Dear New International Wagner Student:

Congratulations on your acceptance to NYU Wagner and greetings from Wagner’s Office of International Programs (OIP). At this early juncture in your Wagner career, our goal is to ensure that you are aware of the resources available to you and to help you prepare for your arrival in New York. This handbook contains information relevant to international students, including:

- Where to address visa and immigration concerns
- Tutoring resources
- What to bring to New York City
- International student groups at Wagner
- How to meet other Wagner students

Beyond Wagner, NYU provides additional resources available to all international students such as NYU’s Office for Global Services (OGS). You will receive information from OGS with important details related to visa regulations and procedures. OGS will also provide you with information about their International Student Orientation, which is a combination of practical, academic, cultural, and social activities to help you settle into life at NYU. While attendance at the OGS orientation is not mandatory, many students find it very helpful.

It is required that you attend the Wagner International Student Orientation on Thursday, August 22, 2013 from 10:30 am - 12:30 pm. Please confirm that you will attend by registering here. In addition, you must attend the Wagner New Student Retreat August 25-26, 2013.

In order to insure the smoothest possible transition to living in New York City and attending NYU Wagner, we strongly encourage you to arrive in New York by August 15 so that you can get settled prior to the orientation activities that begin in late August.

We look forward to meeting you. If you have questions, please email Wagner Student and Program Services at wagner.studentservices@nyu.edu. If your questions are related to visa issues (applications, procedures, etc.), please visit the NYU-OGS website or contact them directly at ogs@nyu.edu

Sincerely,

Katty Jones, Director of Program Services
Pamela Kavalam, Student Services Administrator

as of 5/2/2013
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FINDING ANSWERS TO IMMIGRATION AND VISA RELATED ISSUES

WHERE DO I GO FOR INFORMATION AND ADVISEMENT REGARDING IMMIGRATION AND MY STUDENT VISA?

NYU'S OFFICE FOR GLOBAL SERVICES (OGS)
In liaison with the U.S. Department of Homeland Security, NYU’s Office for Global Services (OGS) coordinates services for F-1 and J-1 international students, scholars and their dependents, including information related to I-20s, visa applications, employment, financial and tax status. OGS provides the most current and accurate information regarding U.S. government regulations governing immigration issues and your visa. It is each student’s responsibility to obtain, understand and abide by U.S. government regulations governing his/her status while in the U.S.

- The OGS office is located at 561 LaGuardia Place at West 3rd Street, behind the Bobst Library. For more information regarding the services of OGS, visit their comprehensive website, call 212-998-4720, fax 212-995-4115, or email intl.student.scholars@nyu.edu.

MANDATORY CHECK-IN

- All international students are required to attend a mandatory check-in workshop at OGS within 10 days of arrival in New York. Check the OGS website for the most current list of check-in workshop dates and a list of documents to bring to the workshop.

ADVISORS

- OGS offers online advising workshops regarding a host of subjects including travel regulations, off-campus employment and practical training, as well as how to make the most of your time at NYU and in New York.
- Also, students may see an advisor without an appointment during walk-in hours (the schedule, is available here). Under special circumstances, students can also make an appointment to speak with an OGS advisor by calling the OGS office at 212-998-4720. Please make sure to book an appointment in advance during holiday travel season. A calendar of NYU holidays for 2013-2014 can be found at the end of this document.

NEWSLETTER AND PROGRAMS

- International students are automatically subscribed to OGS’ weekly online newsletter, which provides international students with information about immigration, workshops and international events at NYU and beyond. OGS runs social and cultural programs during the year in addition to International Student Orientation.
HOW CAN I LEARN ABOUT EMPLOYMENT REGULATIONS AND OPPORTUNITIES?

EMPLOYMENT REGULATIONS

- After meeting specific criteria, guidelines, and application deadlines, students are able to seek on-campus and off-campus employment both prior to and after the completion of their degree. The workshops and advisement sessions on employment regulations, applications and procedures are essential, and all international students must attend them for necessary information and guidance. To learn more, see here.

