outcome of your visa interview.

Ink-free, digital fingerprint scans will be taken as part of your application process. They are usually taken during your interview, but this varies based on location.

After your visa interview, your application may require further administrative processing. You will be informed by the consular officer if further processing is necessary for your application.

When the visa is approved, you may pay a visa issuance fee if applicable to your nationality, and will be informed how your passport with visa will be returned to you. Review the visa processing time, to learn how soon your passport with visa will generally be ready for pick-up or delivery by the courier. US Visas usually take 1 to 3 weeks to process.

If you, or the International office at your home university, have any questions about the visa application process, please contact the University of Miami Office of Admission:

Email: admission@miami.edu

Phone: +1.305.284.2271

□ *Receive F-1 Visa and Make Flight Arrangements*

Once you have received your visa (not before), you can begin to make flight arrangements. While there are several airports located in South Florida, we strongly encourage students to fly to Miami International Airport (MIA) for convenience to campus and access to public transportation (more information available in the “Arrival” section). Miami International Airport is located approximately 20 minutes by car from the Coral Gables campus.

Plan to enter the U.S. with your F-1 Visa and UM I-20 up to (but no earlier than) 30 days before the start date indicated on your UM I-20. You should plan to arrive in Miami no later than:

Tuesday, August 16, 2016.

□ *Create a CaneID*

Your Cane ID provides access to several University of Miami systems and services via the use of one username and password. It is necessary to login to CaneLink to view course offerings, apply for housing, apply for a meal plan, and to obtain access to many other services.

Instructions

Step 1: Go to the CaneLink website <https://canelink.miami.edu> and click on “Help with CaneID”

Step 2: Click ‘Create/Recreate CaneID Account’. Enter your UMID/C# as it appears in the box labeled “Remarks” on your I-20. Enter your birth date, click “Continue,” and follow the instructions.

(Note: You will still use the email address you provided at the time of application to log in to My StudyAbroad, NOT your CaneID)

If you encounter any difficulty creating your CaneID or setting up your security questions, you need to contact the IT department at UM. The IT department can be reached at itsupportcenter@miami.edu or **+1.305.284.6565**; include your name and C number in the email.

The UM Study Abroad Office does not have access to assist you on this; you may need to wait up to 3 business days for a response to your emailed IT request.

□ *Apply for On-Campus Housing and Meal Plan*

Important Housing Information

On-campus housing is not guaranteed and is only available to students who come to UM through an undergraduate exchange. Exchange students have the opportunity to apply for on-campus housing or may choose to live off-campus. Graduate students **must** make arrangements to live off campus.

We advise students to apply for on-campus housing; it's a great way to meet people and get involved! In addition, it is difficult to arrange transportation to campus and short term leases in Miami. If you choose to apply for on-campus housing you should do so as soon as possible. **The housing application is done online through your Canelink account.** Exchange students are permitted to live in Eaton, Mahoney, and Pearson Residential Colleges. Exchange students may not apply to live in Hecht, Stanford or the University Village. At the time of application, a \$250 deposit will be required.

Before applying for on-campus housing, it is your responsibility to review the housing contract/agreement/lease.

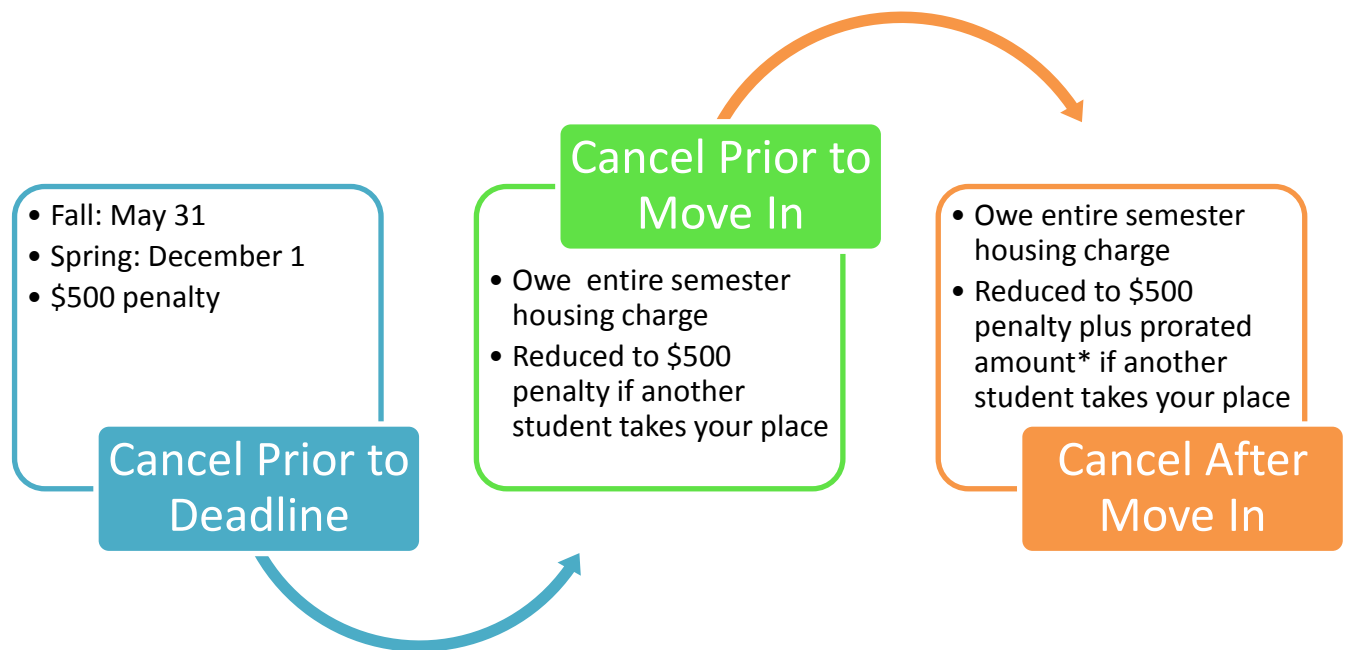
- The University has both single and double rooms. Newly entering students, including exchange students, are assigned to double occupancy rooms. Effort is taken to assign roommates of similar age, and class standing.
- All housing facilities are co-educational with men and women living on alternate floors or alternating separate suites.
- All residential college rooms are air-conditioned and equipped with a bed (extra-long twin), dresser, desk, chair, trash can, recycling container, and window coverings. 140+-channel cable television and local telephone services are also provided. Each residential college room is wired for internet access. Wireless internet access is available throughout the campus.
- **For fall-only exchange students:** Housing contracts are for the academic year; therefore you must cancel your spring housing in-person before December 1st at the Housing Office (Eaton Hall Suite 153).
- **For year exchange students:** Students may apply to stay on-campus during the [winter intersession](#) by completing the Winter Intersession Application by December 1st.

