



Pre-arrival Handbook Spring 2017

Welcome to **ONCAMPUS** Boston

# **ONCAMPUS** **BOSTON**

Dear Student,

Welcome to **ONCAMPUS** Boston! We are looking forward to meeting you!

We hope that your preparations for starting your studies with us are going well and that you are looking forward to the next exciting step in your education and learning. We hope that you can use this handbook to prepare you for the **ONCAMPUS** program.

We want to help you to get to know each other and to prepare for a year of studies with **ONCAMPUS** Boston.

Through the **ONCAMPUS** Boston program you will benefit from full access to our host campus, Wheelock College. Our partnership allows you to enjoy a true American college experience including on-campus housing, full access to all facilities and a multitude of extracurricular activities. You will also benefit from a special community of international students just like you who have joined our program. You will have the best of both worlds - a supportive and welcoming international student community as part of an American college right in the heart of Boston!

We believe that successful students need a strong learning community. During your time with us we hope you will be inspired to learn, to develop new skills, to understand different cultures, and to make friendships that will last a lifetime.

**We look forward to seeing you in Boston very soon!**

The **ONCAMPUS** Boston Team

# Housing

Rooms fill up quickly. It is important that you complete the online housing application form at the link listed here, <https://forms.wheelock.edu/forms/oncampus-boston-housing>, as soon as possible. The sooner you return the form, the better chance you have at securing your preferred housing. As first year students, please understand that most upper classmen at Wheelock College have already selected their residence hall rooms but we will do our best to accommodate your preferences. In addition, you will have a roommate. This is an important part of the first year college experience. Wheelock does not offer single room accommodations. Descriptions of the on-campus residencies are below and online here: <http://www.oncampus.global/usa/oncampus-boston.htm>.

## Housing options



### Peabody Hall

Located on The Riverway, Peabody Hall is the largest co-ed residence hall on campus. It holds approximately 260 undergraduates in traditional hallway-style living and suite-style living with shared bathrooms.



### Pilgrim House

Located on Pilgrim Road, Pilgrim House is an all-female residence hall, housing approximately 80 women. Pilgrim is designed with traditional hallway-style living and community-style bathrooms.



### Riverway House

Located on The Riverway, Riverway House is a modern residence hall. It is a co-educational facility of approximately 130 residents, with community-style living, and small community-style bathrooms. The garden level is a "Quiet Preferred" area.



### Longwood House

Located on The Riverway, Longwood House is a co-ed facility of approximately 70 residents. Longwood is designed with traditional hallway-style living and community-style bathrooms.



### Colchester House

Located on Wheelock's Brookline Campus, Colchester House is home to approximately 25 students. Colchester is a former mansion converted into a college residence. Students live in doubles, or triples with community bathrooms. This co-ed residence hall is equipped with kitchen and laundry facilities for its residents to use. Colchester is the smallest of all the residence halls and primarily houses upper class students.

# Health



## Dining Hall

The all-you-care-to-eat dining hall is a great place to socialize and catch up with friends.



## Campus Green

This is a great space for picnics, outdoor games and student movie nights!



## Wheelock Family Theatre

Wheelock Family Theatre is a professional theatre that puts on four productions a year. Theatre performances are free for our students to attend!



## The Earl Center

This building has an open learning space concept with the latest technology, a resource library and adequate study space.



## Towne Art Gallery

Artists from all over New England showcase their work in the gallery. At the end of each semester, art students host a student exhibit.



## Holmes Sports Center

Students have full access to a basketball court, swimming pool and exercise equipment with their Wheelock ID.



# Health

## Health Insurance options for ONCAMPUS Boston students

Health insurance is **mandatory** for all college students in the state of Massachusetts. This must be purchased before starting classes. **ONCAMPUS** Boston students need to purchase the student Blue Cross Blue Shield plan through Wheelock College.

- Valid from January 15, 2017 – August 14, 2017
- Comprehensive coverage, including preventive, illness, and accident.
- Cost is approximately \$1,700 and will be billed through Wheelock College and placed on their ONCAMPUS Boston invoice.

We will help you enroll during orientation, if you need additional support.

