



LONG BEACH  
CITY COLLEGE

# International Student Programs



Pre-Arrival Information  
for  
ALCI Students

# Welcome to Long Beach City College

Congratulations on your acceptance to the American Language and Cultural Institute (ALCI), an Intensive English Language Program, at Long Beach City College (LBCC)!



Please read the following information carefully in order to have a smooth transition from your home country to the United States of America (USA) and LBCC.



## Important ... Important ... Important!

All new and transferring ALCI students are required to attend Orientation as indicated on your acceptance letter. Attendance of Orientation will enable us to activate your immigration record in the federal database and allow you to register for classes in timely manner. You are expected to be available in town from the day of orientation through the start of classes. As per LBCC policy, no transfer out is allowed in the first semester.

### STEP ONE – Verifying Info before Applying for F-1 Visa:

Check the information on the enclosed Certificate of Eligibility for Nonimmigrant Visa (the I-20 Form)

- **Visa applicants.** If any personal information, particularly your name, on your I-20 is incorrect and/or does not match the information on your passport, please let us know immediately.
- Fax a copy of the passport identification page with an explanation of the mistake to (562) 938-4747. We will then send you a corrected I-20 as soon as possible before your consular interview.
- <http://travel.state.gov> has specific information and advice on applying for a visa. This site also contains information on wait times for appointments and visa processing.
- *Please note that these are only estimates. It is recommended that you **do not make travel** arrangements until you receive your visa from the consulate.*
- Make a visa appointment with the embassy or consulate responsible for issuing non-immigrant visas for your area of your home country as soon as you receive your I-20. Visa applications may be accepted by the consulate any time, and may be issued up to 90 days before your program start date.
  1. Federal policy requires all applicants for visas to the U.S. to have a personal interview with a consular officer and certain categories of applicants to undergo a security clearance.
  2. Security clearances typically take approximately 30 days to complete but can take much longer. These may be conducted due to your academic major and/or country of origin or nationality. There is currently no method for expediting security clearances.
  3. If you are selected for security clearance, the consulate may tell you that your application requires additional administrative processing and will give you an estimate of how long you may expect to wait.



### **Paying the “SEVIS” fee:**

The SEVIS fee is US\$200, but is subject to change. This fee is separate from and in addition to the visa application fee. The SEVIS fee must be paid by the internet or by mail. It cannot be paid at a U.S. embassy or consulate and it cannot be paid at a port of entry.

#### **To Pay Online** *(Preferred Method)*

- Find the Form I-901 at [www.fmjfee.com](http://www.fmjfee.com)
- Complete the form online and supply the necessary Visa, MasterCard or American Express information. Be sure to write your name exactly as it appears on your I-20 or DS-2019 form.
- Print a copy of the online receipt.
- Make copies of your receipt, and keep with your other important immigration documents.

#### **To Pay By Mail** *(May cause delays in Visa processing)*

- Obtain a form I-901 “Fee Remittance for certain F, J and M Non-immigrants.”
- Download the form from [www.fmjfee.com](http://www.fmjfee.com)
  - Request the form by phone at 800.870.3676
- Complete the form I-901. Be sure to write your name exactly as it appears on the I-20
- Prepare a check, international money order or foreign draft (drawn on U.S. banks only) in the amount of \$200 USD, made payable to “The department of Homeland Security”. Sources for such checks and money orders include banks chartered or operated in the United States, foreign subsidiaries of U.S. banks, or foreign banks that have an arrangement with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.
- Mail the completed I-901 and payment to the P.O. Box listed on Form I-901.
- A Form I-797 receipt notice should be mailed within 3 days of processing the fee. Be sure to make copies of your receipt, and keep it with your other important immigration documents.

*Please check your country U.S. embassy/consular office for additional requirements for F-1 Visa Application.*

#### **Documents needed at your Visa Interview:**

Take these documents with you at your appointment at a U.S. Embassy or Consular Office:

1. A completed visa application. An incomplete application will result in rejection and delay.
2. Photographs: view photo requirements at: [http://travel.state.gov/visa/temp/info/info\\_1287.html](http://travel.state.gov/visa/temp/info/info_1287.html)
3. Appropriate visa fee and, if applicable, reciprocity fee, or receipt for payment of this fee.
4. Receipt for payment of the \$200 I-901 SEVIS fee required for F-1 applicants.
5. A valid passport (must be valid at least six months from your date of entry to the U.S.).