Please see this tutorial for assistance with applying for housing:

<https://umshare.miami.edu/web/wda/housing/pdfs/Housing%20Application%20and%20Meal%20Plan%20Selection%20Tutorial%20-%20Resident%20Students.pdf>

For more information about housing options, including access to the various off-campus housing resources, please visit the Department of Housing and Residential Life website: www.miami.edu/housing.

What if I want to cancel my housing application or housing assignment?



*Calculated by Housing using the number of nights spent in the residence hall

Meal Plans

Students who live in the Residential Halls and Colleges are required to select a meal plan. **Like your application for housing, meal plans are selected online through your CaneLink account.** Any student living on-campus who does not choose a meal plan will automatically be charged for the 14 meal plan. Kosher meal plans are available. Commuter (off-campus) students may also choose to add a meal plan. Please note that meals are allocated on a weekly basis and **may not** be carried over to the following week. For information on the meal plans and on-campus dining locations please visit the Dining Services website: www.miami.edu/dining-services.

☐ *Review Course Offerings and Begin Course Registration*

Academic Offerings

Exchange students may not register for courses in the School of Medicine, School of Nursing, or School of Law, and music courses are limited to those listed under MNM “for non-music majors only”.

Academic departments maintain their own websites and often have a webpage that shows information on all the courses available within the department. Do not assume that the courses on those websites, or the UM Academic Bulletin, will be offered during the semester or year you are here on exchange. Only the courses searchable on the [CaneLink Community Access Class Search](#) will be offered.

Do not request courses that are not available; if a course does not appear in the course search, it is not being offered.

Enrollment Requirements

It is your responsibility to maintain your full-time registration status.

Undergraduate (Bachelors)



☐ Minimum: 12 credits

☐ *Maximum: 20 credits

☐ Typical load: 4-6 courses

Graduate (Masters)



☐ Minimum: 9 credits **OR**

☐ Enrollment in a 700-level course

☐ *Maximum: 9 credits

****If you take more than the maximum allotted, you will be billed UM tuition for the additional credits.***

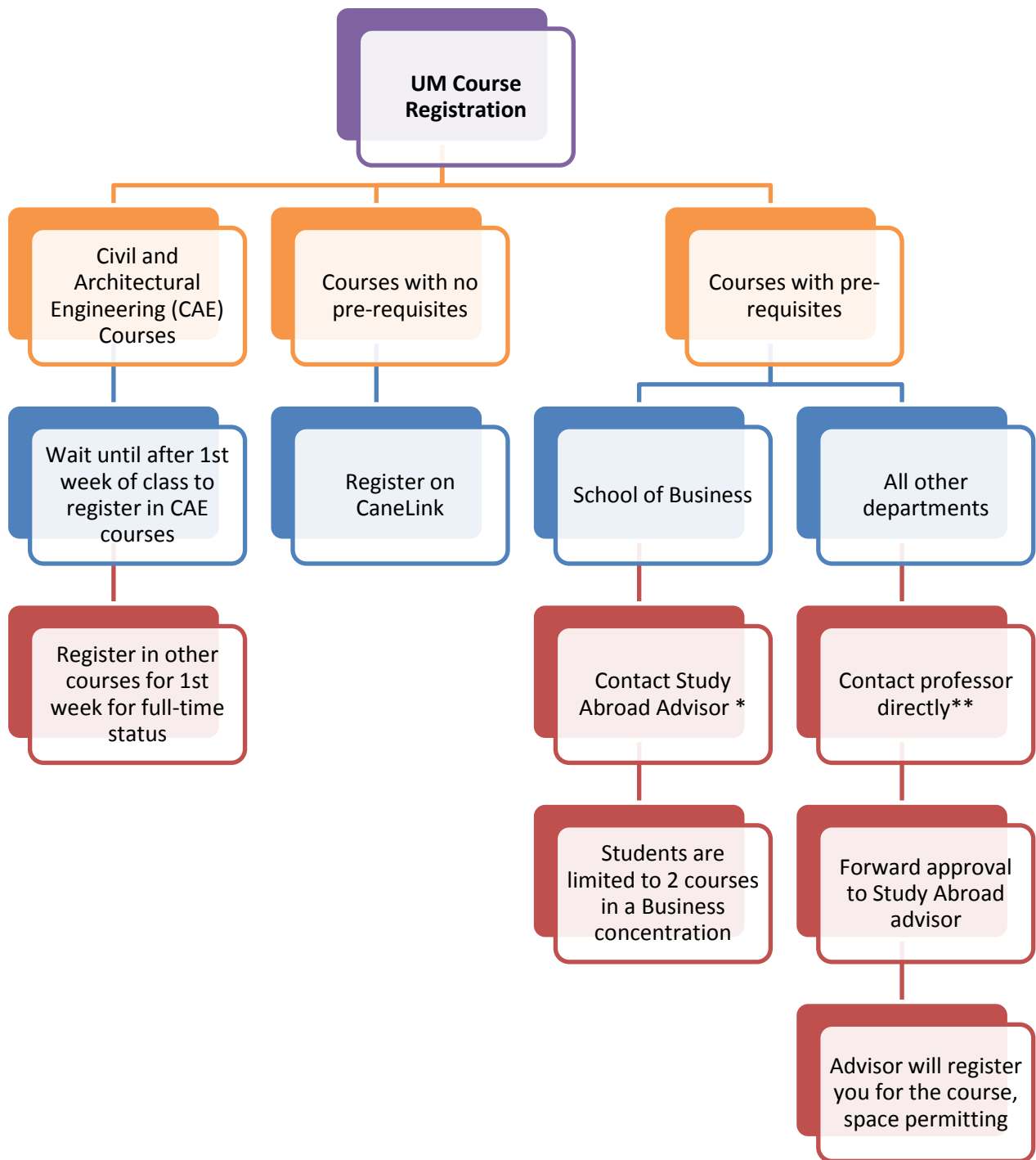
Registration

You register for courses on CaneLink; an overview of the CaneLink process can be found here: http://www6.miami.edu/erpupk/students/AweseomeCane_erpstudentweb.pdf

Registration takes place one semester at a time. Registration for the fall semester starts in April for students returning to UM in the fall and in the summer for new exchange students. Registration for the spring semester starts in November for students returning to UM in the spring semester and in December and January for new exchange students.

A place in a course cannot be guaranteed in advance of registration. It is your responsibility to make sure you earn credit at your home institution; agreements between you and your home institution do not entitle you to specific courses here at UM.

Pre-requisites are courses that must be taken prior to enrollment in a particular course. The pre-requisite system is in place to ensure that students have the appropriate knowledge base for a class, and therefore can be successful. Pre-requisites, if associated with a particular course, are listed under “Enrollment Information”; you must determine if you have the necessary academic foundation prior to requesting a course with pre-requisites. CaneLink will prevent you from enrolling in courses with pre-requisites listed. Follow the steps outlined to be registered in these classes.