EMPLOYMENT OPPORTUNITIES

- Wagner’s Office of Career Services (OCS) offers resources for students and alumni to develop appropriate strategies that lead to successful careers in public service. OCS is committed to assisting Wagner students and alumni in developing, evaluating, and implementing career decisions and plans. OCS resources are available to students as of the first day of class and students are encouraged to take advantage of the many services offered, including the Wagner job site, one-on-one advisement, and a variety of career-related events. More information can be found on the Wagner OCS webpage.

- Wagner students also have access to an assortment of career services offered through the NYU Wasserman Center for Career Development. The Wasserman Center is located at 133 E. 13th Street, 2nd Floor, between 3rd and 4th Avenues. To access NYU’s on-campus job listings, you must register in person with the Wasserman Center. Read more about the Wasserman Center here.

TAKING ADVANTAGE OF RESOURCES AT WAGNER

DOES WAGNER PROVIDE SUPPORT ON HOW TO ADJUST TO NEW YORK AND GRADUATE SCHOOL IN THE U.S.?

Wagner’s International Student Workshops are designed to help Wagner students from outside of the U.S. acclimate to NYU and to New York City. Each workshop will focus on a different facet of adapting to U.S. and New York culture, offering information but also encouraging interactive discussion among students. While created with students raised overseas in mind, all Wagner students are welcome to participate. All sessions will meet on Fridays from 1 pm – 2:30 pm. For the room location and workshop descriptions as well as to RSVP for the workshops, visit this link.

- Sep. 6, 2013: Introduction and NYU/NYC Resources
- Sep. 13, 2013: U.S. Slang and Public Service Terms
- Sep. 20, 2013: Academic Integrity and the U.S. Classroom
• Sep. 27, 2013: Professional Development
• Oct. 4, 2013: Social Etiquette

There will also be a Registration Advisement Session specifically for international students on Wednesday, Nov. 6, 2013 from 11:30pm-12:30pm. RSVP at the link above.

HOW CAN I IMPROVE MY WRITING SKILLS?

The ability to write clearly and concisely is a critical skill for all successful public service professionals. NYU and Wagner provide several resources to support students who want to improve their writing skills.

1. WAGNER'S PROFESSIONAL WRITING WORKSHOP (NONCR-GP 0907)
   - The Wagner School offers non-credit writing sessions in the spring and fall semesters. This course meets for six class sessions beginning in the fifth week of the semester. The course covers the basic principles of memo and professional writing and a review of stylistic aspects of writing, such as writing concisely and clearly, avoiding clichés and redundancy, varying word choice, and outlining and organizing ideas. The scheduling of the course is designed to coincide with writing assignments in the school wide core courses (CORE-GP 1020 Managing Public Service Organizations and CORE-GP 1022 Introduction to Public Policy). Students bring in papers they are writing and are guided through the editing process.
   
   • The fee for the course is $170. Check Albert for dates and times as well as to register for NONCR-GP 0907, Professional Writing.

2. WAGNER WRITING TUTOR
   - Wagner provides a writing tutor free of charge to assist students, individually and in group sessions, with their writing assignments; this includes how to write concise and coherent memos. Writing tutors have office hours and are available on a first-come, first-served basis. The tutoring schedule will be posted here before the first day of classes.

3. NYU WRITING CENTER
   - The Writing Center (411 Lafayette Street, 3rd Floor, 212-998-8866) provides free services to all NYU students to improve writing skills. The Center's staff works with students on specific writing assignments. Students are encouraged to take advantage of the Writing Center's walk-in hours. For more information, visit
WHAT MATH REVIEW RESOURCES DOES WAGNER OFFER?

The following opportunities exist for Wagner students to brush up on their math skills:

1. MATH REVIEW AND SKILLS SELF-ASSESSMENT
   • The Wagner Math Assessment is a test you can take on your own to get an idea of your strengths and weaknesses in mathematics. This will help prepare you for the core coursework in microeconomics, statistics, and financial management. Completing this assessment will help you decide if you should register for the Math Review workshop.

2. WAGNER’S MATH REVIEW
   • The noncredit Math Review module (NONCR-GP 0906) focuses on math skills that are essential to statistics, microeconomics, and financial management. Module tuition is $170. For more information about Math Review and resources, click here.