## Student Health Services

Wheelock College Student Health Services is operated in conjunction with Harvard Vanguard Medical Associates. Harvard Vanguard, affiliated with Harvard Medical School, is a nonprofit, multi-specialty medical group practice located close to the Wheelock campus. For more information, please visit: <http://www.harvardvanguard.org/>.

## Required Health Form

The Wheelock College Entrance Health Certificate is a standard form filled out by all students before starting college. It proves that students have had proper immunizations so that they will not put themselves or other students at risk of certain illnesses. It also informs our staff if a student has any special medical needs so that we can accommodate them as best as possible.

In addition to having health insurance, all students **MUST** complete The Wheelock College Entrance Health Certificate to begin classes. This can take several weeks to complete so please start as soon as possible. The Entrance Health Certificate is due by January 4<sup>th</sup>, **2017**. PLEASE NOTE: If the **ONCAMPUS** Boston office has not received the Certificate by the end of the first week of classes, a fine of \$80 will be applied to your student account.

Our staff will email this to you and you **MUST** bring the completed forms with you when you arrive to **ONCAMPUS** Boston. If you do not have your forms completed in their entirety, you may not be allowed to move into your on-campus housing or begin classes according to Massachusetts state law.

If a student does not bring a complete form with them or mail it to campus prior to arrival, he/she will **NOT** be allowed to start classes until they have had an appointment with a doctor for a medical examination. Please contact the **ONCAMPUS** Boston staff with any questions regarding The Wheelock College Entrance Health Certificate.

# Arriving at the airport & getting to the college

## Taxi / Pick-up service

**Taxis (Highly recommended):** There are several taxi stops around the airport where you can catch one or you can arrange to have one waiting for you. Taxis to Wheelock College will cost \$30-\$50. Tipping a few dollars above the cost is common practice in the United States. Tell the driver the following address: **Wheelock College, 210 Riverway, Boston, MA 02215 - Peabody Hall**. You can also call a taxi: **Metro Cab of Boston +1 (617) 782-5500** or **Boston Cab Association +1 (617)-536-3200**.

**Private Pick-up:** We can arrange pick up through New England Coach Services. This charge can be added to your student bill. Private pick-up will range between \$150-200.

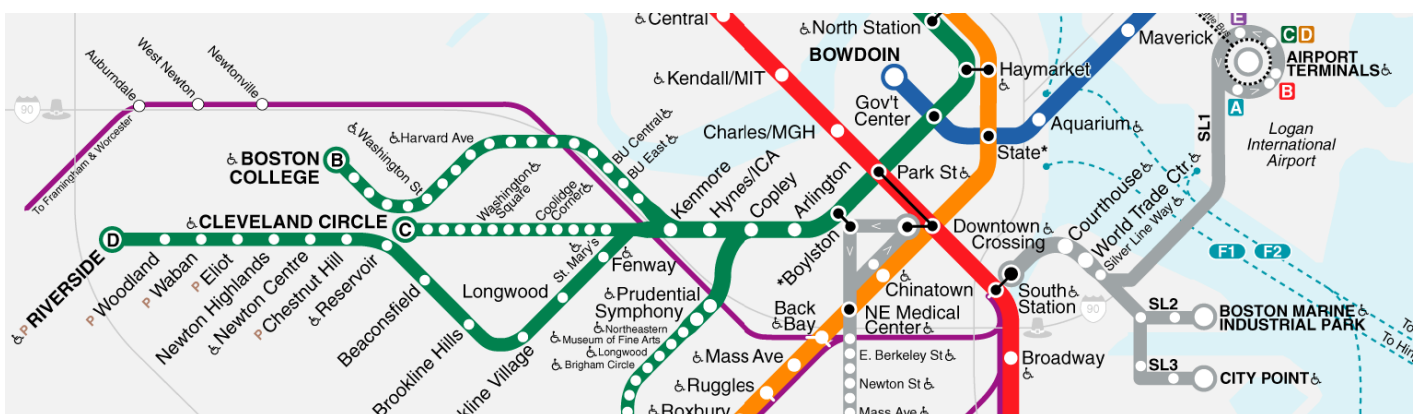
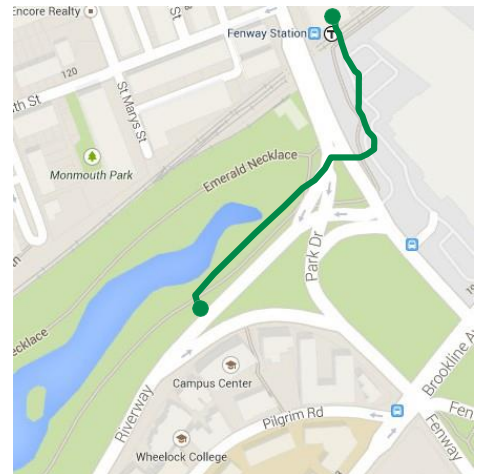
**When you arrive, please call/go to the public safety desk** (available 24 hours a day) in **Peabody Hall +1 (617) 879-2151**