*Send email including name, C#, class number, the listed pre-requisite and the course(s) you took that you believe satisfy the pre-requisite. Attach your transcript to the email.

**Send email explaining that you are an exchange student and would like to ask permission to enroll in their class. Include your name, C#, the class title and number, the listed pre-requisite, and the course(s) you took that you believe satisfy the pre-requisite. Attach your transcript to the email.

Notes about Course Offerings in CaneLink

- Permission must be requested from professor AND study abroad advisor to enroll in a 500-level course.
- Undergraduate students may not enroll in 600-level courses.
- Exchange students may not take “intersession” courses during the winter or spring breaks.
- Professor permission must be requested to enroll in an “Honors” course.
- Civic and Community Engagement courses involve an academic service learning component. (The opportunity to learn while providing a service to an organization off campus.)
http://www.miami.edu/index.php/civic_community_engagement/courses/.

☐ *Review UM Health Insurance Information*

All students are required to have health insurance coverage at the level stipulated by the University of Miami. Upon course registration, you will automatically be charged for and enrolled in international student insurance, which meets these requirements.

The fee for the University sponsored health insurance program covers medical, surgical, and hospital insurance for major illnesses, accidents, surgery, psychiatric emergencies, and for off-campus emergency room care. Additional information on the policy benefits, exclusions and limitations is available at http://www.miami.edu/sa/index.php/student_health_center/. Please carefully read the insurance brochure accessible at http://www.miami.edu/sa/index.php/student_health_center/insurance_information/ and direct any inquiries to studenthealth@miami.edu or (305)284-5921.

The Student Health Center does not endorse or sponsor any dental plan. A plan available to you is provided by DP.Brokers at 800-281-3205. Please direct all inquiries to 800-281-3205.

☐ *Complete UM Immunization Record and Send to UM Student Health Center*

All new international students must submit proof of adequate immunization against measles and rubella. Some students may be required to provide proof of a tuberculosis screening within the last 12 months. Please refer to the required immunization information which can be found at the University of Miami Student Health Center website.

(http://www.miami.edu/sa/index.php/student_health_center/immunization_information/#Required)

You must complete the University of Miami Immunization Record form and email it to the UM Student Health Center at studenthealth@miami.edu prior to the start of classes. If you do not submit the form according to the deadline you will be charged a fee and a hold will be placed on your student account. The form is available for download here:

https://umshare.miami.edu/web/wda/studenthealth/pdf/immunization_form_07new.pdf

□ *Review Financial Obligations and Pay Fees*

Mandatory Fees

Exchange students are not required to pay UM tuition; however, exchange students are required to pay for housing, meals, and fees.

Expenses Chart

Please see prices listed below in USD for the 2015-2016 academic year. Please keep in mind that the prices listed below are approximate amounts based on previous year's data.

http://www.miami.edu/finance/index.php/student_account_services/tuition_and_fees/.

<u>Expense Item</u>	<u>Semester</u>	<u>Year</u>
Housing (Based on Double room) and Meals (Based on 14 meals/week plan)	\$6,655	\$13,310
Medical Insurance	\$1256.50	\$2,513
Activity Fee	\$159	\$318
Student Center Fee	\$156	\$312
Wellness Center Fee	\$152	\$312
Student Health and Counseling Center Fee	\$120	\$240
Athletic Fee	\$75	\$150
Total	\$8,573.50	\$17,155

Plan to spend additional money for books and personal expenses while at UM. Typically, students spend approximately **\$2,000.00** for the semester and **\$4,000.00** for the year.

Explanation of Fees

Housing (Based on Double room) and Meals (Based on 14 meals/week plan) – Expenses to live on campus in residential hall facilities and required meal plan. Exact charge will vary with housing assignment and selected meal plan.

Medical Insurance – Required of all international students. Cost for health insurance through the University of Miami.

Activity Fee – Required of all students to support student organizations. It also entitles you to membership in organizations of your choosing. Be sure to get involved!

Student Center Fee – Required of all students to support facilities on campus.

Wellness Center Fee – Required of all students to support Wellness Center. Allows access to UM's on-campus wellness center and pool facilities. The Wellness is a holistic facility dedicated to fitness, nutrition, and well-being.

Student Health and Counseling Center Fee – Required of all students to support access to health services on campus. Provides access to on-campus counseling center and mental health support.

Athletic Fee – Required of all students to support athletic programs. Provides access to student section of all UM home athletic events.

Important notes on payment

- Monthly payment plans are available.
 - A 3% non-refundable participation fee of the amount financed is charged and included in the established monthly payments.
 - To view details on the various payment options go to http://www.miami.edu/finance/index.php/student_account_services/tuition_payment_plans/
- Additional expenses incurred throughout the semester need to be paid according to the date stated on CaneLink.

Payment Options

Payment to the University of Miami should be made after registration in the minimum credit load (12 credits for undergraduates and 9 credits for graduates). Payment is due by the beginning of the semester. **Do NOT pay the tuition fee if it appears on your bill.** Please note that the UM Study Abroad Office cannot take payments of any kind.

Payments can be made in three ways:

1. **CaneLink**
Check and electronic check payments can only be made from a U.S. bank account. Credit card transactions incur a 2.5% fee.
2. **Ashe Building**
Cash or check in the cashier's window of the Ashe Administration Building.
3. **Wire transfer**
Wire transfer of funds for payment on an account at the University of Miami may be processed through any full service bank. Wire transfers (electronic transfer of funds) may take up to three weeks, so plan accordingly. The wire transfer fee must be included in addition to the requested transfer amount.

Please direct the transfer to:

Bank of America, N.A.
1500 South Dixie Highway
Coral Gables, Florida 33146

ABA Routing Number: 026009593

For Credit to: University of Miami Account 5508319094

For Further Credit to: **Student Name and I.D. Number**

International Wires SWIFT Code: BOFAUS3N

The student's name and the student's identification number (C#) are required in order to properly credit funds to the student's account.

☐ *Review Important Dates*

The academic calendars are accessible at <http://www.miami.edu/index.php/registrar/calendar/>.

Beginning with your Exchange Student Session and leading up to the first day of classes, exchange students are involved in a number of activities at the beginning of the year.

☐ *Sign up for Orientation*

As an exchange student, you will be participating in orientation with the larger student body at UM. Orientation is a comprehensive program that helps you adjust to life in Miami and at UM. As part of orientation, the Study Abroad Office will be hosting a mandatory session specifically for exchange students.

Exchange students sign up for orientation on CaneLink, however we ask that you first visit the Department of Orientation's website for instructions on sign-up and additional information: <http://www.miami.edu/sa/index.php/orientation/>

Please note that Exchange Students **do not** attend the International Student Orientation. You will receive emails prior to arrival from the Office of Orientation and Study Abroad Office regarding registration and the specific schedule for orientation. Be sure to check your email!