3. QUANTITATIVE TUTORING
   • Every semester, Wagner provides tutors in microeconomics, statistics, and financial management at no charge to students. Tutoring hours and locations are also posted on the website here.

PREPARING FOR YOUR STAY IN NEW YORK

WHAT SHOULD I BRING TO NEW YORK?

A group of international NYU students created “The OGS Guide for NYU International Students.” This interactive presentation offers a wide range of useful information, including what you should bring to New York, what you can consider leaving behind and tips on budgeting for common student expenses. Please take time to browse through this website since it will answer many of your questions and was designed by fellow students, just for you.

It is worth noting that while it is cold in New York City in January, by April and May the temperature begins to rise. You may want to visit a weather website, such as www.weather.com, to look at average temperatures throughout the year.

WHERE DO STUDENTS FIND HOUSING?

1. NYU OFF-CAMPUS HOUSING OFFICE (OCHO)
   • Many Wagner students live in private off-campus apartments throughout New York City. To see a map of where current Wagner students live, click here. Finding housing in the
city is not without challenges, but NYU's Off-Campus Housing Office (OCHO) and can help make your search much easier.

- OCHO provides assistance to NYU students, faculty and staff - including those with families - who are seeking private off-campus apartment rentals. The Off-Campus Housing Guide provides extensive information about off-campus apartment leases, sublets and share options in the NYU residential area, and information on effective search procedures. You can also pick up this guide at the OCHO at the Kimmel Center. Suite 210 (2nd floor), 60 Washington Square South. OCHO can also be reached via telephone at 212-998-4620, fax at 212-995-4305 or email at offcampus.housing@nyu.edu.

- OCHO and NYU's Student Resource Center (SRC) organize an off-campus housing mixer where students can meet up with other students who are looking to share apartments or have space to rent in their apartments. This mixer occurs during Graduate Student Welcome Week (see the last page for more information).

- To conduct an online search for off-campus housing, log into your NYUHome account and click on the Research tab and select the Off-Campus Housing link on the left-side of the webpage.

THE INTERNATIONAL HOUSE, NYC
- The International House offers residency to full-time graduate students in New York City. While there are 700 residents in this program, students must partake in an application process to be accepted.

- International House offers a Women's International Leadership (WIL) Program which “seeks to prepare a select group of women from diverse cultures and disciplines for the challenges they will face as future leaders.”

NEW YORK CITY RESOURCES
- The NYU Student Resource Center has a useful page with links to guides, newspapers and other New York City information, which you can see here.

WAGNER WANTS LISTSERV
- Classmates can be a great resource for finding roommates and apartments. Wagner Wants is used to advertise for roommates, apartments and even books. To subscribe to the Wagner Wants listserv, log into NYUHome, and under the “Home” tab, click “Browse and Subscribe to an NYU List.” Check the box next to “wagner-wants” and then click “Subscribe” at the bottom of the page.
TEMPORARY HOUSING
• If you need temporary housing while you look for an off-campus apartment, OGS provides information on temporary accommodations.

OFF-CAMPUS HOUSING EXPENSES
• If you plan to rent an off-campus apartment, you may be expected to pay up to three months' rent in advance. For more information with regards to finances, see the Off-Campus Housing Guide.

HOW CAN I OPEN A BANK ACCOUNT?
It is not advisable to walk around New York with a large amount of cash. You may wish to open a bank account before entering the United States. Check with a bank in your home country about the easiest way to transfer sums of money in U.S. dollars from home. Paying for large expenses may take several days to clear U.S. banks.

Students often open an account at one of the banks near the OGS office, after completing their mandatory OGS check-in. A social security number is not required for an F-I or J-I student to open a bank account, but you will need proof of identification and immigration status in the U.S. (passport, I-94, and I-20 or DS-2019). Additional items you should bring include:
  ▪ Your NYU ID card;
  ▪ Any identification documents issued by your government;
  ▪ A letter of enrollment (obtained at the Registrar's Office at 25 W. 4th St); and
  ▪ Money or a check to deposit.
If you have any problems opening an account, contact OGS for more information. OGS also provides information about opening a bank account in their Welcome to NYU Workshop.