6. Certificate of Eligibility for Nonimmigrant Student Visa (Form I-20). Bring the original copy, signed by applicant and the Designated School Official (DSO).
7. Original Proof of funding as stated on your I-20 (funding shown in the Certificate of Financial Responsibility submitted with your application to the College).
8. Bring translated copies of your academic records.
9. Evidence of ties to your home country which demonstrates your intent to return home, e.g. assured employment, ownership of property, etc.

**Tips for Successful Personal Visa Interview.**

- Dress professionally.
- Answer truthfully and accurately
- Be prepared to talk about your academic plans and aspirations in detail.
- Be knowledgeable about LBCC and what you want to study.
- Be prepared to speak about your ultimate career goals and how a U.S. degree is important in meeting those career and personal goals. Keep in mind that these should be consistent with your ties to your home country and your intent to return home.
- Have all the documents in order and well organized.
- You have a very short time to make the best possible impression on the consular officer.
- Check to be sure that you receive all your original academic and funding documents back from the consular officer.

Upon issuance of your visa, be sure that you have been issued the correct visa and that the notation, if any, on the visa indicates the correct institution: ***Long Beach City College***.

You will receive a sealed envelope from the consular officer containing your I-20.

**Do not open the sealed envelope.**

***Important Notice:***

Students already in F-1 visa status and transferring from another U.S. educational institution to LBCC do NOT need to obtain a new visa.

***Important Notes about Program Start Date & Obtaining Visa:***

- Take note of the program start date indicated on your I-20 (Item #5: Expected to report to the school no later than [date]).
- If you cannot schedule an interview with a consular officer until after the program start date on your I-20, or have other difficulties in obtaining your visa, please contact International Student Programs at LBCC via email: [International@lbcc.edu](mailto:International@lbcc.edu) as soon as possible for guidance.
- You may need to have a new I-20 issued and, possibly, defer beginning your program of study until the following semester, depending on the circumstances.

**The following steps are to be completed ONLY after being approved for F-1 Visa.**



**STEP TWO – Getting Ready to Travel to the U.S.**

- Book your airline ticket.
- Email: [international@lbcc.edu](mailto:international@lbcc.edu) your arrival date.
- Please note: you can NOT enter the U.S. more than 30 days prior to the program start date on the I-20.
- ISP recommends that you plan to arrive in Long Beach at least one week before Orientation date to give you time to take care of housing and know your surroundings.
- Report to ISP Office when you arrive in town, ... Keep in mind that college offices are generally open Monday through Friday, 8:30 a.m. to 5:30 p.m. and are closed on weekends.
- If you are arriving for spring semester classes, please be aware that the college closes for a two-week winter break beginning in mid-December. Please check LBCC's official academic calendar for specific dates.

**STEP THREE: Traveling and Airport Arrival Information:**



- Keep your passport, visa, signed I-20, proof of funding and translated academic records in a secure place in your carry-on luggage.
- Please be sure to *Do not put them in your checked luggage or entrust them to anyone else.*
- If you do, and your baggage is lost or delayed, you will be unable to present the documents at your port of entry. As a result, you may not be able to enter the U.S.
- You should receive an I-94 Arrival/Departure Record card from the airline attendant or border crossing official. On the I-94 card, write your name exactly as it appears on your I-20. Do not abbreviate or use initials or a nickname.
- On the I-94, you will also be asked to enter a U.S. residential address on the portion of the I-94 card (arrival record) retained at the Port of Entry. *if you are temporarily staying at a hotel or with a friend until you are able to make your own housing arrangements, be sure you have the address of your hotel or friend available.*

***Important Notes***

- The U.S. Customs and Border Protection Web site has information on what items you can bring with you to the U.S. and what items are prohibited: [www.customs.ustras.gov](http://www.customs.ustras.gov)
- The Transportation Security Administration (TSA) lists additional items that are prohibited for security reasons. [www.tsa.gov](http://www.tsa.gov)
- Place all valuables in carry-on bags since checked baggage should generally remain unlocked for security purposes. If you choose to lock your luggage, be sure to use TSA-approved locks only to avoid any luggage damage should physical inspection be required. See the following Web sites for information: [www.travelsentry.org](http://www.travelsentry.org) and [www.safekieslocks.com](http://www.safekieslocks.com)