☐ *Review "Living in America" Presentation*

Please review ISSS' PowerPoint presentation "Living in America" on the following webpage for information on adjusting to life in the US (Please click "**view slideshow**" and make certain your **audio is turned on**): http://www.miami.edu/sa/index.php/international_student_orientation

☐ *Complete Mandatory Online Immigration Session*

Although ISSS is here to assist you, it is your responsibility to follow the regulations that govern your F-1 non-immigrant status. Failure to comply with F-1 regulations may result in the termination of your SEVIS record.

To familiarize yourself with these regulations, please complete the mandatory online Immigration Session no later than the end of the second week of classes. To begin the session, go to www.miami.edu/immigrationsession.

☐ *Connect with your UM Global Ambassador*

UM Global Ambassadors are students at UM who have previously studied abroad. These students are committed to both promote study abroad and also serve as an important resource, support, and will be your liaison for your study abroad experience at UM. Once you have been accepted as an exchange student to the University of Miami, you will automatically be paired with a Global Ambassador (GA) who will reach out to you. We encourage you to connect with your GA and to use them as a resource as you transition to UM. Your GA will be a helpful resource for when you arrive to campus and during your time as an exchange student.

□ *Review Packing Best Practices*

Please consult the following link for packing advice:

https://umshare.miami.edu/web/wda/housing/Infographics/what_to_bring_to_umiami.jpg

Keep in mind that you can buy all of these items once you have arrived to campus. In almost all cases, the voltage of your electrical devices will be different than what is used in the US.

Electrical Equipment

Check the voltage requirements on your laptop power brick. The US electricity supply is 120 V and 60 Hz. Be sure that your laptop power brick is an AC adapter as the power outlets in the US use AC current but laptops typically run on DC voltage. For additional information please see:

<http://electricaloutlet.org/type-a>

Shopping

During orientation, we will discuss options for purchasing bedding, cell phones, and banking near campus. During the fall orientation, vendors will be available on campus for nearly every student need. During spring orientation, we will provide shopping excursions with Global Ambassadors. Sheets, blankets, and pillows are not provided in the Residence Halls. There is a Metrorail station right next to campus and you can take the metro south to Dadeland Station where you will find a Bed Bath & Beyond as well as a Target which are both good options for home goods. You will be able to get a cell phone at Dadeland Mall. The four major carriers in the US are AT&T, Verizon, T-Mobile, and Sprint. You do not need a social security number to purchase a cell phone.

Units of Measurement

As you may know, the United States uses a form of measurement known as the US customary system of measurement (sometimes categorized as the “imperial” system). Why do we use a system of measurement that is different from the rest of the world? No one knows! It has been lost in the annals of American history forever (actually it’s a remnant of British colonialism). It may be prudent to have an understanding of our unique and antiquated form of measurement before coming here:

https://en.wikipedia.org/wiki/United_States_customary_units



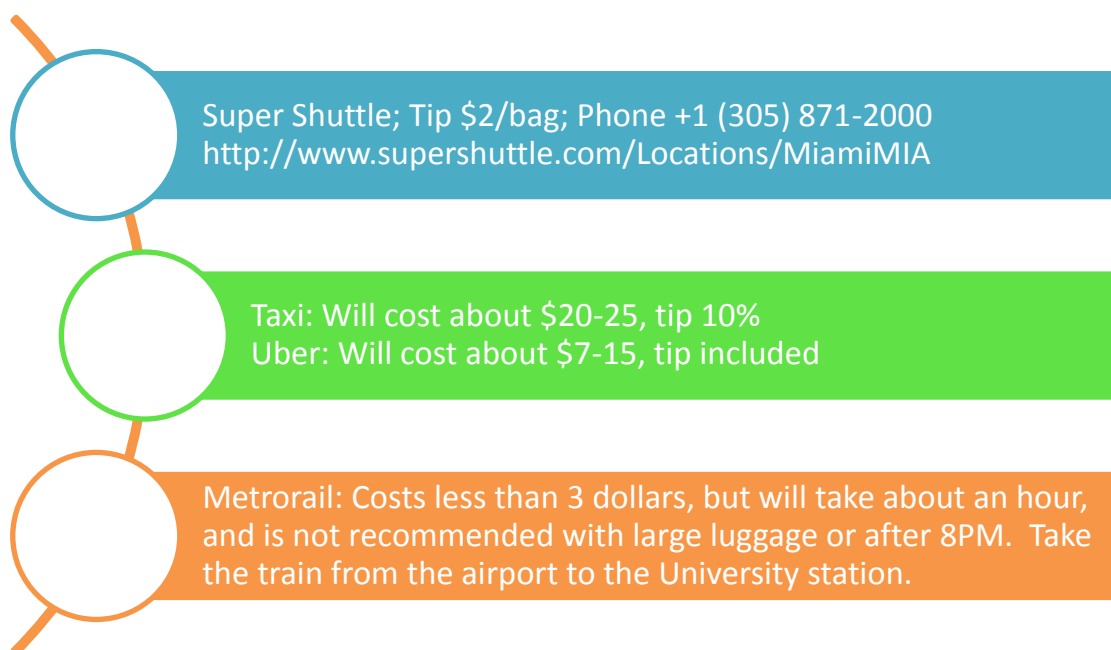
□ *Plan Transportation from Miami International Airport to University of Miami Coral Gables Campus*

Ground Transportation at Miami International Airport

In order to travel from Miami International Airport to a hotel in Miami or to campus, we recommend the following:

1. **SuperShuttle:** is usually located outside the baggage claim area. You can identify their representatives by their yellow shirts with the company name "SuperShuttle" printed in big blue letters. You can also call SuperShuttle at (305) 871-2000 or view their website at <http://www.supershuttle.com/Locations/MiamiMIA>.
Tipping is customary in the United States. When it comes to tipping we recommend the following: **Airport porter or SuperShuttle:** \$2.00 USD per bag
2. **Taxi/Uber:** You can travel to your hotel or to campus by taxi. While many students use ride-sharing services like Uber to commute from the airport to campus, ride-sharing is technically prohibited at Miami International Airport (but it is not prohibited in the city itself). Using a ride-sharing service at Miami International Airport is a risk that can result in potential fines.
3. **Metrorail:** The Miami Metrorail system also runs directly from the Miami International Airport to the University of Miami. Take the Orange Line south from the Miami International Airport to the "University" stop (which is located conveniently at the front entrance of campus). The Metrorail runs approximately every 30 minutes during non-rush hour times. A single-ride ticket costs approximately \$2.25 USD.

To recap, here are your options:



Driving Directions to Campus

Driving directions from the Miami International Airport to on-campus residences can be accessed at <http://welcome.miami.edu/about-um/campuses/coral-gables-map/index.html>.