Below is a list of banks with branches near NYU campus that will open accounts for international students: Citibank at 555 LaGuardia Place (next door to OGS), Wells Fargo at 66 Ninth Ave. at 15th St., HSBC at 9th St. and Broadway, 15th St. and Park Ave., Houston and Broadway, or 8th St. near 5th Ave.

SHOULD I BRING MY IMMUNIZATION RECORDS?
New York State law requires that you submit records showing that you are immunized against Measles, Mumps, and Rubella (MMR) and Meningitis (MENO). Verification forms are enclosed with the I-20 or DS-2019. Extra forms are available at the OGS office. Questions about how to complete this form should be directed to the NYU Student Health Center at (212) 443-1199, located at 726 Broadway on the 3rd and 4th floors.

If you do not submit proof of vaccination, you must be inoculated at the NYU Student Health Center once you are in New York and pay the relevant fee. Alternatively, you can request
information at the NYU Student Health Center about New York City Department of Health and Mental Hygiene clinics that offer immunization at no charge. For example, the Chelsea Health Center (303 Ninth Avenue, 1st Floor, Manhattan, New York 10001 Between: 27th and 28th Streets.)

DO I NEED HEALTH INSURANCE?

International students are required to purchase the NYU student health insurance plan. Please take time to read the materials you receive from NYU Student Health Insurance since the materials provide extensive information. International students are automatically enrolled in and billed for the plan, but if you already have a comprehensive plan that meets the NYU Health Insurance criteria, you may be able to waive coverage with documentation. Please note it is very difficult to waive the NYU Health Insurance if your insurance carrier is not based in the US.

If you have questions regarding health insurance, contact the Student Health Insurance Services at the NYU Student Health Center at 212-443-1020 or health.insurance@nyu.edu.

DO I NEED TO FILE TAXES?

International students are obligated to file taxes while in the United States— even if they did not work in previous year. Though international students are required legally to file taxes, it may not mean that taxes must be paid. Tax filing does not necessarily mean that taxes must be paid. Before filing your tax forms, be sure to review the OGS Frequently Asked Questions page. However, please note that while OGS staff cannot advise students on tax filing.

CONNECTING WITH OTHER WAGNER STUDENTS

CONNECT WITH A CURRENT INTERNATIONAL STUDENT OR AN INCOMING INTERNATIONAL STUDENT

Adjusting to graduate school can be challenging, especially in a new country. To help acquaint you with your new city and school, Wagner can introduce you (via email) to a current international student who will serve as a source of connection to the Wagner community, and share his/her insights and tips about things such as living in New York, how to find foods from home in New York, managing school and a new culture, etc. Wherever possible, incoming students will be paired to a current student from their region.
Alternatively, if you would like to email with another incoming student from your region, just let us know.

We can connect you with an incoming or current student as of June 1. If you would find that helpful, please email us at wagner.studentservices@nyu.edu and provide your name, email address and home country.

Also, make sure to join the Wagner International Student Society (WISS) Facebook group. It is a great way to make connections early as well as ask questions of your peers.

WHAT INTERNATIONAL STUDENT GROUPS AND ASSOCIATIONS EXIST AT WAGNER?

Wagner has student associations that focus on international issues and interests and work to strengthen the international presence at Wagner. These groups provide students with opportunities to engage with fellow students, faculty and professionals at forums, speaker series and social events. Membership is open to all students. Meeting and event announcements are posted on the Wagner Student Association (WSA) listserv.

WAGNER INTERNATIONAL STUDENTS SOCIETY (WISS)
- WISS represents the Wagner international student body and works to address and promote international student interests. WISS aims to promote stronger ties among the international student community at Wagner through professional and social events, and by being a resource and facilitator for student and academic life. You can join WISS’ Facebook group here.

ASIAN PACIFIC AMERICAN STUDENT ALLIANCE (APASA)
- APASA is committed to raising visibility and awareness regarding Asian/Pacific Islander American (APIA) social and policy issues both domestically and internationally, within the public service sector and the wider community. APASA also strives to provide a network and support system and enhance the educational experience through various forums and resources geared towards professional development, social events, and dialogue addressing relevant issues concerning the APIA community.