## The "T" (Boston subway)

Boston has a reliable and easy-to-use public transportation system called the "T" ([www.mbta.com](http://www.mbta.com)). You can board the Silver Line buses, from the lower level of each terminal outside. The Silver Line Route SL1 bus is FREE from your terminal to the Red Line at South Station. Please use all doors to board at any Silver Line stop location.

The Silver Line SL1 is handicapped-accessible and generally runs every 15-20 minutes from approximately 5:30 a.m. to 12:30 a.m. every day of the week.

- The Silver Line will bring you to South Station, where you can go downstairs and transfer trains to the Red Line.
- Take the Inbound Red Line train towards Alewife.
- Go two stops to Park Street station and transfer trains again to the Green Line (upstairs from the Red Line).
- Take the Outbound Green Line D towards Riverside. There are four different Outbound Green Line trains: B, C, D and E. Make sure to get on the train that says "D Riverside".
- Take that train to Fenway Station (6 stops from Park Street).
- Exit at Fenway Station towards a large parking lot. There will be a store called Bed Bath and Beyond in front of you. Wheelock is a short walk from the station. Print out this map to help.



# What to bring with you

## Money

It is a good idea to exchange a small amount of money into US Dollars for spending during the first few days. Internationally accepted credit cards will be helpful also.

## Clothing

Boston has all four seasons and can go from humid and very warm in the summer to very cold and snowy in the winter. To make your travel time easier, pack for the season during which you will arrive and have a friend or family member mail a pre-packed box for the next seasons. You can easily purchase more clothes in Boston as well.

## Weather.com average highs for Boston

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
36 F 2 C	39 F 4 C	45 F 7 C	56 F 13 C	66 F 19 C	76 F 24 C	82 F 28 C	80 F 27 C	72 F 22 C	61 F 16 C	52 F 11 C	41 F 5 C

## Personal medications

If you are taking any type of medication, make sure it is approved and legal in the United States and then bring enough to last you until you can see another doctor.

## Personal toiletries

If there is a particular soap, toothpaste or other bathroom product you prefer you should bring some until you can find an equivalent here.

## Books

You might want to bring textbooks and dictionaries that you use frequently to help you with your studies. However, many books can be found here at the library, picked up second-hand or shipped to you. Your courses will require certain textbooks. These can be purchased once you arrive to Boston. Textbook costs are in addition to the cost of tuition.

## Pictures/mementos

Consider bringing pictures of your family, friends, pets, neighborhood, etc. Sometimes being away from home for months can be quite hard. Having something that reminds you of your home and the people you love can help you feel better during the days when you miss the people you care about.

## Laptop

You may bring your laptop computer with you or choose to buy one when you arrive in the US. It is quite easy to purchase a computer in the US and you can buy it from the computer shop across the street or order it online.

*Power adapter The electricity supply in the US is 120v so you may need to purchase an*



# What to bring with you

## What NOT to bring

- Food preparation appliances, such as Microwaves, Toasters, Hot Plates, Hot Pots, Rice Cookers, Coffeepots
- Candles/Incense
- Air Conditioners/ Electric Heaters
  - Halogen Lamps
  - Pets
  - Wireless routers

## Bedding/pillows/mattress pad

If you have space in your luggage and want to bring your own sheets you can, but **ONCAMPUS** Boston will be able to provide temporary bed supplies until you can purchase your own. Bed Bath and Beyond, a store specializing in home and bathroom products, is located across the street from campus so you can easily buy your items. Students can also place an order online and pickup when they arrive on campus.