Public Transportation

Public transportation in Miami is not as easily available as in some other cities. You can take the Metrorail from campus at the University station. The Metrorail runs from south to north Miami on one main line. The Metrorail does run to and from the Miami International Airport. Please see <http://www.co.miami-dade.fl.us/transit/> for schedules, maps, prices and other information.

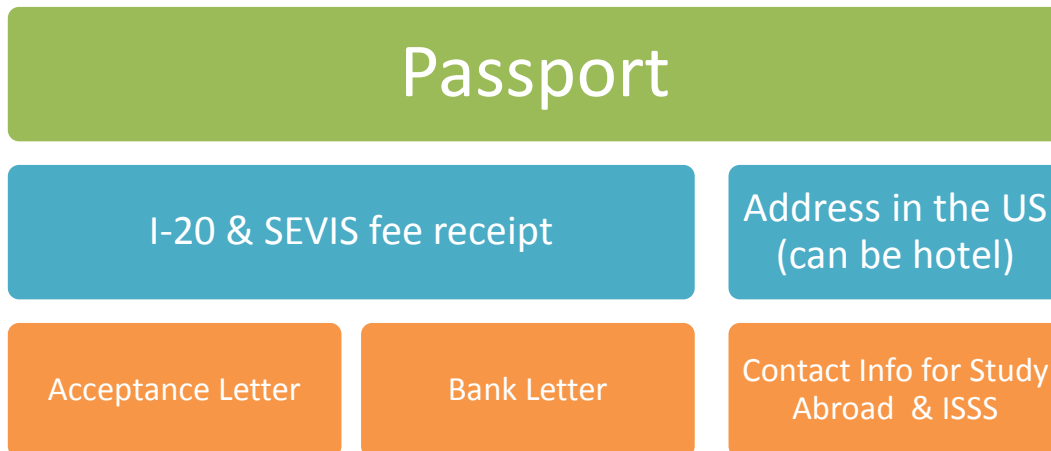
Students often use taxi or ride-share programs like Uber to get around the city. Uber runs throughout the Miami area and many students find it to be the most reliable source of public transportation.

Section III - Arrival

- ☐ *Enter the US (Remember Your Documentation)*
- ☐ *Arrive to UM and Check In to Housing*
- ☐ *Check In and Attend Orientation*
- ☐ *Get Your Cane Card*
- ☐ *Open a Bank Account*
- ☐ *Buy a Phone/Sign up for a Phone Plan*
- ☐ *Enter Your U.S. Address, U.S. Phone Number, and Permanent Foreign Address into CaneLink*
- ☐ *Confirm Your Arrival and Enrollment at UM*
- ☐ *Review Student Life at the University of Miami*
- ☐ *Review Campus Traditions*
- ☐ *Review Frequently Asked Questions (FAQs)*

□ *Enter the US (Remember your Documentation)*

Students should keep the following items with them in the bags they carry on to the plane—not in luggage that will be checked. You do not receive checked luggage until after you clear immigration and customs, so this is very important!



Inform the U.S. Customs and Border Protection (CBP) Officer at the port of entry that you will be a new or returning international student in the United States. The immigration official should stamp "F-1 D/S" in your passport and return all your documents to you.

□ *Arrive to UM and Check In to Housing*

Once you arrive at your residence hall, you will need to locate the front desk and let them know you are an international exchange student. The front desk will need to see your passport. See the University [Housing webpage](#) for more information.

For great information about life in Miami and at UM, including getting a phone and setting up a bank account, check out ISSS' "Starting your Life in Miami" PowerPoint found [here](#). Be sure to click "view slideshow" and turn your audio up so you can hear the information!

□ *Check In and Attend Orientation*

Students are required to attend the Exchange Student Session, but there are many other sessions that give important information about life at UM. This is also a great chance to meet other new students and make lasting connections. See the orientation site for the detailed schedule:

<http://www.miami.edu/sa/index.php/orientation/>

Attending orientation is incredibly important, especially the mandatory Exchange Student Session. Much of the information vital to a successful exchange experience is presented during orientation.

□ *Get Your Cane Card*

UM Students need a Cane Card to get access to the library, athletic events, the Wellness Center, the dining halls and so much more! Cane Cards can also be shown when asking for student discounts in Miami. We recommend getting your Cane Card as soon as possible; look at the [Orientation webpage](#) for the schedule and distribution of Cane Cards. More information is available on the [Cane Card webpage](#).

□ *Open a Bank Account*

Some banks, such as the University Credit Union, require a social security number in order to open an account. Others, such as Chase, Citibank, and Bank of America, located across the street from campus on US 1, do not require a social security number. You should be able to open a bank account by showing your passport and I-20. If you have your Cane Card with you, you can open a free student checking account at most banks. (See “Starting your Life in Miami” PowerPoint found [here](#)).

□ *Buy a Phone/Sign Up for a Phone Plan*

Most carriers in the US no longer require 2-year contracts, but nonetheless, be careful and make sure that you do not agree to a longer period of service. Pay as you go plans or month-to-month service work best for exchange students. The major phone carriers in the US are Verizon, AT&T, T-Mobile and Sprint; most have stores accessible in the Dadeland Mall. (See “Starting your Life in Miami” power point found [here](#)).

□ *Enter Your U.S. Address, U.S. Phone Number, and Permanent Foreign Address into CaneLink*

As an international student, you are required to report a valid U.S. address and a permanent foreign address in CaneLink upon arrival to the U.S., and within 10 days of moving. You are also required to provide a valid phone number.

U.S. Address

Students who live on-campus: As soon as you have checked into housing, your U.S. address is automatically entered. You need to make sure to enter a “local” address in [CaneLink](#) Student Center within 10 days of moving out of the residence halls. You may NOT enter any of the following as your local address: foreign address, UM Department address, or an address with a P.O. Box. Enter your U.S. phone number, including your cell phone number, as your ‘local’ phone number. Do not use any spaces or hyphens.

Students who live off-campus: Enter your U.S. address as your “local” address in [CaneLink](#) Student Center. You may NOT enter any of the following as your local address: foreign address, UM Department address, or an address with a P.O. Box.

Please make sure to complete *all* fields and use the following format for the address and phone number fields:

- Enter your ‘local’ address in the following format:
Address 1: Street and House Number
Address 2: Apartment Number, if applicable
Address 3: leave blank
City: Name of the City, for example, Miami, Coral Gables
State: FL
Postal: Postal/Zip Code
County: leave blank
- Enter your U.S. phone number, including your cell phone number, as your ‘local’ phone number. Do not use any spaces or hyphens.

Permanent Foreign Address

Your permanent address is the address where you actually reside in your home country or country of residence.