INTERNATIONAL PUBLIC SERVICE ASSOCIATION (IPSA)
- IPSA provides a forum for exchange, debate, education, and action in the area of international development, IPSA works in conjunction with faculty and administration to address student international interests and keep them informed on international program activities.

ALLIANCE OF LATINO AND LATIC AMERICAN STUDENTS (ALAS)
• **ALAS** is committed to supporting Latino and Latin American students as well as all NYU Wagner students and faculty interested in issues affecting the Latino and Latin American communities. We strive to significantly enhance the education of future policy makers by providing academic, social, and professional support.

**WAGNER STUDENT ALLIANCE FOR AFRICA (WSAFA)**

• **WSAFA** provides a forum for education, discussion, events, and local service opportunities that focus on political, economic, and social issues facing African communities in the U.S. as well as the entire African continent.

**FINDING YOUR WAY AROUND NEW YORK**

**HOW DO STUDENTS GET AROUND NEW YORK?**

**BUSES AND SUBWAY**

• Operating on a 24/7 basis throughout all 5 boroughs, the New York City Transit system is one of the most extensive and complex public transportation systems in the world. Find bus and subway maps and schedules at [www.mta.info](http://www.mta.info). For trip planning help, visit the [MTA Trip Planner](http://www.mta.info) and [Hopstop](http://www.hopstop.com).

**TAXIS**

• Licensed New York taxis are a more expensive New York City transportation option. Taxis are found on all Manhattan streets and are a convenient and fast way to get around the city.

**NYU CAMPUS SHUTTLE**

• With an NYU ID, students can access NYU’s free campus transportation service, which shuttles students between the Washington Square campus and residence halls. Service is operated using trolleys, buses, and vans. Service and schedules vary depending on the University calendar. Schedules are available at the NYU Information Center, 50 W. 4th St or 715 Broadway, by calling 212-998-RIDE or visiting the [NYU Transportation page](http://www.nyu.edu/travel/transportation).

**HOW CAN I LEARN MORE ABOUT THINGS TO DO IN NEW YORK?**

New York has no shortage of entertainment and recreation. The [Village Voice](http://www.villagevoice.com) and the [City Guide](http://www.cityguide.nyc) are great free in-city resources. Paid magazine options are [Time Out New York](http://www.timeout.com) and [New York Magazine](http://www.nymag.com) which list and review events and places around the city.
Another useful site that offers an array of activities is One to World, which is a non-profit organization that offers social and cultural activities for international students throughout New York City. They also have a Global Classroom program where international students visit public schools to teach children about their home countries.

Wagner student groups offer outings across the city to cultural and entertainment destinations. Student group outings are advertised on the Wagner Student Association listserv.

The NYU Student Resource Center (2nd floor, Kimmel Center of University Life, 60 Washington Square South) also plans social events specifically for graduate students through the Office of Graduate Life. This is a great way to meet students from other schools at NYU.

LEARNING FROM FORMER WAGNER STUDENTS

WHAT ADVICE DO PAST INTERNATIONAL STUDENTS HAVE FOR ME?

A STUDENT FROM FRANCE REGARDING HEALTH INSURANCE:
“The main advice would be to bring copies in English of all your vaccination [immunization] certificates. This will help you to save a lot of time and energy: it is not easy to get all these documents once you are in NYC.”

A STUDENT FROM THE PHILIPPINES REGARDING FINANCIAL RESOURCES:
“My key issue before coming here was with regard to financial resources. Given the high tuition costs of NYU and the high cost of living in New York City, I had to plan my budget very carefully and figure out how I could find resources to finance my education.”

A STUDENT FROM TAIWAN REGARDING LANGUAGE AND GETTING STARTED:
“The culture is very different from what I knew, so try to come earlier to get used to it before school starts. It was also difficult to apply for everything like a bank account, phone, social security, IDs… So be persistent, bring a big amount of energy with you.”