# What to bring with you

## Visa requirements

It is important that you begin your visa application as soon as possible since the application process could take a long time. Go to [http://travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html) for complete information on the visa application and steps.

Documents you will need:

- I-20
- DS-160 (online application) completed
- Passport
- **Original transcripts from previous schools and Universities (six official copies recommended)**
- **TOEFL/IELTS scores**
- Proof of financial support

## Immigration on your arrival

When you arrive at your port of entry you will need to pass through immigration. You will need to show Customs:

- Passport and visa
- I-20
- Evidence of payment for your SEVIS application

The immigration officer may take your fingerprints and ask you questions about your reasons for studying in the US. It is important that you can answer these questions in detail. Make sure you have all of your academic and visa documents in your carry-on luggage if you are flying in to the US; you will not have access to your luggage until you have cleared immigration. Failure to have the right documents will result in delays or possible denial of entry into the US.

In addition, our partner college, Wheelock, has a useful website:

<http://www.wheelock.edu/admissions/undergraduate/apply/international-student-application-process#visa>

# Fee payment

**Tuition fees for each semester at Wheelock College are due prior to the start of your studies.** All fees are payable in USD (US Dollars). In order to accept your offer you are required to pay a deposit, as outlined in your offer letter. This fee can be paid via the following methods:

**α ONCAMPUS Boston recommends paying via peerTransfer\***



Take advantage of our new streamlined international payment process which gives you the option to pay in your own currency (most currencies available) with competitive foreign exchange rates available and no bank charges.

<https://www.peertransfer.com/school/wheelock>

Follow the instructions on the website. You will need your reference number «1061510».

\*In many countries you can pay online via peerTransfer using your credit or debit card, however in some countries the process may still involve making a transfer through your bank.

**β Payment can also be made via credit card through the Wheelock fees portal.**



Click on the link below and follow the 'OnCampus' prompt at the bottom right hand side of the page. You will be directed to enter your credit card details on-line.

<http://commerce.cashnet.com/wheelockempay>

If you do not have access to the internet and need another payment method, please contact 00 44 (0) 1223 345698 or [finance@oncampususa.com](mailto:finance@oncampususa.com).

Receipt of registration fees and deposit will reserve your place in the course. Fees must be paid before the start of the course.

# Additional information

## Money

### Matters Banks

If you are interested in opening an American bank account, there will be information available during Orientation. There are a number of local banks to choose from, and many of them offer checking accounts specifically for students. The only required document you will need to bring will be your passport or other form of picture identification. A credit/debit card with a major company (Visa, Mastercard, etc.) may make the process faster.

### Fenway Card

You can check your balance, add funds, and see a list of locations that accept Fenway Cash at [www.fenwaycard.com](http://www.fenwaycard.com)

### ATM locations

Most ATMs charge a fee unless you have an account at that bank.

- Santander ATM on the first floor to the Campus Center
- Bank of America ATM in Landmark Center; branch at 333 Longwood Avenue
- Citizens ATM in Shaw's; branch at 435 Brookline Avenue
- CitiBank at 1367 Boylston Street

### Sales tax

- MA sales tax is 6.25% on most purchases.
- There is no sales tax on clothing (articles less than \$175) or food (from a grocery store).

### Tipping

- In the United States, you should leave a 15-20% tip for service in a restaurant. A 15% tip indicates acceptable service, and a 20% tip indicates good service. Servers generally earn less than minimum wage and depend on tips for their income.
- If you buy your food at a counter (e.g. at a fast-food restaurant or a café), you do not have to leave a tip. You might see a tip jar where you can leave some coins for excellent service, but it is not required.
- For other services – such as taxi service or hair styling – 15% tip is about average.
- When you are travelling, a standard tip for the person helping you with your luggage is \$1 a bag, and the standard for housekeeping is \$3-\$5 and more for longer stays.