□ *Confirm Your Arrival and Enrollment at UM*

As a new, transfer, readmitted, or change of educational level student, you are required by U.S. Department of Homeland Security's (DHS) Student and Exchange Visitor Information System (SEVIS) regulations to complete the following upon your arrival to the University of Miami and **no later than the end of the second week of classes**:

- a) Complete the required International Student Arrival to UM & Enrollment Confirmation procedure in order for ISSS to register your record in SEVIS. (ISSS will register your SEVIS record in 5 business/work days.)
- b) Enroll full-time in your program of study for the current semester/session.

After the first day of classes on, ISSS will send to your UM email address detailed instructions on how to confirm your arrival. Please make sure to check your UM email at that time.

Please consider the following:

Florida Driver's License or Florida ID

If you plan to apply for a Florida Driver's License or Florida ID, you must wait until your SEVIS registration is complete and you have been in the U.S. for a minimum of 10 calendar days prior to applying. Please visit www.miami.edu/iss for application instructions.

Social Security Number (SSN)

If you have on-campus employment, you must apply for a Social Security Number (SSN). You must wait until your SEVIS registration is complete and you have been in the U.S. for a minimum of 10 calendar days prior to applying for an SSN. Please visit www.miami.edu/iss for application instructions.

Form I-9, Employment Eligibility Verification

If you have been hired to work on campus, you must complete Form I-9 in *Workday*, UM's human resources system. You must wait until your SEVIS registration is complete and you have a SSN prior to completing Form I-9 in Workday. Please visit www.miami.edu/ose for more employment information.

□ *Review Student Life at the University of Miami*

Athletics



The fall semester is American football season, or as we call it here, football season. Basketball season opens toward the end of the fall semester as well. The spring semester is baseball season, and basketball season continues. UM participates in many other sports, which you can see here: <http://www.hurricanesports.com/>

Baseball and basketball games take place on campus, while the football games are played in New Miami Stadium, the same place where the professional Miami NFL team plays.

You can attend all UM games for free with your Cane Card, though for football games you do need to follow the instructions to register online and get a ticket in advance.

Student Involvement

There are about 300 student organizations on campus, and we highly encourage you to join at least one organization! This is a great way to meet domestic students and meet people as you begin your time in Miami. UM uses a website called OrgSync to manage the student organizations. You can search all student organizations and log in to OrgSync here: <http://umstudentactivities.orgsync.com/>

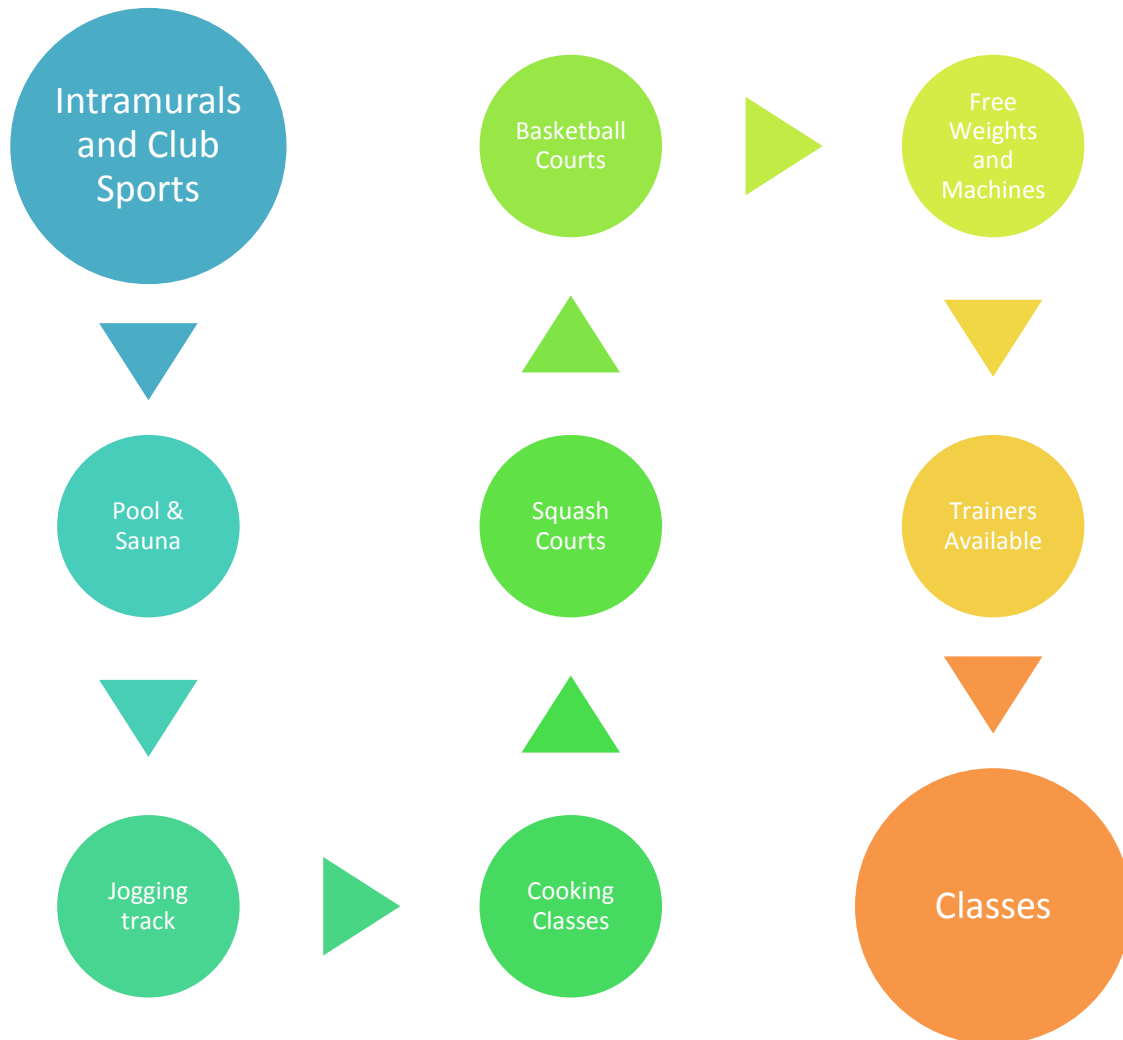
The [Butler Center for Service and Leadership](#) is another great way to get involved. It is often easier to connect with your peers while you are working toward a common goal, such as volunteering. The Butler Center offers many service days and ongoing opportunities throughout the year; we encourage all our students to become active citizens!