A STUDENT FROM THE PHILIPPINES REGARDING ATTENDING ORIENTATION AND INFORMATION SESSIONS:
“I would also recommend that they attend as many orientation and information sessions as possible at the start of school, in order to start thinking of their future career.”

A STUDENT FROM ALGERIA REGARDING FINDING PEOPLE FROM YOUR COMMUNITY:
“I would recommend you to speak to people here before coming. Try to get in touch with other people from your home country in New York.”
CHECKLIST OF THINGS TO DO

RSVP FOR WAGNER INTERNATIONAL STUDENT ORIENTATION

☐ Confirm that you will attend the mandatory Wagner International Student Orientation on Thursday, August 22 at 10:30am by RSVPing here.

RSVP FOR WAGNER INTERNATIONAL STUDENT WORKSHOPS

☐ RSVP for the workshops, visit this link.
  • Sep. 6, 2013: Introduction and NYU/NYC Resources
  • Sep. 13, 2013: U.S. Slang and Public Service Terms
  • Sep. 20, 2013: Academic Integrity and the U.S. Classroom
  • Sep. 27, 2013: Professional Development
  • Oct. 4, 2013: Social Etiquette

OBTAIN YOUR NYU ID

☐ A student trying to obtain a NYUCard must have their eligibility verified in the Registrar system. The Registrar determines card eligibility. To verify eligibility, please contact the NYUCard Center at (212) 443-2273 and Select option 1. Once verified, you may go to the NYUCard Center located at 383 Lafayette Street, ground level. You must bring proof of identification (i.e. State Driver's License, State Photo ID, or Passport) and have your picture taken for your ID.

CHECK IN WITH THE OFFICE FOR OFFICE OF GLOBAL SERVICES (OGS)

☐ Check out a list of things you should know in order to plan for your arrival and academic career at NYU
☐ Check the OGS website for the list of mandatory check-in workshop dates and a list of documents to bring to the workshop
☐ Check the OGS website to determine the dates of and to register for OGS programming during NYU Welcome Week.

FILL OUT HEALTH AND IMMUNIZATION FORMS

☐ Be sure to read and respond to the information you receive from NYU’s Student Health Center about the required health insurance plan and Immunization requirements. Please note that the Fall 2013 deadline is August 15, 2013.
ESSENTIAL WAGNER WEBSITE LINKS

Wagner Current Students Homepage

Wagner Faculty

Global Public Service Homepage

Writing Resources

Math Review Resources

Wagner's Office of Career Services

Wagner Student Groups

Wagner International Listserv
Go to home.nyu.edu and under the “Home” tab, click “Browse and Subscribe to an NYU List.” Check the box next to “wagner-intnl” and then click “Subscribe” at the bottom of the page.

ESSENTIAL NYU WEBSITE LINKS

NYU Health Center

NYU’s Office for Global Services (OGS)

NYU’s Off Campus Housing Office

NYU Wellness Exchange
Below you will find a list of holidays and events in 2013-2014. Click here for the 2013-2014 NYU Academic Year Calendar.

Starting August 25, 2013: NYU Graduate Student Welcome Week

Tuesday, September 3, 2013: First Day of Classes

Monday, October 14 - Tuesday, October 15, 2013: Fall Break (No Classes)

Thursday, November 28 - Sunday, December 1, 2013: Thanksgiving Break (No Classes)

Friday, December 13, 2013: Last Day of Classes

Monday, December 16, 2013 - Friday, December 20, 2013: Exams (Make sure to check your personal exam schedule before making travel plans.)

Saturday, December 21, 2013 - Sunday, January 5, 2014: Winter Break (NYU Closed)

Monday, January 20, 2014: Martin Luther King Holiday (NYU Closed)

Monday, January 27, 2014: First Day of Spring Semester Classes

Monday, February 17, 2014: Presidents’ Day Holiday (NYU Closed)


Monday, May 12, 2014: Last day of classes before final exams

Wednesday, May 14, 2014 - Tuesday, May 20, 2014: Exams (Make sure to check your personal exam schedule before making travel plans.)

Have a safe trip to New York and we look forward to seeing you at Wagner in August!