## Smoking, Alcohol and Drugs

### Cigarettes

Wheelock College is a smoke-free campus. Smoking is not permitted in any building or on the college grounds.

You must be at least 21 years old to buy cigarettes. You will be asked to show proper identification (an ID) to prove that you are 21 or older. Appropriate forms of ID are US driver's licenses and passports.

### Alcohol

In the United States, you must be at least 21 years old to purchase and consume alcohol. You will be asked for proper ID when purchasing alcohol.

### Drugs

The use of illegal drugs – including marijuana – will not be tolerated.

If you take prescription drugs, please bring your prescription in English (or bring a notarized translation). We recommend you bring at least one month's supply of your medication as it might take a while to fill your prescription in the US.

# Additional information

## Food

### **Meal plan**

You have 19 meals per week on your meal plan that can be enjoyed at the Wheelock Campus Center Dining Hall. Hours are listed on their website at [www.wheelockdining.com/dining](http://www.wheelockdining.com/dining)

### **Local restaurants**

The Wheelock College neighborhood has many quality restaurants, ranging from fast food to elegant dining.

### **Grocery stores**

There is a Shaws food market open 24 hours a day within easy walking distance at 33 Kilmarnock Street.

### **Places of worship**

<https://www.google.com/maps/ms?msid=204043129767843842244.0004c60baaaae388b9cad&msa=0>

# Important dates

January 2017		
Sunday-Tuesday	January 8 <sup>th</sup> -January 10 <sup>th</sup>	ONCAMPUS Boston Move-in
Wednesday-Friday	January 11 <sup>th</sup> –January 13 <sup>th</sup>	Orientation (new students)
Monday	January 16 <sup>th</sup>	Martin Luther King Jr. Holiday (no classes)
Tuesday	January 17 <sup>th</sup>	Spring Semester begins. (Classes meet)
February 2017		
Monday	February 20 <sup>th</sup>	President's Day - (no classes)
March 2017		
Monday-Friday	March 6 <sup>th</sup> -March 10 <sup>th</sup>	Spring Break (no classes)
April 2017		
Monday	April 17 <sup>th</sup>	Patriot's Day - (no classes)
May 2017		
Monday	May 8 <sup>th</sup>	Spring Semester ends (classes meet)
Wednesday-Thursday	May 10 <sup>th</sup> -11 <sup>th</sup>	Undergraduate examination period
Friday	May 12 <sup>th</sup>	Move out
May 2017		
Monday-Tuesday	May 15 <sup>th</sup> – 16 <sup>th</sup>	New students arrive and move in
Wednesday -Friday	May 17 <sup>th</sup> –May 19 <sup>th</sup>	New student orientation
Monday	May 22 <sup>nd</sup>	Summer Semester begins (classes meet)
Monday	May 29 <sup>th</sup>	Memorial Day holiday (no classes)
July 2017		
Tuesday	July 4 <sup>th</sup>	Independence day holiday (no classes)
August 2017		
Friday	August 11 <sup>th</sup>	Summer Semester ends (classes meet)

# Checklist of important documents

## Documentation Due Dates

Entrance Health Certificate

**January 4<sup>th</sup>, 2017**

Wheelock On-Campus Housing Form

**January 4<sup>th</sup>, 2017** (submit as early as possible to have preferred housing)

Arrival/ Transportation Information

**January 4<sup>th</sup>, 2017**

Wheelock Bill Payment

**December 23<sup>rd</sup>, 2016**

## Checklist of Important Documents to Bring with You

1. Required for Customs at Airport – Bring in Carry-On Bag
  - Passport
  - Original I-20**
  - Proof of SEVIS payment
  - Visa
2. Academics
  - Original transcripts from high school and previous universities.** Official notarized translations must be provided when originals are not in English.
  - TOEFL/IELTS scores
  - ONCAMPUS Boston Acceptance letter**
3. Health & Safety
  - Approved medications
  - Your emergency contact information
  - Entrance Health Certificate (including proof of immunizations)**
4. Additional Documentation
  - Proof of financial support or sponsorship

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