Wellness Center

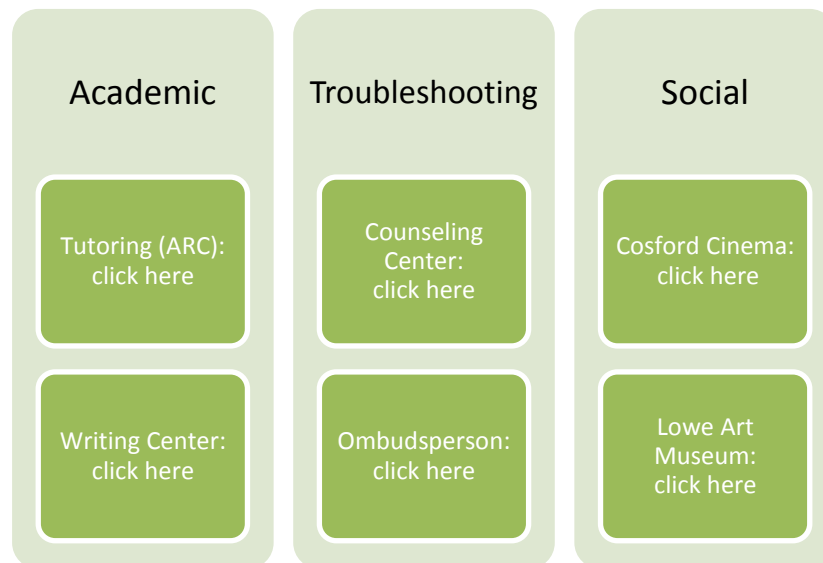
The Wellness Center is available to Exchange Students, and can be accessed using your Cane Card. Most services are available for free, and others are heavily discounted for students. The Wellness Center hosts many activities and programs in addition to its collection of free weights and machines. Below are a few of their offerings; check out their website for more:

http://www.miami.edu/sa/index.php/wellness_center/WellnessAboutUs/



Campus Resources

UM has many free resources available for students; feel free to make use of these resources while you are studying with us:



Campus Safety

UM is located in Coral Gables, about 20 minutes from downtown Miami. Coral Gables is a wealthy suburb of Miami, and is considered a safe area. However, some crime does occur. The most common crime on campus is the theft of unattended items, so be aware of your surroundings, and don't leave anything behind. There are some great services offered by the University of Miami police and student government:



Blue Light Phone System

- Over 100 Blue Light phones on campus
- Instant connection to UM Police Department (UMPD)



Safety Escort Service

- UM Police personnel will escort any community member from any location on campus to any other on campus, 24 hours-a-day, 365 days-a-year; call UMPD to request



Safe Ride

- Sunday-Thursday 10 PM-3 AM
- Pick up on campus and drop off on campus and certain nearby areas

Technology on Campus

You'll need your CaneID and password to access University systems including CaneLink, Blackboard, and those listed below.



UM has a campus-wide wireless network, SecureCanes, which can be accessed with CaneID and password



UPrint allows students to print wirelessly on campus, and gives \$120 credit on your CaneCard toward printing.



The Student Technology Help Desk is here to help; visit them in Modular B. See their webpage to get an overview of their services: <http://studentsupport.it.miami.edu/sthd/>

Transit

UBike: [click here](#)

- Register your bike with the UM police and get a free bicycle lock
- Free air pumps on campus

Hurry Cane Shuttle: [click here for schedule](#)

- UM buses, free of charge
- Go around campus, and some go to other popular areas of Miami Thursday-Sunday

Public Transit; MetroRail; [click here](#)

- Public transportation in Miami may not be as reliable as you are used to in your country (and even other cities in the US)
- Limited route, but connects with buses
- Monthly transit passes are available the first 10 days of each month at half off. Go to the Ticketmaster window in the UC with your CaneCard, and cash (about \$60)

□ *Review Campus Traditions*

<http://welcome.miami.edu/about-um/traditions/index.html>

The Hurricanes

It began in controversy. Some reports say the 1927 football team (American football) held a team meeting to select Hurricanes, hoping they would sweep away opponents just as the devastating storm did on September 16, 1926. Another version holds that Miami News columnist Jack Bell asked end Porter Norris of the 1926 team what the team should be called. Told that the local dignitaries and University officials wanted to name the team for a local flora or fauna, Norris said the players wouldn't stand for it and suggested "Hurricanes" since the opening game had been postponed by such a storm. From time to time, opposition has arisen to the name that would "reinforce Miami's negative reputation as a weather-beaten community living constantly under the threat of destruction." But as one UM official rationalized in the 1960's, "Does anyone think Chicago is overrun by bears just because the town has a football team by that name?"

Sebastian the Ibis

Folklore maintains that the Ibis, a symbol of knowledge found in the Everglades and Egypt, is the last sign of wildlife to take shelter before a hurricane and the first to reappear after the storm. The local marsh bird was considered UM's first unofficial mascot when the school yearbook adopted the name "Ibis" in 1926. Its popularity grew among the students during the 1950's. In 1957 San Sebastian Hall, a residence hall on campus, sponsored an Ibis in the homecoming celebration. The next year, student John Stormont performed at games in an Ibis costume that was glued, sewn and pinned together and was the forerunner of today's bird. Through the years, the Ibis has become one of the most recognizable college mascots in the US.



Orange, Green and White

UM's school colors were selected in 1926. The colors of the Florida orange tree represent UM. Orange symbolizes the fruit of the tree, green represents the leaves and white, the blossoms. Interestingly, there is only one orange tree on campus, see if you can spot it during your time here!

The U

In 1973, UM's Athletic Federation, the fund raising arm of the athletic department at the time, commissioned a local public relations expert to develop a distinctive logo. The University had gone several years with a variety of helmet and uniform changes and the Federation noted that a number of major colleges have the initials UM. Miami designer Bill Bodenheimer suggested the "U" idea, which lent itself to slogans like "U gotta believe" and "U is great."

In 2009 the University adopted the split-U logo as the centerpiece of its visual identity system.



□ *Review Frequently Asked Questions (FAQs)*

1. **Where can I get a letter saying that I am studying at UM?**
2. **Can I work while on the exchange at UM?**
3. **Can I work without getting paid (intern/volunteer)?**
4. **How do I get a Social Security Number?**
5. **Can I travel after I finish the semester/year at UM?**
6. **How do I get my UM Transcript?**

1. **Where can I get a letter saying that I am studying at UM?**

Once you are registered in classes in at least 12 hours, you can access an official certificate through CaneLink. On CaneLink, when you log in, and are on the 'Student Home' page (not the Student Center page), you'll see a box to the right called 'Other Important Links'. In that box there is something called 'Current Enrollment Certification'. This link will redirect you to the National Student Clearinghouse page and you can click the link to 'Obtain an enrollment certificate', and it will immediately generate a PDF document for you that says your school and that you are enrolled full time, with the dates of the semester.

2. **Can I work while on the exchange at UM?**

Yes, you are eligible to work. Many students find that being in a new place and learning a new academic system is time consuming, and do not seek employment in order to maintain good grades. Students with F-1 visa status are eligible to work ON-CAMPUS, and for **no more** than 20 hours per week. Exchange Students are not eligible for employment at the end of their study abroad semester or year because they will neither return to study in the U.S. after the employment nor will they receive a U.S. degree.