**Immigration Check Point and Port of Entry: Entering the U.S.**

- The U.S. Port of Entry is the international airport or land border crossing where you enter the U.S. You will pass through an immigration and customs checkpoint. You will be asked to present your:
  1. valid passport with F-1 visa
  2. your original, signed SEVIS I-20 (in a sealed envelope)
  3. your filled I-94 Arrival/Departure Record
  4. SEVIS I-901 Fee receipt
  5. Funding information (to support the amount documented on your I-20 form)
  6. Customs Declaration form



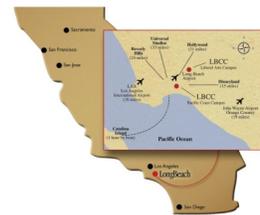
- The officers will inspect the documents and note the date of entry, visa status, as well as the D/S (duration of status) on your I-20 and passport.
- These documents, taken together, constitute proof of your legal status in the U.S. Do not lose them. Once your customs and immigration inspection is complete you should receive:
  1. Your I-20 (pages 1 to 3) stamped for duration status.
  2. The I-94 notated with D/S and F1 status. The I-94 is usually stapled in your passport. Keep it always attached to your passport till you depart the US.
- Be sure you receive all your immigration documents back from the Port of Entry officer and that your I-94 card is marked with the correct visa information. If it is not, it is much easier to correct the problem then, at the Port of Entry, than later.

**Important notes regarding entry**

- If the CBP officer at the port of entry cannot initially verify your information or you do not have all of the required documentation, you maybe directed to an interview area know as “secondary inspection.”
- Once you finish at POE, you will pick up your luggage and go through customs. A custom official may inspect your luggage.

**STEP FOUR: Coming to Long Beach & LBCC**

- You may want to arrange with friends or local relative to meet you at the airport to take you to your housing in Long Beach.
- If you don’t have friends to meet you at the airport, you may arrange for SHARED RIDE VAN service. Check [www.supershuttle.com](http://www.supershuttle.com) or [www.primetimeshuttle.com](http://www.primetimeshuttle.com) for reservation.
- You may also ask for help at the “information” or “traveler’s aid” desks inside the terminals.



**Hotels nearby LBCC:**

If you need to stay in a hotel for day or two until you find a permanent residence, the following hotels are close to Long Beach City College:

Holiday Inn  
Lakewood Blvd.  
Long Beach  
(562) 597-4401

[www.hilongbeach.com](http://www.hilongbeach.com)

Hotel Current  
5325 E Pacific Coast Highway  
Long Beach, Ca 90804  
(562) 597– 1341

[www.hotelcurrent.com/](http://www.hotelcurrent.com/)

When you make a reservation at one of these hotels, be sure to mention Long Beach City College and

request a student discount. You should make your reservation *before* you arrive in the United States so that you will be sure of having a place to stay.

**Housing while Studying LBCC:**

- You need to arrange for your housing either prior to or within the first few day of your arrival to Long Beach. International Student Program keeps a binder of various rentals (apartment, room for rent, roommate or housemate) available in the vicinity.
- Rental units (furnished or unfurnished) are also available to LBCC international Students at Crossing at the Bay Apartments. Check them online at <http://thecrossingsatthebay.com> - when you call or email, mention that you are a student at Long Beach City College to get discounted LBCC student rate.

**STEP FIVE: Attend Orientation**

- All new and transferring international students to LBCC are **required** to attend Orientation.
- Orientation is the OFFICIAL start date of your program as indicated on your I-20 and acceptance letter.
- We highly suggest to arrive at least ONE week or no less than 3 days before orientation.
- You are required to remain in town and be available between orientation and class start date.
- Failure of showing up at orientation will jeopardize your admission, your class registration, and may result in the termination of your F-1 status.

**Where to come for Orientation**

Come to:           ALCI \*, Long Beach City College  
                          4900 Conant Street.  
                          Building 0-2, Room 235  
                          Long Beach, CA 90808  
                          Building 0-2 (is on the corner of Conant and Clark Street) —See attached campus map.

- ◆ Orientation starts at 8:30 AM - please be on time.
- ◆ Plan on spending one full day of orientation.

**What will happen at Orientation?**

- Important immigration information will be presented as well as academic information crucial to your success at LBCC.
- You will meet all incoming ALCI students and ISP staff

**What to bring to Orientation:**

Please make sure you bring the following immigration documents to Orientation:

- ◆ Passport (with the I-94 Card)
- ◆ Visa
- ◆ Your I-20 form from LBCC
- ◆ Two number 2 pencils
- ◆ Pen (Black ink)

**Fees and Financial Matters:**

***To be Paid On Orientation Day:***

Be prepared to pay the following fees on orientation Day:

1. **Health Insurance:** (paid only in money order or cashier check) payable to **Student Insurance USA. Refer to letter of acceptance for fee amount.**
2. **Cultural Fee:** \$75.00 ( pay online at [www.lbcc.edu/international](http://www.lbcc.edu/international) or cash, money order, personal check payable to LBCC)

**Other Fees MUST be paid within the first week of classes at the Cashier's Office:**

- ◆ Tuition Fee \$1800 / session
- ◆ Student ID \$20.00/semester
- ◆ Parking Permit (if you drive to campus) \$25/semester

***Money Tips***

- ◆ Bring enough money with you to cover the expenses of your first month, which is likely to be one of the most expensive periods of your stay. Before the term begins, you will pay for local transportation, possibly several nights of lodging in hotel, and meals. Once the semester starts, your expenses will include:
- ◆ Do not carry large sums of cash. Traveler's checks are a safer way to carry money. Most stores and restaurants, and Long Beach City College accept traveler's checks. It is a good idea to get some traveler's checks in your home country before coming to the U.S. so you will not have to worry about changing money when you first arrive.
- ◆ We strongly recommend that you bring at least \$1,000 in traveler's checks for your first month's living expenses, even if you decide to bring the balance of your funds in the form of a bank check.
- ◆ If you are carrying a credit card from your home country, make sure to activate the card to work overseas while you are staying in the US or elsewhere.

*We Wish You the Best at Long Beach City College*



**ALCI Students**  
**PRE-ARRIVAL QUICK CHECKLIST**

**STEP ONE: Getting Your Visa**

- Create a folder for your important documents. Keep it in a safe location.
- Review the immigration document (s) enclosed with this brochure (I-20) for mistakes or incorrect information.
- Pay the required Student and Exchange Visitor Information System (SEVIS) fee of \$200.
- Pay the visa application fee.
- Schedule a visa appointment with the United States Embassy or Consulate in your home country.
- Make sure your passport is updated and valid for at least 6 months after your entry into the US.
- Get photographs taken for visa application.

**Upon issuance of your visa:**

- Verify that all information is correct.
- Make sure the visa indicates the correct classification (i.e., F-1).
- Email to [International@lbcc.edu](mailto:International@lbcc.edu) your arrival date.

**STEP TWO: Traveling to the U.S.**

- Make travel arrangements to Long Beach, CA - Plan to arrive at least one week before Orientation
- Arrange for housing before you arrive to Long Beach, if possible.

**Bring the following with you:**

- Passport with valid US visa.
- All documents related to your visa application (e.g., I-20, financial documents, acceptance letters)
- Enough money to cover initial expenses (e.g., health insurance, rent and housing deposits)
- Address where you will be living immediately upon arrival, not the school address.

**STEP THREE: Arriving in Long Beach, CA**

- Attend mandatory orientation. Please bring the following documents with you:
  - I-20
  - Your passport with visa inside
  - I-94 (Arrival/Departure) card (received at Port of Entry)
  - U.S. address information (temporary or permanent)
- Payments for required Fees (e.g. health insurance, cultural fee ..etc.)