For more
information:

A study abroad student in F-1 status may engage in two types of paid employment: [On-Campus Employment](http://www.miami.edu/sa/index.php/isss/current_international_students/f-1_visa/f-1_employment/#on) (http://www.miami.edu/sa/index.php/isss/current_international_students/f-1_visa/f-1_employment/#on) and [Employment with an International Organization](http://www.miami.edu/sa/index.php/isss/current_international_students/f-1_visa/f-1_employment/#io) (http://www.miami.edu/sa/index.php/isss/current_international_students/f-1_visa/f-1_employment/#io)

3. **Can I work without getting paid (intern/volunteer)?**

As a student in F-1 status, while you are pursuing your studies at UM, you may engage in bona fide unpaid internships and do not require authorization to do so; however, it is very difficult for anyone to find a bona fide unpaid internship with a for-profit entity. For an unpaid internship to be a bona fide unpaid internship, the employer needs to comply with the Fair Labor Standards Act which details that:

1. The activity undertaken by the student must be typical of an educational/vocational experience.
2. The training is for the benefit of the student.
3. The student does not displace regular employees, but works under the close observation of a regular employee or supervisor.
4. The employer provides the training and derives no immediate advantage from the activities of the student, and, on occasion, the operations may actually be impeded by the training.

5. The student is not necessarily entitled to a job at the conclusion of the experience.
6. The employer and the student understand that the student is not entitled to wages for the experience.

4. How do I get a Social Security Number?

In most cases, exchange students actually do not need one and do not qualify for one.

In order to apply for a Social Security card, you must be enrolled for the current academic term at the University of Miami and obtain proof of employment authorization. For details please see:

http://www.miami.edu/sa/index.php/iss/social_security_number/ and <http://www.ssa.gov/pubs/EN-05-10002.pdf>.

5. Can I travel after I finish the semester/year at UM?

When you enter the U.S. on a F-1 student visa, you are usually admitted for the duration of your student status. This means that you may stay in the U.S. as long as you are a full time student, even if the F-1 visa in your passport expires while you are in the U.S. (If you have been approved to extend your period of stay for another semester, your I-20 will be updated and you will be able to remain in the US for the extended period of study, as long as you retain full-time student status.)

After your Form I-20 expires, you are allowed an additional 60-day Grace Period to prepare for departure from the U.S. or to transfer to another school. You may travel **within** the U.S. during the 60-day grace period. You may not work on-campus during the 60-day grace period.

Once your Form I-20 expires, you will not be able to use it to travel outside the U.S. and reenter the U.S. in F-1 student status even if your F-1 visa is still valid. You will have to reenter the U.S. in tourist status. For this you will need to have a valid tourist visa in your passport at the time of reentry. If you do not have a valid tourist visa, then you will need to apply for one outside the U.S. *unless* you qualify for the Visa Waiver Program (VWP). Click here for information on VWP: <http://travel.state.gov/content/visas/en/visit/visa-waiver-program.html>. All VWP travelers are required to obtain a travel authorization via the Electronic System for Travel Authorization (ESTA) prior to traveling to the United States under the VWP. Click here for information on ESTA: <http://www.cbp.gov/travel/international-visitors/esta>.

6. How do I get my UM Transcript?

The Study Abroad Office at UM will automatically send a copy of your transcript to your home institution, as long as there is no hold on your account. Be sure to check your Canelink account for any visible holds on your account and **resolve them by contacting the appropriate office** prior to departure. The Study Abroad office cannot remove holds from student accounts.

Should you need any additional copies of your transcript, you can request them through Canelink by selecting "Order Official Transcripts."

Section IV - Important UM Contacts, Glossary, & Map

Incoming Exchange Application

Nina Castro, Study Abroad

Email: n.castro1@miami.edu

Phone: +1.305.284.6471

Visa Application

Office of Admission

Email: admission@miami.edu

Phone: +1.305.284.2271

Maintaining Your Immigration Status in the U.S.

International Student and Scholar Services (ISSS)

Email: iss@miami.edu

Phone: +1.305.284.2928

On-Campus Emergency

UM Police

Phone: +1.305.284.6666 or 911

Study Abroad Office

Email: studyabroad@miami.edu

Phone: +1.305.284.3434

Glossary of Terms

IMMIGRATION

Student and Exchange Visitor Information System (SEVIS) - A bridge for government organizations that have an interest in information on nonimmigrants whose primary reason for coming to the United States is to be students. UM issues you a SEVIS number that is used in the visa application process.

Form I-20 Certificate of Eligibility for Nonimmigrant Student Status – the form necessary to apply for an exchange student visa in the United States. The Form I-20 is provided by UM following submission and acceptance of your exchange student application.

F-1 Visa – the visa type for exchange students at UM. You will apply for an F-1 Visa.

Form DS-160 – the online nonimmigrant visa application form to apply for the F-1 Visa.

CAMPUS SYSTEMS

Cane ID - CaneID is a username/password authentication process that provides access to multiple University systems/services via use of one username/password. Your CaneID Password safeguards your access privileges on many UM systems and should be known only to you.

Campus ID – begins with the letter “C” followed by a sequence of numbers (example: C12345678). This ID is unique to each faculty, staff, and student at UM. It is used by the University to specifically identify individuals.

CaneLink – the University of Miami’s online student portal. CaneLink is used to apply for housing, register for courses, pay your UM expenses and fees, and view grades.

Cane Card - the Cane Card is the official on-campus identification card of the University of Miami. All university students, faculty, staff as well as other members of our community, are required to carry their Cane Card for identification purposes while on campus. It can be used to gain access to buildings (including residence halls, check books from the library, access to athletic events, and access the dining halls).

ACADEMIC STRUCTURE

Course – sometimes called a “class” or “module” at other universities, this is the term in CaneLink for classes. You will use the ‘Course Search’ or ‘Course Lookup’ in CaneLink to search for classes.

Major – primary academic area or focus in pursuit of undergraduate degree (examples: finance, architecture, journalism, etc.).

Faculty – the teaching staff at UM, not an academic area as is the case at other universities.

School/College – institutions within the University of Miami that represent general academic areas (examples: Arts & Sciences, Communication, Business, etc). Schools/Colleges house various departments relevant to the general academic area (example: Department of Modern Languages in the College of Arts & Sciences).

Office Hours – designated timeframe in which faculty members are available in their offices to meet with students. If you have a question about something in class, this is a great opportunity to clarify with your professor.

Credit – sometimes referred to as “units” at other universities, this is the term of measurement for classes. Most classes are 3 credits; to be a full-time student at the undergraduate level, you need to be enrolled in at least 12 credits.



CORAL GABLES CAMPUS