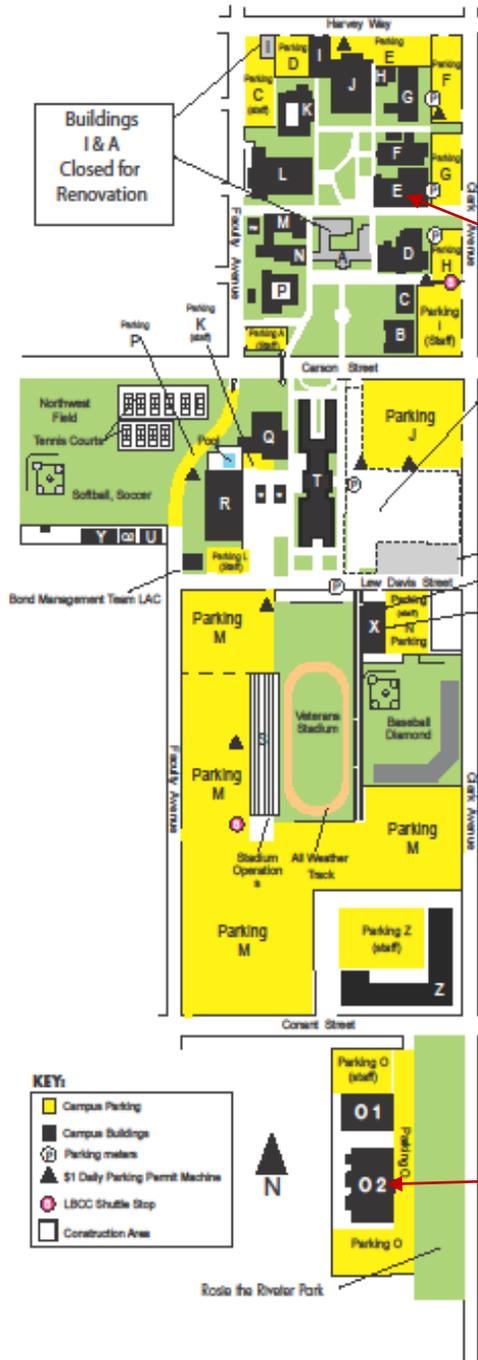
**Office Services:**

- Register for Classes.
- Pay tuition and get your LBCC ID card (Cashier Office)
- Participate in International Student Club (ISC) programs offered to assist you in getting acclimated to LBCC.



# Long Beach City College

Liberal Arts Campus 4901 East Carson Street, Long Beach, CA 90808



- | Building / Services |  |
|---------------------|--|
| A                   | CLOSED   |
| B                   | Architecture/Drafting<br>Electricity<br>Electronics  |
| C                   | Nursing<br>Health Technologies   |
| D                   | Mathematics<br>Success Center<br>Science   |
| E                   | Cafeteria<br>College Center<br>Career Planning<br>International Students   |
| F                   | Family & Consumer Studies<br>Fashion   |
| G                   | Music<br>Radio/TV  |
| H                   | Theatre Arts   |
| I                   | CLOSED   |
| Trailer I           | Bookstore  |
| J                   | Auditorium   |
| K                   | Art  |
| L                   | Academic Computing<br>Academic Senate<br>Faculty Support & Resources<br>High-end Computer Lab<br>Instructional Technology<br>Learning & Academic Resources<br>Learning Resource Center<br>Library<br>Media and Periodicals<br>Multi-media Classrooms<br>Reading<br>Student Support Centers   |
| M                   | Counseling<br>Disabled Student Program<br>EOPS/CARE<br>Financial Aid<br>Foreign Languages<br>Transfer Center   |
| N                   | Admissions & Records<br>Articulation<br>Cashier<br>ITS<br>Registrar  |
| O 1                 | ITS (scheduled for October 2010)   |
| O 2                 | Economic & Resource Development<br>Foundation<br>Grants<br>Warehouse   |
| P                   | English<br>Journalism<br>Language Arts   |
| Q                   | Physical Education<br>Student Health Center<br>Women's Locker Room   |
| Q2                  | Athletics  |
| R                   | Fitness/Wellness Center<br>Hall of Champions<br>Men's Locker Room<br>Physical Education  |
| S                   | Adaptive Physical Education<br>P.E. Coaches<br>Stadium Operations  |
| T                   | Academic Services<br>Administration<br>Administrative Services<br>Board of Trustees<br>Business<br>Classrooms<br>Community Relations & Marketing<br>Faculty/Professional Development<br>Fiscal Affairs<br>History<br>Human Resources<br>Institutional Effectiveness<br>Mail Room<br>Payroll/Benefits<br>Planning<br>President's Ambassadors<br>Purchasing<br>Risk Services<br>Social Science<br>Speech |
| W                   | Assessment<br>American Language & Culture Institute  |
| X                   | Campus Safety (police)<br>Central Plant<br>P.E. Coaches  |
| Z                   | Facilities<br>Grounds<br>Maintenance   |